

A-Z of Events

Access for Emergency Services

As part of your event planning it is vital that you have arrangements in place to allow access for large emergency vehicles should an incident occur, particularly if your event involves a road closure and the need to take the vehicle off hard road surface.

Amusements, attractions and promotional displays

If you are planning to include amusement activities at your event, you should consider the following points:

- Current mechanical inspection certificates (A.D.I.P.S)
- £5 million PLI
- Risk Assessment for each piece of equipment
- Crowd management issues
- Competence of the operator
- Power & lighting requirements

Please make sure that any planned activities are included in the application made to the events team. For guidance on attractions and amusement devices can be found in Health and safety publication For more information visit:

[Fairgrounds and amusement parks guidance on safe practice](#)

Active Recreation

These activities encourage those who regularly participate in active lifestyles to engage in activities such as active play, recreational walking, running or cycling. Where there are organised group activities on TDC land or KCC Highways these need to go through the Estates Team.



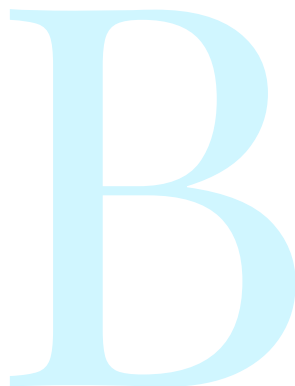
Barbecues/hot food retail outlets and similar

If you are having BBQ's or similar you can get advice from our environmental health team.

Beach BBQ's are only permitted at joss bay and you need to ask the Foreshore Support Officer for permission.

Make sure that any hot food traders at your event give copies of their risk assessment, £5 million of public liability insurance, their registration documents and their food hygiene certificate. Again, our Environmental Health Team will be happy to give advice.

If traders are using gas appliances, these should be tested annually and have a certificate.



Bouncy Castles

You will need to provide (A.D.I.P.S) and (P.I.P.A) certificates for inflatables

- ❖ Make sure it is in good condition and safe
- ❖ A safety mat (min of 1" thickness) should be at the entrance of any inflatable
- ❖ Fixed to the ground with guy ropes and long stakes or mooring straps, clearly visible and fenced off.
- ❖ The electrical apparatus or generator is fenced off
- ❖ Supervised by a competent adult at all times.
- ❖ No children that use it should be taller than the height of its walls
- ❖ Operated as per manufacturer's and operator's guidelines.
- ❖ Covered by a safety certificate and £5 million public liability insurance, held by the operator/owner.
- ❖ A.D.I.P.S for more information [visit](#)
- ❖ P.I.P.A for more information [visit](#)

Barriers

Equipment at the site that might be a hazard should be fenced off, and some attractions will need barriers. Barriers are a useful tool to protect hazardous areas, assist with crowd management, direct visitors or to segregate different attractions.

Bonfires

Bonfires can cause residence annoyance and there is a risk of fire in hot dry weather. Bonfires are not encouraged BUT if your event does include a bonfire you will need permits from KCC, the Fire Brigade and TDC.

Budgets

When creating a budget for you event make sure that you have allocated sufficient funds to meet the requirements for; stewards, barrier, equipment, signage and first aid. Example of a budget [here](#)



Beach Groups

Thanet is blessed with 19 miles of stunning coastline and has some of the most enviable beaches in the country and therefore the area attracts thousands of visitors.

For groups of under 50 people you need to contact the foreshore department to inform them of any group visits to the beaches and bays at

leisureservices@thanet.gov.uk or on **01843 577275**. If they want to have music, food, alcohol or equipment on to the beach then it needs to be classified as an event and should go through the event process.

Any group of over 50 people needs to consider the impact on the surrounding area and services. If they want to have music, food, alcohol or equipment on to the beach or there are going to be large numbers then it needs to be classified as an event and should go through the event process.

Camping

Camping or overnight accommodation is rarely if ever permitted on public open spaces or amenity sites in Thanet. If this is a requirement of your event you should bring this to the attention of Events Team at the earliest possible opportunity.

