

# Small and Community Event Guidance



Thank you for choosing to hold your event in Aberdeen.

Aberdeen City Council recognises the role that events play and in adding to the quality of life of those who live, work or visit Aberdeen and appreciate the hard work and dedication that goes in to organising these events. The suite of guidance documentation provided by Aberdeen City Council is intended to support events by empowering organisers to plan and manage their events effectively, safely, legally and in line with the standards expected by Aberdeen City Council and Aberdeen's Safety Advisory Group (SAG).

This guide is not intended for organisers of large events. The large event guide can be found [here](#).



## First things first . . . . Get in touch

When you, or the organisation you represent, decide that you want to hold an event you should contact the city events team to let us know. This allows the team to check whether the space is available, suitable for your proposed event, to pencil your booking and to provide you with some initial advice on how best to proceed and what you will be required to do in order to organise your event safely.

Upon enquiry you will receive a copy of the [event organiser journey flow chart](#), which is key planning tool detailing the process, minimum timescales, likely requirements and deadlines for delivering your event on Aberdeen City Council land. If you have any questions about the process then please email, [cityevents@aberdeencity.gov.uk](mailto:cityevents@aberdeencity.gov.uk)

## How much will it cost to use the land?

Once Aberdeen City Council have received your application, it will be scored against our parks and open spaces scoring matrix to determine the costs for the use of the land. This scoring system is designed to ensure that events are charged on a sliding scale depending on the size, scale, format and objectives of the proposed event - smaller events will be on the lower end of the scale and commercial events at the top end.

## Why do Aberdeen City Council need to see my event documentation?

As the landowner and licensing authority in Aberdeen, Aberdeen City Council have a legal obligation to ensure that events which receive a licence, or which take place on our land, are safe and legal and that the level of impact to non-attendees is appropriate.

To allow officers of Aberdeen City Council to carry out their duties and assess the event, event organisers will be required to provide documentation to evidence that their plans and procedures are suitable and sufficient for the risk posed by their event.

## How can Aberdeen City Council help?

Aberdeen City Council's events team are responsible for the management of the external event process and will be responsible for granting permission for your event to take place on Council land. The events team will be your direct contact throughout the process and will provide advice and guidance where they can and will act as a way finder, signposting to other departments where specific advice is required.

The events team are also responsible for organising and managing Aberdeen City Council's events and for the management of Aberdeen's Safety Advisory Group (SAG) and as a result have a wealth of knowledge and experience which can be passed to event organisers in order to improve the standard of events in Aberdeen.

You can contact the events team at: [cityevents@aberdeencity.gov.uk](mailto:cityevents@aberdeencity.gov.uk)

## What is a SAG?

Aberdeen's Safety Advisory Group is a platform designed to provide advice and guidance to event organisers in order to assist organisers in delivering events which are safe and legal. This group is made up of representatives of the emergency services and officers from various council departments.

If your event is a small, low risk event then it is unlikely that you will be asked to attend a SAG but if you feel it would be of benefit, provide comfort that your plans are suitable and sufficient or if your insurance provider is offering a reduced rate for attending, then you can request that your event goes through the SAG.

If you would like to find out more about Aberdeen's SAG please visit [\(Insert link\)](#).

## Understanding your responsibility as the event organiser

Event organisers have a legal responsibility to plan, manage and monitor their events in order to reduce risk and ensure, so far as reasonably practicable, the health, safety and welfare of their employees and those persons not in their employment, such as attendees.

It is important that the individual, organisation or organising committee responsible for the event understand this, accept this and put measures in place to reduce the risk of accident or injury to those at the event.

Event organisers will also be responsible for ensuring that the land is being used appropriately and that it is returned to Aberdeen City Council in the condition which it was provided.

## Agreeing the aims, objectives and desired outcomes of your event

Before beginning to plan your event, it is important that the aims, objectives and scope of the event are agreed as this will help to ensure a focussed and coordinated approach to the planning and delivery of the project. It is important that you have thought about why you want to hold an event – is it a celebration, a fun day, or a fundraising event.

