



## Checklist for Event Organisers

This document has been created to support community groups and those new to event planning who might also wish to organise events.

It offers guidance for individuals or groups to produce safe and well-planned small-scale events.

This is not exhaustive guidance, but rather a tool to assist with event planning. There are links to further guidance on event planning at the end of this document.

The Safety Advisory Group (SAG) provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies.

They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place.

Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.

# INDEX

## Quick Guide to Planning your Event(s)

1. Select Venue
2. Obtain Contract for Venue
3. Consider whether Roads of Public Right away will be impacted and inform appropriate agencies
4. Do you require a Licence for your event
  - Temporary Event Notice (TENs)
  - Premises
5. Are you suitably insured
6. Have you carried out a Risk Assessment
7. Have you arranged CQC Registered Medical Cover
8. Are you using the latest updated Event Management Plan Document template from your Local Authority
9. Have you got a Site Plan of your event footprint
10. Have you looked at the latest resources when planning your event?

## Venue:

### Action

- Confirm a date and venue/site for your event – do this as far in advance as possible to allow for all the stages of event planning, preferably at least 6 months before event date.

### Consideration(s)

- If the land is private, you need to obtain permission from the landowner.
- If your event is indoors you will need to book the venue.

## Contract:

### Action

- Obtain a contract for the hire of building/use of space/land or site.

### Note

- This will give you the security and information relating to your hire conditions.

## Roads:

### Consideration

- Determine if you require a road closure for your event: road closures require at least 12 weeks' notice. Or, determine if there will be any impact to public right of way.

### Action

- If you require a road closure, then contact Suffolk County Council: [Apply to close a road for an event - Suffolk County Council](#)

## Licensing

### Action

- Estimate how many people you think will attend.
- Up to 499 you may need a Temporary Event Notice (TEN)
- Over 499 you may need a Premises Licence

## Consideration(s)

- Contact [licensingteam@baberghmidsuffolk.gov.uk](mailto:licensingteam@baberghmidsuffolk.gov.uk) to check if you need a TEN – if you do, this needs to be done at least 10 working days prior to the event.
- Apply for a [Temporary Event Notice](#)
- Apply for a [Premises and club licences](#)

## Safety Advisory Group

### Consideration

- Determine if your event would like advice from the Safety Advisory Group (SAG).

### Action

- Email: [SAG@baberghmidsuffolk.gov.uk](mailto:SAG@baberghmidsuffolk.gov.uk) with the basic outline and details of your event, and they will determine if the event needs to come to the SAG committee.

### Notes

They will respond to you to let you know either way and will also be able to provide useful resources to help with your event planning

- Resources to Running Safe Events can be found here.
  - a. [HSE Guidance on running safe events](#)
  - b. [The Purple Guide](#)
  - c. [Guide to Safety at Sport Ground “Green Guide”](#)

## Insurance

### Action

- All event organisers will require public liability insurance with a limit of indemnity of £5,000,000 per claim. All contractors and performers will also need their own public liability cover.

## Consideration

- If you are employing staff or volunteers, you will also need employers' Liability insurance.

## Risk Assessing

### Action

- Carry out a Risk Assessment for your event - this will be an ongoing, live document that you add to in advance and throughout your event.

### Resources

- [Managing risk and risk assessment at work](#)
- [Getting Started](#)
- [Completed Example](#)
- [HOT Principles](#)

## Public Safety & Security

### Action

- Risk assess your event to ensure sufficient measures are in place to protect the public

### Consideration(s)

- Type of event
- Control of crowd movements
- Stewarding and Security systems
- Missing and found persons policy
- Drug policy

## First Aid

### Action

- Book a First Aid provider for your event.

## Consideration(s)

- [Getting First Aid Cover](#)
- St John's: they are often booked up well in advance, so plan well ahead, however, other First Aid providers are available, if needed.
- Check that medical providers are [CQC Registered](#), which ensures they are working to best practice.

## Planning Document

### Action

- Produce a Management Control Document (MCD) or Event Management Plan (EMP) for your event.

### Notes

- [A template document is available from SAG](#). Please email [SAG@babberghmidsuffolk.gov.uk](mailto:SAG@babberghmidsuffolk.gov.uk) to request or check that you are working from the latest updated template, as these can change due to legislation and best practice updates.
- Smaller events will not require such a comprehensive document, but it is useful to read this template as it is thought-provoking when thinking about organising an event and how complex it can be. A simpler version can be devised for smaller events.

## Site Plan

### Action(s)

- Produce a site venue plan (PDF format preferred).
- Use [What3Words](#) to identify entrances, exits and key points within your plan.

### Consideration(s)

- For Council sites there are sometimes existing plans of the area available.
- If you are hiring a venue, there are usually floorplans available that you can request and use as a template for your own plan.

## Further Sources of Guidance

- [Event Safety Getting Started](#)
- [The East Anglian Festival Network \(EAFN\)](#)
- [Home Office Factsheet about new Protect Duty \(aka Martyn's Law\)](#)
- [Bouncy castles and other play inflatables: safety advice from HSE](#)