Carnivals and Processions

If your event includes a Carnival or processional element which will use the public highway, you are advised to give the Events Team and apply for a Temporary Road Closures to be in place.

For processions on foot consider:

- Safe assembly and dispersal areas off the public highway
- The length & duration of the procession route, especially with very young or elderly participants.
- Pinch points, where roads and access narrows
- Check the route for bollards, trip hazards and height restrictions low cables.
- Adequate stewarding of the procession
- First aiders on foot following on
- Provision for water distribution on hot days

Community Safety

In promotional literature/event programmes, suggest directions and travel routes with advice on planning journeys. Travelling in groups and avoiding shortcuts can be helpful, particularly if the event is to finish late.

Contingency Planning

Larger scale events require contingency plans but it is worth considering worse case scenarios in all cases e.g:

- What to do if there is inclement weather
- Stage/temporary structure collapse
- Overcrowding
- Major accidents - e.g Terrorism
- Plan for cancelling event if needed due to weather or poor take-up
- Effects on budget

Control Room

Consider setting up a control room on the site to:

- Monitor the event, giving an early indication of any problems
- Control any incidents
- Direct resources to deal with any problems
- Act as a base for any communications systems

Crowd Management

Many aspects of your planning can have an impact on crowd behaviour, such as: Design of venue, Audience capacity, Positioning of crowd control barriers, Provision of adequate facilities, Clear effective means of communication with the audience, Audience profile, Entry and exit of the audience, Opening time etc.

Communication

To manage the event you will need communication between stewards and marshals this is vital.

It is important to use unambiguous language and avoid acronyms and jargon. Where they are necessary, provide a glossary of terms to ensure that all parties are able to interpret the information.

Pay attention to labelling features on maps and site plans consistently, this avoids delayed responses, misdirected resources, and communication channels being blocked with requests for clarification.

Plans should identify who is responsible for specific tasks. Consider appointing a coordinator as a single point of contact, to receive, collate, cross-check and spread information about radio-channel frequencies, call signs, phone lines, alert cascades, contact lists etc.

Everybody should be aware of who is in charge, who is providing information and instructions.

Public information is a key aspect of event planning. Well-informed members of the public are less likely to be frustrated, aggressive or obstructive. Consider what information the audience will require if the event is cancelled, delayed or curtailed.

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D

Damage

As the event organiser, you are responsible for making sure that the site is returned to its original condition. This also means you must make good any damage caused at your own expense.

Different Types of Events for example:

- Stadium music events
- Arena events
- Large events
- Small events
- Classical music events
- All-night music events

Refer to - The Event Safety Guide - a guide to health, safety and welfare at music and similar events published by HSE

Drone Filming

Anyone considering drone filming within your event needs to go through the event organiser and contact Thanet Film Service on 01843 577050 filming.notice@thanet.gov.uk



E

Electrical Installations and Lighting

If you need a temporary supply of electricity for your event, here are some of the things you should consider:

- ❖ All the wiring must be installed by a suitably competent electrician in a safe manner who should give you a written certificate to prove that this has been done
- ❖ That the supply is protected by suitable earth fault device (Residual Circuit Breaker (RCB) of maximum 30m amp per trip)
- ❖ The safety standard of the installation should be at least that of the current 16th Edition of IEE Wiring Regulations
- ❖ All electrical installations and equipment must comply with the Electricity at Work Regulations 1989.

For more information visit: <http://www.hse.gov.uk/event-safety/electrical-safety.htm>

Emergency Planning

The consequences of a major incident at an outdoor event could be catastrophic and it is important to plan for such an occurrence this normally requires a multi agency approach. The event organiser in partnership with the police, fire authority, local authority, local emergency planning officers, the Ambulance and Hospital Services, stewards and first-aiders all play a part. It is, therefore, important that there is a clear demarcation of duties, and that responsibilities are agreed and understood at the planning stage. You should therefore consider what could go wrong on the day and draw up an Emergency Plan to deal with any contingency.