For events which are being organised by way of organising committee, it is strongly advised that the aims and objectives are either agreed by all members of the committee or accepted by all members as the preference of the majority, as changes to the scope during the planning and delivery phases will cause frustration, disruption and put the event at risk of failure.

Event organisers are advised to read Chapter 1 of [Event Scotland's Event Management Guide](#) which provides useful guidance as well as tools and processes for:

- Determining the event concept
- Defining and communicating the event's vision and mission
- Setting objectives
- SWOT analysis, and
- Deciding on event dates and venues

## Choosing the right venue for your event

Aberdeen City Council maintain and manage multiple parks and open spaces in the City and to assist event organisers to decide which space best suits their needs, Aberdeen City Council have produced a [Parks & Open Spaces Event Information booklet](#) which details the spaces, facilities and infrastructure available at each location.

## Planning your event

Once the scope, objectives and need for the event have been assessed, reviewed and agreed it is important to put a plan in place to deliver an event which meets these objectives. There are many options available to organisers such as basic to do lists & task lists, but the method recommended by Aberdeen City Council is a Gantt Chart.

The key principle of this planning tool, is to schedule all of the project's tasks against a defined chronological timeline, with each task and milestone allocated a defined timeframe to be undertaken and deadline to be

completed. Project planning tools are invaluable for allowing organisers to plan their work, monitor progress and effectively manage the event through to delivery and completion.

This planning exercise will help to scope the scale of the project and allow organisers to assess whether the event project is achievable within the timescales and with the staff resources available to them.

Organisers are advised to read [Event Scotland's detailed guidance](#) on developing and using an Event Action Plan and to use a tool which they are comfortable with, understand and best fits their specific needs.

## Budgeting and business planning

As well as putting a plan in place to organise the event, event organisers are also advised to carry out some immediate, medium and long-term budget forecasting to ensure that the event is achievable with the finances available or to highlight the need for additional financial support, revenue or sponsorship in order to deliver the event as planned.

An event budget is a forecasted assessment of all the outgoings required to deliver the event and the income it is expected to generate. It is essential that this forecasting is accurate and organisers are strongly advised to ensure that the income streams are realistic and that their forecasted budget provides some flexibility to allow for unforeseen or increased costs.

Failure to realistically budget your event during the initial planning phase will most likely result in failure, financial loss and reputational damage to the organiser, sponsor or anyone connected to the event.

Event Scotland have produced a [helpful guide](#) for budgeting and forecasting events which organisers are advised to review. The UK Government have also provided advice for Voluntary Events which can be found [here](#).

Whilst the event budget forecast will ensure that the short-term aims of the event are achievable (e.g. to deliver the event with the finances available) a business plan sets out an event's strategic vision over a longer period of 3-5 years for developing, expanding, adapting or sustaining the event. The event's business plan will look at the current model and set realistic and achievable goals as well as milestones in order to achieve the plan's overriding vision and key objectives.

[Event Scotland's guide](#) provides in depth guidance on the considerations and tools required in order to develop a business plan.

## Funding your event

Once the budget forecasting exercise has been carried out it should be clear whether the proposed event is feasible or whether additional financial support is required to make ends meet. Often, organisers will find themselves in the red at this stage with ambitions for the project exceeding the finances available to deliver it.

When this is the case organisers can choose to adapt their plans, cutting back on some of the nice to have's, such as the entertainment budget\*, or alternatively they can seek additional financial support in order to maintain the quality of the original proposal for their event.

\* It is essential that the safety and security of the event is not compromised due to the financial constraints of the event.

Funding and revenue can come from a variety of sources such as:

**Crowdfunding:** Crowdfunding is when events request multiple small donations from supporters in order to raise the total “Goal” required to deliver the event. There are many platforms for setting up a crowd fund, almost all of them online. Crowdfunding campaigns are most successful when there is strong support for the event and key achievable goals for the Crowdfunding campaign.

**Sponsorship:** Sponsorship is a great way for events to raise the required funds and an opportunity for businesses to promote their service or to be seen to give back to the community in which they are based.

Unlike crowdfunding, sponsorship seeks large donations from a small number of organisations in order to raise the funds required.

