

Safety Advisory Group checklist for Event Organisers

So you've been invited to a SAG meeting – don't panic! The SAG is a collection of experts who want to give you free advice to make sure your event is safe and a success! In Sandwell, they're a friendly bunch with a wealth of experience from the following organisations. Not all of them will be relevant to your event but it is useful having them cast an eye over your plans.

- Sandwell Metropolitan Borough Council
 - Events Team – taking your booking and assessing from the point of view of a fellow event manager.
 - Health and Safety – looking at your risk assessment and emergency plans to check everyone will be safe.
 - Licensing – advising on what licences or notices you need.
 - Parking Services – advising on parking options for attendees.
 - Resilience – looking at your emergency plans so that they can align to the borough-wide plans if an issue occurs.
 - Traffic Management – advising on road closures and where an event may affect the highway.
 - Trading Standards – looking at your suppliers to check customers are safe from fake goods.
 - Environmental Health – looking at caterers to ensure everyone stays well.
 - Community Partnerships – sharing knowledge of the community partners and joint working.
 - Public Health – advising on how your event will fit in with public health needs in the area.
- West Midlands Ambulance Service – assessing your medical cover is sufficient for your activities and numbers attending.
- West Midlands Fire Service – checking your fire safety plans and advising on access for fire engines and hydrants if required.
- West Midlands Police – assessing what policing may be required, security levels and counter terror procedures.
- National Express – looking at how your event might affect the local bus networks with road closures and additional customers.
- Transport for West Midlands – looking at the transport network and how it may be affected.

The group will have seen all of the documents you have sent in – make sure you are familiar with them before you attend. We totally understand that plans change and things differ, but we like to see your drafts as you go. This should include:

- Booking form
- Risk Assessment (including risk of transmission of COVID-19)
- Fire Risk Assessment
- Public Liability Insurance
- Event Management Plan (EMP)
- Site Plan
- Medical Specification

To ensure consistency with each of the events that are presented, the group will go through the following items. Most information should already be in your documents, but this is your chance to tell us more and expand a bit.

1. Date and time of the event in comparison to other events taking place
 - The Events Team will check this against their bookings and will advise if there are any causes for concern. This is so that the agencies in the group can prepare their resources if needed.
2. Audience profile/expected attendance
 - You have put this on your booking form. Please be honest about expected numbers as this will affect the advice we give (i.e. if you tell us a smaller number than you are actually expecting, we can only advise on the smaller number and you may not have enough safety measures in place. If you over estimate, you may end up paying for provision that you don't require.)
3. Security/stewarding and crowd management
 - You have put basic details on your booking form and hopefully expanded a bit more in your EMP. You can share more details and say how you intend on looking after the crowd with security searches, general monitoring etc.
4. Duration of event/hours of entertainment
 - Tell us what activity and entertainment you have taking place at your event and what your programme looks like.
5. Nature of risk level of any activities
 - We'll discuss with you any dangerous activities taking place and what safety procedures you have in place to deal with them. This might be fireworks, martial arts display, climbing wall, archery etc.
6. Event build and break
 - How long will it take you to set up and pack down again? Who will be on site? What are you doing about vehicle movement and pedestrians?
7. Site layout including access/egress and blue light routes
 - A detailed site plan really helps us assess your event. We'll look at things like access for emergency vehicles, places where crowd crushing may occur and exit routes in the event of emergency to advise you if changes should be made.
8. Spread of COVID-19 mitigation measures
 - We'll check out all of the measures you are putting in place based on government guidance and Events Industry Forum guidance that will reduce the risk of transmission of COVID-19.
9. Infrastructure including staging/PA/lighting, toilets.
 - Tell us what you'll be bring on to site and how many. We want to check that you have enough provision for the expected numbers attending and can advise on companies if required.
10. Mitigation of damage to ground conditions
 - Where large vehicles could cause the ground to become compacted or the ground is penetrated (such as stakes for marquees), we need to know that a ground survey has been carried out with information from the relevant authorities to ensure that you do not damage any underground utilities.
Search www.linerearchbeforeudig.co.uk.
11. Accessibility

- There is a nation-wide agenda to ensure equal opportunities for all. We want to know if you've got provision in place or how we can advise to improve.
12. Safeguarding – working with children/vulnerable adults and lost/found children/vulnerable adults
 - Inevitably, a child or vulnerable adult is going to become separated from their parent or carer. What have you got in place to ensure all parties (including you) are safeguarded and how do you intend on reuniting the family? If your event includes unsupervised children or vulnerable adults we will ask what safeguarding measures you have in place.
 13. Catering and hygiene
 - Will you have catering at your event? We will check that they've been through the necessary certification and are performing well.
 14. Medical and/or first aid provision
 - You should have told us in the medical section what medical staff you will be bringing to the event. We will check that against national recommendations.
 15. Transport/traffic management and impact on local transport network
 - We can advise on whether you need any roads to be closed for your events and how the local transport networks will be affected. Tell us about what plans you already have and if you've held the event before and had any issues.
 16. Parking arrangements and taxi pick-up/drop-off arrangements
 - Events cause large crowds in areas that aren't necessarily built for them. Tell us about how you expect your crowd to arrive, where they can park to avoid issues for residents and whether you will have parking marshals etc. Where attendees will arrive in taxis, tell us what you have arranged for this.
 17. Health and safety arrangement and impact of site/persons/activities/equipment etc. throughout event
 - Your risk assessment should give most information but tell us about other plans you have in place.
 18. Risk of fire and mitigation measures in place
 - Tell us where there may be risks of fire and what equipment, training etc. is in place to mitigate it.
 19. Emergency action plans/Evacuation Procedures
 - What is the likelihood of an emergency situation but what will you do if an emergency situation arises and you need to evacuate the site?
 20. Hostile Vehicle Mitigation
 - Sadly, vehicles have been used as weapons to cause harm so, if your event hits the crowded places threshold, tell us about your plans to mitigate hostile vehicles.
 21. Environmental issues including waste management, noise management, weather conditions and sustainability
 - We want to know about your plans for each of these issues.
 22. Licensing including Temporary Event Notice or Premises Licence
 - Do you know if you need a licence for any of your activity and have you submitted an application?
 23. Landowner approval

- If your event is taking place on private property, has the landowner approved? If it's on council-land, the Events Team can confirm and if on highways, Highways will confirm.
24. Any local, regional or national issues that may affect an event (including pandemic)
- The SAG will be aware of any issues that may have an effect on your event and will be able to advise on additional measures required.