Entry and Exits

You may need advice from TDC. Police, Fire Brigade and Kent Ambulance service on the impact that will be created by the number of people attending the event. You may need to arrange traffic signs, entry routes and Car parking. If you are having car parks you will need to design and steward them to control risks.

Facilities for People with Special Needs

Provisions need to be made for all people with special needs. Include individuals with mobility problems and sensory impairment. Consider the Following; Access, Ramps, Viewing Areas, Public information & address systems, Support, Evacuation procedures, Publicity, Medical, ambulance and first-aid management

Fire Safety

A fire Safety risk Assessment must be completed. In the event of a fire people should be able to walk safely to their nearest exit. Ensure you consider people with disabilities.

Stewards should be trained to guide people to the correct exit and should know the fire evacuation plan.
For more information [click here](#).

First Aid

If you have a small, large or major event it is essential that you have qualified first aid services and depending on the size of your event, ambulance cover. St. Johns Ambulance, Red Cross or Margate Ambulance Corp can provide these services and they can advise you on the level of cover you need based on the number of people you think will be attending. Be aware that a charge is likely to be made for their services.

Fairground and Amusement Rides

When booking a fairground you must obtain mechanical inspection certificate (A.D.I.P.S) and their £5million Public Liability Insurance certificates plus a risk assessment for each piece of equipment. This will need to be passed on to the events team at TDC. All rides need to be supervised at all times by a competent adult. Once all equipment is installed please make sure you inspect so you are reassured there are no hazards. For more information on A.D.I.P.S [click here](#)

Food, Drink and Water

Food poisoning is at best unpleasant and at worst extremely hazardous to health, particularly for older people or young children. It is preventable by following some simple rules and planning ahead. When using professional caterers, ensure they are registered under the Food Safety Act 1990 and ask for written evidence. If you have any questions please contact our food safety team or for more information [click here](#).

F



Fireworks Displays

Fireworks and pyrotechnics will need specialist advice please contact Kent Fire and Rescue Service.

If the display is going to take place on Council land it must be done by an established Firework Company who are Members of the BPA and hold a current licence certificate (HSE 1974 Safety Procedures for Public Firework Displays or similar).

It is your responsibility to get the necessary permits before the event. Firework companies will expect to give you a detailed risk assessment and present their public liability to the value of at least £5 million – usually £10 million.

The footprint of the display must include an appropriate firing, drop and safety zone of sufficient size for the category of fireworks used and in accordance with current codes of practice. These zones need to be fenced off and marshalled in accordance with current guidance and at all vulnerable points to make sure the public stay safe. Organisers must be clear with firework operators where their responsibility starts and finishes. Most operators will provide plans of the different zones, but only manage the firing zone. Spectator areas and the protection of the safety and drop zones usually becomes the responsibility of the organisers and must be taken into consideration in the planning process.

The weather can have a huge impact on the safety of a firework display and you should get advice from the operator (whose risk assessment should cover this element).

All firework displays must meet defined Civil Aviation Criteria (CAA) for more information [click here](#)

Generators

If there is no power supply on site and you need electricity for your event, you will need to hire a generator. It is safer to supply one or two large generators supplying the whole site that can be easily controlled and often don't need refuelling for day events.

Smaller petrol generators increase the risk as it is harder to control the; storage of fuel, where they are placed and how they are refueled.

Generators must be hired from a reputable company and if any spillages occur these should be cleaned up immediately. Generators should be fenced off and have a Co2 fire extinguisher kept within the fencing. Generators must be made separate from the public by barriers or other suitable dividers



Information and Welfare

Providing information and welfare services contributes to the safety and wellbeing of the audience and helps you as the organiser to identify any breakdown of services or facilities on site. Locate information and welfare services in suitable accommodation, well signed, easily accessible and properly lit. You may also wish to consider provision of the following:

- Meeting point and personal messages
- Lost property point
- Left luggage/lock ups
- Support for vulnerable members of the audience

Insurance

At any event on public open space, an amenity area or part of the Highway within Thanet it is a condition of use that you hold third party liability insurance cover to the value of at least £5 million pounds. For events that set box office revenue against costs it is also advisable to insure against eventualities such as bad weather and cancellation.