If your organisation or community is affiliated with a prominent business, then there may be scope to seek sponsorship or you may decide to approach prominent local businesses to pitch your event as a worthy cause, as a good opportunity for the company to give back to the community or as an opportunity to promote their business.

**EventScotland Funding:** EventScotland run a series of funding programmes each year aimed at developing events in Scotland, these programmes include: International, National, Beacon Events, Scottish Clan Fund, Scotland’s Winter Festival Fund and the Themed Year programmes. Information on the funds can be found [here](#).

**Aberdeen City Council Grants:** Organisers may be eligible for a grant from Aberdeen City Council; The Community Gala grant is open to community groups or organisations holding Gala Days. The Small Financial Assistance Grant is open to community groups or organisations who have a one-off request for financial support and do not meet the requirement for funding from other Council budget. Information on the grants can be found [here](#).

Aberdeen City Council also run a Community Festive Fund which was established to encourage organisations and groups to come together within their own communities during the Christmas and Hogmanay period to celebrate community wellbeing and togetherness. Information on the fund can be found [here](#).

**Pitch Fees:** Events can generate additional revenue by charging fees to businesses, such caterers, funfair operators and stallholders, wishing to operate at the event. Often these businesses will be willing to pay to gain access to the audience who will be attending events. The more attendees and the less competition, the more the pitch fees will be worth. Organisers will need to determine whether the presence of pay to use elements (such as food stalls, funfair equipment etc) is appropriate for their event or whether this will detract for the attendee experience.

**Ticket Sales:** Most community events are free non-ticketed events designed to attract and accommodate as many people as possible, so ticket sales will not be an appropriate option but if your event’s offering is strong enough then customers may be willing to pay to attend. Organisers are advised to do some market research to see whether similar events charge for entry, and if so what is the value put on the tickets and to find out whether their attendees would be willing to pay to attend.

It is worth noting that you may exclude certain groups from your community by pricing them out.

**Donations:** If the offering is not strong enough to warrant ticketing your event then you may consider requesting attendees for a donation upon entry. This allows the customer to pay what they can afford or what they feel the event is worth.

**Getting a good deal:** Organisers are advised to shop around to ensure that they receive good value for money from their suppliers and contractors whilst ensuring the standard and safety is not compromised.

## Put the right team together and share the workload

Organising an event can be a time-consuming and challenging project and when the to do list grows and deadlines near, stress can become dangerous. This is especially true for volunteer event organisers who will be required to juggle other work and life commitments as well as the event project.

The risk to the individual suffering stress as well as those they work with and those impacted by the event cannot be understated and it is therefore essential that the workload of the event project is assessed and managed to reduce the likelihood of stress and stress related incidents.

Tasks should be delegated to other competent individuals, organisations or companies to ensure that the workload is managed safely, and the required tasks carried out to a suitable level. To safely manage your event, it is essential that specific roles and responsibilities are not just delegated but are also communicated and coordinated effectively. Detailing specific roles, responsibilities and deadlines in writing will help to ensure tasks are carried out in good time and members of the team understand their role(s).

Further advice and guidance on setting up effective teams can be found [here](#).

## Ensuring competency in suppliers and contractors

Procurement exercises involve the event organiser providing would be suppliers with the information on what is required of them and key information which will allow them to determine their capacity to carry out the work, the resources required, and the cost implications.

The information required by contractors will vary but event organisers are advised to consider:

- What equipment or services are required
- Key dates and times including access arrangements, deadlines and derig requirements
- What access will be granted (deliveries, vehicles, plant equipment, staff numbers etc.)
- What resources are available to assist if any (staff, equipment, catering etc.)
- Whether other works are being carried out
- Site rules and health and the safety standards required

This information is often referred to as a specification of requirements. Bidders will be asked to assess the requirements of the event and provide inclusive quotes, to ensure best value, as well as information to evidence their competency.

Event organisers are required to satisfy themselves that suppliers & contractors employed to design, supply, install or manage the required equipment have the skills, knowledge, experience and capacity to carry out the work allocated to them.

