

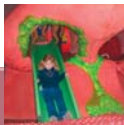
INSPIRING EVENTS
GUIDE





This guide is intended to assist event organisers when planning events in Edinburgh. Events may be large or small, indoor or outdoor, on street or off street, but in all cases will require to be planned properly and the primary concern must be safety.

Consider the following when planning your event.



THE EVENT

What kind of audience will you attract?

Will they be young, old, mixed?

How many people do you expect to attend?

What is their behaviour likely to be?

What aspects of the event, the venue or crowd behaviour may create risks?

Will there be alcohol involved?

Can you cope with likely weather conditions – cold, heat, heavy rain?

Will the audience be standing/ waiting for long periods?

MANAGEMENT OF THE EVENT

Appoint a person (or a group of people) to take responsibility for running the event.

Have a clear understanding of who is doing what e.g. who is booking the venue.

Allow adequate time for planning – licences and statutory permissions may take time to process.

If required, budget for necessary infrastructure and services e.g. crowd control barriers, stewards, cleansing.



THE VENUE

Make an accurate assessment of the number of people the venue or the site can safely accommodate.

If required, decide how to limit the numbers gaining access to the event or site.

Tents, marquees or other temporary structures must be capable of withstanding wind forces and other loadings – seek advice.

What are the access arrangements for equipment, temporary structures, etc? Are there weight restrictions on roads/bridges?

Fire exits, lighting systems (including emergency lighting), public address systems and all other emergency facilities must be checked and be ready for the event.

Fire and Public Safety inspections may be required.

CROWD MANAGEMENT

Entrances and exits should be clearly signposted.

Crowd control barriers may be required – different types are available depending on the anticipated crowd pressure/movement.

Stewards may be required to assist with crowd management.

The selection, organisation, conduct and competency of stewards requires careful consideration.

Facilities for people with disabilities will be required including, where appropriate, access, toilets and special provisions in emergency.



MEDICAL/WELFARE PROVISION

Medical/First Aid provision may be required for the audience and possibly for the participants.

Lothian Health and The Scottish Ambulance Service may require to be involved in planning the event.

For large events a meeting point should be designated to help re-unite people separated from friends or family.

Welfare facilities may be required for the young or vulnerable.

LEGAL REQUIREMENTS

Events may require Council permission and/or a licence. Applications should be made as early as possible NOT at the last minute.

The closure/use of public roads or footpaths will require Council permission.

Make sure you arrange or carry appropriate insurance for the event.

Where appropriate, arrange for a properly qualified person to carry out a Risk Assessment of the event, the venue and the entertainment.



FURTHER ADVICE

More detailed guidance is contained in the following documents available from HMSO or by arrangement through a Library:

The Event Safety Guide. A Guide to Health, Safety and Welfare at Music and Similar Events (HSE document)
The Purple Guide

Guide to Safety at Sports Grounds (Scottish Office/Department of National Heritage document).
The Green Guide

Working Together on Firework Displays
(HSE document).

Managing Crowds Safely (HSE document)

Five Steps to Risk Assessment

Event Management: a practical guide
(EventScotland www.eventscotland.org)

And from the Events Unit:
Inspiring Events Strategy
Inspiring Events Review



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