If you are employing outside contractors always check their insurance cover.

If your event is going to be a large public event consideration should also be given to special security measures necessary for the attendance of VIPs or celebrities. Special measures should also be implemented should large amounts of cash be accumulated at the event.

Light Displays - Laser or other specialist entertainment display

There are a risk with the operation of laser, please talk to our environmental services team and the Fire Service.

Other displays that use vehicles, flames, guns etc. May need special precautions such as barriers according to the hazards and risk that may occur. The Safety Advisory group can advise you on this. All light displays must meet defined criteria by the Civil Aviation Authority CAA and the Airspace Utilisation Section (AUS).

L

Licensing

The Licensing Act 2003 came into force in November 2005 and changed the existing laws relating to public entertainment, indoor sporting events, indoor or outdoor boxing or wrestling events and the sale of alcohol.

A Premises Licence will be required where any of the above activities are going to take place. The exception to this rule is for small events that last no more than 168 hours and have no more than 499 people attending at any one time. In these cases the applicant can give a Temporary Event Notice (TEN) to the Licensing Authority. There are limits on the number of TEN's that can be applied for. Where alcohol is to be sold in connection with a premises licence there must be a Designated Premises Supervisor (DPS) named on the licence. Licensable activities include the following:

- ❖ The sale by retail of alcohol
- ❖ The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- ❖ The provision of regulated entertainment (including live music, recorded music, dancing, performance of plays, indoor sporting events)
- ❖ The provision of late night refreshment (hot food after 2300 hours)
- ❖ The Licensing Authority (Thanet District Council) will deal with all of the licences listed above - Licensing@thanet.gov.uk (01843 577432)

Marketing and Publicity

Think about marketing your event. Promote your event so as many people as possible know about it. Clarity of information on posters and handouts, press release, social networking sites, radio and press listings, will go a long way to informing the public about your intentions. Items to consider:

- ❖ Location and timing
- ❖ Parking
- ❖ Transport links
- ❖ Disabled access
- ❖ Age restrictions
- ❖ Warnings regarding special effects



If you are giving out leaflets, you must make sure that you display them in areas with a lot of footfall, but make sure that you ask the owner of the building first otherwise this is fly posting. Advertising on the highway, attaching posters to road signs, lamp columns etc. is not permitted by KCC Highways.

If your event is likely to attract tourists then your event may be promoted on www.visitthanet.co.uk if you submit the details to the Tourism Team.

There are Tourist Information Points in and around the District, where A4 or A5 posters can be displayed. The Thanet Visitor Information Centre would require the posters between 4-6 weeks before the event.

Identified prime seafront areas owned by TDC can be used to display advertisements for local events. This will be free of charge for local events and charitable events. Time limits for each event to display their advertisements will be restricted to them being displayed no more than 7 days prior to the event and removal within 48 hours after the event.

Along the seafront there are areas where banners can be displayed through the permission of the Foreshores department. These can go up two weeks in advance of an event and need to be taken down the day after the event.

Ramsgate Harbour Office will support events in the Ramsgate area by authorising advertisements around Ramsgate Harbour that comply with the size permitted.

Advertisements cannot be displayed adjacent to a highway area.





Noise

Many outdoor events, particularly those held in the summer, include noisy activities. These may include music, fireworks, public announcements and generators. Most of these events are occasional but when they happen regularly they can cause annoyance to local residents.

Please make sure you consider noise when planning your event.