To assess the competency of suppliers Aberdeen City Council recommends that either during the procurement process or before contracts are signed, event organisers should request copies of the following from suppliers:

- insurance(s);
- risk assessments;
- method statements;
- demonstrate knowledge and understanding of their work and the health and safety risks involved and

evidence of their industry experience;

- membership of any governing bodies or industry association;
- provide evidence that the workforce has the necessary skills, knowledge, training and experience to carry out the work;
- certification for any equipment being used;
- references from other similar events

## Risk assessing your event

In order for the responsibilities of the organiser to be met and to ensure that those involved in the event are safe from foreseeable harm, event organisers must carry out a risk assessment, which is simply an assessment of the risk created by, or present, at the event and a recording of the measures taken to reduce, remove or replace these risks.

The Health & Safety Executive advise that a 5-step approach is used to assess risks:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risk and decide the control measures
4. Record the findings and implement
5. Review and update if necessary

As well as carrying out their own risk assessment, event organisers should satisfy themselves that their contractors, suppliers and entertainers have suitable risk assessments in place for their activities.

Further information on risk assessments as well as examples of common risks found at outdoor events can be found [here](#).

**Mandatory Condition:** Aberdeen City Council will need to see a copy of the event's risk assessment before approval to hold the event can be given.

## Insuring your event

Even when measures are developed and put in place to ensure that the event is well planned, managed, resourced and risk assessed things can still go wrong and that's why it is essential that event organisers have appropriate insurance cover in place.

**Public Liability Insurance** is a type of insurance which covers claims by members of the public for compensation for injury or death, cost of loss or damage to property and the legal expenses associated with a claim.

Although your organisation may have a Public Liability Insurance policy for their day to day business, it is unlikely that it will cover the event activity (Unless that is your day to day business of course), so organisers are advised to write to their insurer to confirm whether their standard insurance is enough and check that it covers the event activity.

**Cancellation insurance;** Often when an event is cancelled, the event organiser will find themselves out of pocket and if the event is cancelled close to, or on the event day, it is often the case that the full costs are incurred leaving the event in the red without an event to show for it. Cancellation Insurance is an event specific insurance offered by insurance companies and brokers which covers the financial loss of an event being cancelled for reasons beyond the event organisers control. This type of insurance will give organisers comfort, but it may be cost prohibitive for many organisers and organisations as premiums can be high.

There are many insurance companies and brokers who specialise in events, so you are advised to shop around for the best deal. Be sure to give an accurate account of your proposed event and ensure that all aspects are covered.

Many insurers will require to see your event documentation and may even reduce their premiums if they deem your event low risk or the plans suitable and sufficient to mitigate the risk involved.

**Mandatory Condition:** Aberdeen City Council require all events to have Public Liability Insurance (to the value of £5 million) in place.

## Licensing your event and seeking the required permission

Although the city events team, through the external event process, grant permission for use of public space for events, there are also several activities, which commonly take place at outdoor events, which will require a licence or additional permissions, including:

- The use of inflatables or other funfair equipment
- The use of marquees, stages or other temporary structures
- Musical performances
- The sale or supply of alcohol
- Charitable collections
- Street trading or markets
- Fireworks displays and bonfires
- Processions & events which require road closures

Most of these licenses and permissions have a fee attached to them and minimum timescales differ for each, so organisers are advised if their event features any of the above activities to read the more detailed guidance which can be found [here](#).

**Mandatory Condition:** Aberdeen City Council require all events to have the relevant licence(s) granted

## Funfairs and Inflatables

Funfair rides and inflatables are popular and fun attractions commonly found at events which aim to attract family audiences. This type of activity can help retain audiences, improve customer experience at the event and offer additional revenue streams to event organisers by allowing operators access to a captive audience at the event in exchange for a fee. Alternatively, event organisers can pay the equipment operators to attend the event and offer their audience access to the rides free of charge or at a reduced rate.

Although these attractions benefit the event, the repercussions of one of these structures failing could have a devastating impact on the event's attendees and as a result, event organisers are required to ensure that the equipment being used is fit for purpose and that only competent suppliers are used to provide and install the equipment.

Most accidents involving funfair equipment occurs due to poor maintenance and as a result it is a legal requirement for all funfair equipment, including bouncy castles, to be inspected by a competent person regularly.