No. of people attending	No. of first aiders	No of first aid posts	No of ambulances
Up too 500	2	1	-
Up to 3,000	6	1	1
Up to 5,000	8	1	1
Up to 10,000	13	2	2

Medical Facilities

The First Aid provision needs to be suitable for the number of people expected to attend and for the type of event. Plan the provision of medical ambulance and first aid services. Refer to the purple guide for more information visit: <https://www.thepurpleguide.co.uk/>

Merchandising and Special Licensing

Consider the following for merchandising:
The facilities, including structure of stalls & stands, space requirements
setting up, dismantling and operation of the stall or stand
Items for sale as merchandise, which should not breach any licence requirements, trading standards, copyright or trademark regulations.
Please contact our licensing team on 01843 577432 or licensing@thanet.gov.uk.

Music

If you are playing live or recorded music at your event you are responsible for contacting the Performing Rights Society. Please consider the times you are playing music and your surroundings.



Photography and Filming

Thanet has a diverse range of locations and therefore is a popular location for filming and photography. Permission is required for filming or photography on public land. Thanet Film Service offer a one-stop shop for film location managers and photographers. For more information visit: <https://www.thanet.gov.uk/media-filming/filming-in-thanet>

Performers

Performers have responsibilities with respect to both the safety of the audience and workers, and could be held directly responsible for injury arising from their behaviour, or not keeping to the published schedule.

Programming

When programming your event give careful consideration to your target audience. Is the act/artist suitable for the expected age range of your spectators? Can they perform outdoors as well as in a venue? Here are a few pointers for a successful programme:

- ❖ Try and see the act before you book
- ❖ Always write a letter of agreement detailing fee, programme schedule and any equipment or facilities that you or the 'act' agree to provide.
- ❖ Assign an artist liaison person from your team to look after the performers and advise them of their slot in the programme.

Public Entry and Exit (including vehicles and car parking)

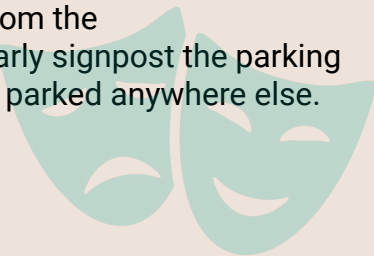
Arrange separate vehicle and pedestrian entrances/exits to the site and arrange entrance queues that do not obstruct access or nearby road junctions.

Make sure the entrance is well stewarded and that an accurate form of head counting is operated to prevent overcrowding on site and at exits.

Outdoors, provide at least two pedestrian exits from the site. The number and size of the exits should be large enough to permit an orderly evacuation from the site in under 8 minutes. Exits should be not less than 1.5 m in clear width (which will allow up to 1000 people to pass through in 8 minutes), spaced well apart around the site, clearly marked, kept free from obstructions and well lit where the event is likely to last beyond dusk.

Site any car parking well away from the pedestrian areas of the site. Clearly signpost the parking area and do not allow cars to be parked anywhere else.

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Road Closures

Some events may take place, partially or fully, on the highway, or pedestrians may use the highway to access or spectate at an event. In these circumstances, it may be necessary to close part or all of a road.

Closing roads can have a significant impact on local people, and should therefore only be considered where absolutely necessary for an event to go ahead safely.

An application for a road closure can be submitted to the Council as part of an event application. The Civil Enforcement Office provides feedback on event applications concerning Council owned or managed car parks and parking bays, and for granting the required permissions for the use of these areas, subject to their own policies and procedures.

Road closure notices may be administered either by the Council, or by the KCC Highways Authority, depending on the nature of the closure.

The Council can issue closures under the Town Police Clauses Act. The Traffic Technician is responsible for issuing some Town Police Clauses Act notices and will pass road closure requests to KCC Highways for their consent and Kent Police for their feedback.

Closures implemented using any other legislation will need to be administered by KCC Highways for which a cost may be incurred.

If you are requesting a road closure and the reason for the closure fits with one of the criteria listed below, a road closure notice can be issued by the Council under Section 21 of the Town Police Clauses Act 1847 (a 'TPC'):

- ❖ Procession
- ❖ Illumination
- ❖ Rejoicing
- ❖ Road thronged (crowded) or liable to be obstructed

Road closures will need to be managed by competent people and this is assessed appropriately, reasonably and practically to the level of experience and location. This may be a person suitably qualified with a Street Works Ticket to work on the Highway, or someone deemed competent with previous or existing work life experience or experience in marshalling road closures.

Other events, particularly sporting events, road closures cannot be completed under the TPC legislation. An order would need to be produced by KCC Highways, for which a charge would be made. [KCC request 12 weeks' notice for a road closure](#) application.

This is a standard notification for utilities work on the highways, so they use this time frame across the board. It is the responsibility of the event organiser to ensure they have the permission of KCC Highways Authority, and appropriate closure documentation where applicable, for any events on the highway. Closing a public road, footway, footpath or verge without a lawful closure order is illegal.

Sound: Noise and Vibration

High sound levels present a risk to hearing, for people working at an event and the audience, and may cause a nuisance to individuals living in or working nearby.

High levels of vibration may also affect temporary and permanent structures on and off the site.

When planning remember the impact of sound and vibrations on workers, audience and neighbouring properties.

Things to think about:

- ❖ Noise assessments
- ❖ Controlling sound and vibration levels
- ❖ Monitoring sound and vibration levels throughout the event
- ❖ Time when sound will have impact including sound checks
- ❖ Effects of noise on workers at the event

As part of the arrangements, you may be expected to appoint a noise consultant, who will take responsibility for the monitoring and control of sound and vibration levels, in accordance with the guidance set out by Thanet District Council Environmental Health Services.



Sanitary Facilities

Ensure that adequate sanitary provision is made for the proposed capacity of the event Recommended Guidelines:

Events open more than 6 hours			Events open less than 6 hours		
Female	Male	Disabled	Female	Male	Disabled
1 toilet per 100	1 toilet per 500 & 1 urinal per 150	1 Toilet with hand washing facilities per 75	1 toilet per 120	1 toilet per 600 & 1 urinal per 175	1 Toilet with hand washing facilities per 75

Consider the following:

- ❖ Maintenance
- ❖ Location
- ❖ Type
- ❖ Washing facilities
- ❖ Provision for people with special needs
- ❖ Disposal of sanitary towels and nappies
- ❖ Sewage Disposal
- ❖ Lighting
- ❖ Waste management



Staff Safety

Cash handling - Think about the routines and security arrangements for staff that are handling cash, many of who may be unfamiliar with this role.

Late finish - If the event is to finish late, make sure that all staff can get home safely and that they do not have to wait alone at bus stops, stations and/or travel alone. Consider arranging taxis for staff where public transport will be a problem.

Stewarding

Stewards are essential to the success of any event and provide a link between the public and the event management. For any event you must provide an appropriate number of stewards for the security and control of the site and the attending public.

If you are running a licensed event where you may be controlling access or selling alcohol you may be required to use specifically trained and qualified SIA (Security Industry Authority) security staff. These can be hired from SIA approved contractors. You can find more information at: www.the-sia.org.uk/home/

Special Effects, Fireworks and Pyrotechnics

If your event is to take place in a public open space, on the Highway, or council amenity site, please inform the Events Service if you are planning to provide any of the following special effects:

- ❖ Fog and vapour effects
- ❖ Strobe lights
- ❖ Lasers
- ❖ High-power (scenic) projectors
- ❖ Ultraviolet light
- ❖ Fire & Fireworks
- ❖ Theatrical and stage pyrotechnics
- ❖ Cannons and Maroons

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Events with the above should employ competent contractors working to industry standards and subject to specialist risk assessments, see:

www.hse.gov.uk/explosives/fireworks/using.htm

Number of participants	Number of Stewards
1-100	1 Steward per 10 participants
101 +	1 Steward per 30 participants plus 2 per venue (to a maximum of 50)

Structures

Any person that constructs or erects any item on the event site should give you a written certificates confirming that it is safe. A temporary structure, such as scaffolding or stages, need to meet the required standards for construction sites. For advice you can contact Building Control at TDC on 01843 577158 or building.control@thanet.gov.uk

If you have a marquee, you need to make sure that all stakes and pegs are highly visible and fenced off to the public. Make sure the company you use is covered by public and employers liability and the marquee is fire retardant certified.