The Amusement Device Inspection Procedures (ADIPS) & PIPA are the Health and Safety Executive (HSE) recognised inspection and certification bodies who represent industry best practice and as a result, and to ensure only safe equipment is used at events in Aberdeen, Aberdeen City Council (in line with industry best practice and national guidance) will only allow funfair rides which have an ADIPS Declaration of Compliance

(“DOC”, which is like an MOT for a car) and Inflatables which have a PIPA tag which shows that the equipment has been inspected annually and deemed fit for use.

Event organisers can check whether the equipment being brought to their event is safe by visiting

**ADIPS**

**PIPA**

Serious incidents have occurred at public events in recent year’s due to inflatable equipment collapsing or blowing away in high winds and as a result, Aberdeen City Council have made it a condition (in line with industry best practice and national guidance) that all inflatable equipment must be operated by a competent person and that a wind management plan must be in place and submitted for review in advance of the event; this wind management plan must include details of the manufacturer’s max wind speed for each item, include the use of an anemometer to measure wind speeds at the event and also detail actions and responsibilities if the forecast or on-site wind readings breach the max wind loading of the equipment.

Advice on how to create a wind management plan can be found [here](#).

It is also essential that operators install the equipment as per the manufacturer’s guidelines, with the required amount of anchor points or alternative ballast in place. Information on the minimum requirements for anchorage and ballast as well as further guidance on the use of this type of equipment can be found [here](#).

If you plan on featuring inflatables or funfair rides at your event, then you may be required to apply for a Public Entertainment Licence; further information on licensing can be found [here](#).

#### **Mandatory Conditions:**

- Events must have the relevant licence(s) granted
- Funfair equipment must have an ADIPS Declaration of Compliance and evidence of annual inspection
- Inflatables must have a PIPA tag and evidence of annual inspection
- Wind management plans, detailing use of anemometer on-site, will be required to be in place and submitted in advance to Aberdeen City Council
- Equipment operators must be deemed competent

## **Marquees, Tents and Gazebos**

Marquees and tents regularly feature at outdoor events as they offer sheltered event, activity and performance spaces and whilst they benefit events that feature them, they also present very real risk of accident and injury when installed, used or dismantled incorrectly or when impacted by adverse weather conditions.

The repercussions of one of these structures failing could have devastating effect on an event and it’s attendees and as a result, event organisers are required to ensure that the equipment being used is fit for purpose, that only competent suppliers are engaged to supply, install or adapt\* the equipment and that it is used as per the manufacturer’s guidelines.

\*Adaptations may include the addition of lighting, staging, additional truss, drapes etc to the temporary structure, this should be done with knowledge of the structures technical specification.

MUTA are the UK’s HSE endorsed trade association for marquees, tents and other similar temporary structures. MUTA members are vetted prior to being accepted as members, are subject to regular inspections and are required to adhere to the association’s Code Of Practice & Best Practice Guide in order to reduce risk of accident. To ensure that only safe and certified equipment is used on Council land, Aberdeen City Council

have made it a condition that only marquees or tents supplied by MUTA members will be accepted.

General advice on how to test the competency of suppliers and contractors is detailed further on and specific guidance for hiring structures can be found within [MUTA's Guide to Choosing a Hirer](#).

If your event features marquees, tents or other temporary structures then you may require a Public Entertainment License; information on Licensing can be found [here](#). Events which feature temporary structures will also need to comply with CDM 2015 regulations. Information on CDM can be found [here](#).

Gazebos are often the preferred solution for Small / Community Events, as they are a relatively cheap way of providing cover for activity providers and stall holders, are easy to set up and are easy to use safely. Organisers of events which use gazebos should ensure that they are always installed as per manufacture's guidelines and that they are secured using guy ropes and Gazebo weights to prevent them moving in high wind and causing injury. Organisers are also advised to consider the placement and positioning of guy ropes which can present risk of injury by creating trip hazards.

Temporary structures can present risk when used in adverse weather conditions; information on weather impacting events is detailed in the next section.

For further information on temporary structures can be found [here](#).