You must make sure that structures and installations do not block any entry or exit points from the site and consider how you are going to prevent trips or other physical hazards (sharp edges/points).



The event may require the provision of temporary demountable structures (e.g. stages & marquees). It is essential that any temporary structures are designed and erected to suit the specific purpose intended and it is useful to consider the following points:

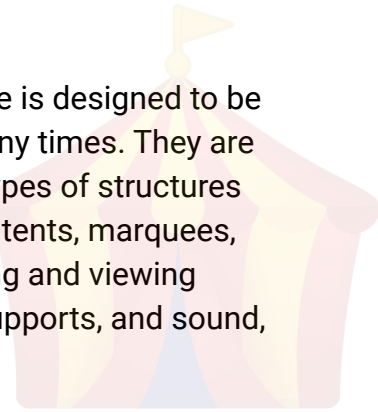
- ❖ Location
- ❖ Supplier
- ❖ Design
- ❖ Erection
- ❖ Protection of workers (e.g. from falling, from falling objects and from injury incurred through lifting loads)
- ❖ Fire evacuation, exits, escape signs,
- ❖ extinguishers (all structures should be considered in the event fire risk assessment)
- ❖ Use of lifting and rigging equipment
- ❖ Dismantling
- ❖ Essential documentation - construction drawings, risk assessment, safety method statement, completion statement
- ❖ Managing the completed structure - lighting, marking, managing the loads



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Temporary Structures

A temporary demountable structure is designed to be erected rapidly and dismantled many times. They are usually in place for a short time. Types of structures can include (but are not limited to) tents, marquees, viewing facilities (temporary seating and viewing platforms), stages, video-screen supports, and sound, lighting and camera structures.



Event organisers need to manage the safe erection, use and deconstruction of temporary demountable structures (TDS).

Terrorism

Event Organisers need to demonstrate how they will implement the advice provided in the Counter Terrorism Protective Security Advice for Major Events Guide produced by the National Counter Terrorism Security Office:

<https://www.gov.uk/government/publications/counter-terrorism-protective-security-advice-for-major-events>

Venue and Site Design

When you visit the venue carry out a risk assessment to decide if it is suitable. The following points should be considered:

- ❖ Available space for audience
- ❖ Temporary structures
- ❖ Backstage facilities
- ❖ Parking
- ❖ Camping
- ❖ Rendezvous points
- ❖ Separate access for emergency vehicles
- ❖ Ground conditions
- ❖ Traffic and pedestrian access to the site
- ❖ Position and proximity of noise sensitive buildings
- ❖ Geographical location proximity to local services
- ❖ Topography - could any natural features assist in noise reduction
- ❖ Location and availability of utilities and services



Consider the following when deciding on provisions and facilities needed:

- ❖ Proposed occupant capacity
- ❖ Profile of performers
- ❖ Audience profile
- ❖ Duration and timing of event
- ❖ Whether or not alcohol will be on sale
- ❖ Whether the audience will be standing or seated
- ❖ Audience flow between different attractions
- ❖ Nature of the event

This will help you to determine what facilities should be provided this will help you to create detailed site plans.

The site should be designed so that Fire & Ambulance requirements, such as parking areas, first-aid posts, rendezvous points and triage areas are accessible and easily identified. Fire appliances should be able to access all parts of the site to within 50m of any structure

Waste Management

Both concessions and audience generate large quantities of waste material during an event. You should carefully consider how the waste would be managed to minimise the risks associated with accumulation, collection and final disposal. The following points may be of assistance:

- ❖ Types of waste
- ❖ Fire risk
- ❖ Hazards posed by waste
- ❖ Areas where waste is generated
- ❖ Information to be exchanged with waste contractor
- ❖ Methods of collection
- ❖ Methods of removal
- ❖ Health, safety and welfare of employees and event workers
- ❖ Recycling
- ❖ Site Information