#### **Mandatory Conditions:**

- Structures must be provided and installed by MUTA members and used as per the manufacturer's guidelines
- Events must have the relevant licence(s) granted
- Wind management plans, detailing use of anemometer on-site, will be required to be in place and submitted in advance to Aberdeen City Council
- Suppliers and contractors must be deemed competent
- Events must be CDM 2015 compliant

## **Weather**

One thing that event organisers have no control over and can cause major disruption as well as potentially put attendees at risk, is the weather. Aberdeen's weather can be temperamental (to say the least) so organisers are advised to hope for the best but plan and be prepared for the worst.

Wet weather can impact outdoor events all year round and will not only dampen the mood of those working or attending the event and reduce attendance, but it can also create additional hazards around the event site such as surface water which can make areas unusable, verges and slopes can become slippery underfoot and areas of high footfall may become muddy. Wet weather can also increase the risks associated with using temporary electrical systems and increase the chances of causing damage to the ground when using vehicles and heavy equipment.

If your event is taking place in winter you may need to consider the impact that the cold can have on your event; the ground may become hard, paths and access roads can become icy and dangerous and there is a need to make sure that volunteers, staff and attendees are dressed appropriately for the conditions.

Warm weather can also impact outdoor events (although sadly not as often as the cold or wet seems to); event organisers should consider the need for providing free water and sun screen for staff, volunteers and attendees and whether there are areas which provide shelter from prolonged sun exposure. If your event involves strenuous activity, then there is potential for warm weather to put competitors at greater risk of heat

stroke and exhaustion and as a result you might need to increase the medical provision or adapt the activity to the reduce the risks to those involved.

Temporary structures are vulnerable and dangerous in high winds and it is important that organisers are aware of the risks and that they put a plan in place to deal with any high wind forecast or on-site conditions at their event, this plan is often referred to as a Wind Management Plan.

To help keep members of the public safe, Aberdeen City Council have made it a condition that temporary structures have a Wind Management Plan in place; this plan would be expected to contain details of the max wind speed of all equipment\*, information on how the wind will be measured and details of actions and responsibilities in adverse weather conditions. At a minimum Aberdeen City Council would expect the weather forecast to be monitored on the lead up to the event and wind speeds to be regularly measured on-site with an anemometer. If the forecast or on-site readings are anywhere close to the max wind speed then action must be taken to protect people from harm.

\*Providers of marquees, inflatables and stages etc. should be asked for the “max wind loading” of their equipment during the procurement phase. If a supplier is unable to provide this information then it may be a red flag for testing competency.

Further information on dealing with adverse weather and developing Wind Management Plans can be found [here](#).

#### **Mandatory Conditions:**

- Events which feature temporary structure (including funfairs, inflatables, marquees and stages) must submit a suitable Wind Management Plan to Aberdeen City Council in advance of their event
- Events which feature temporary structures must have access to an anemometer to allow them to measure on-site wind conditions
- Operators must be deemed competent and have appropriate insurance, training, equipment certification and risk assessments in place

## **Protecting the land**

Aberdeen City Council is incredibly proud of it's award winning parks & open spaces and it is essential that, whilst we offer opportunities for events to take place, these spaces remain available and fit to be used by members of the public all year round.

To achieve this, it is key that event organisers do their bit and leave the park in the condition it was found. Organisers may be required to arrange for additional bins for their event or to littler pick and take their rubbish away with them when they leave – leaving black bags beside bins will result in an almighty mess once the birds get to them.

If the weather has been wet on the lead up to your event or if the forecast is for heavy rain then there is risk that use of heavy equipment or vehicles on the grass will result in damage and there may be need to put measures in place to reduce the impact of this i.e. using ground protection, restricting the use of vehicles on the grass or adapting the site layout to reduce the amount of equipment on the wet grass.

Event organisers are responsible for the land whilst undertaking their event and will be liable for any damage caused as a result of their event and in some incidences, where Aberdeen City Council deem it necessary, a bond will be taken to cover the costs of any repairs or works required.

#### **Mandatory Conditions:**

- Event organisers must return the land to Aberdeen City Council in the condition it was found – any costs incurred for repair will be charged back to the organiser.

## **Food Safety**

A varied and high-quality food offering can help to improve customer experience and deliver customer satisfaction at events. Attendees to events now look for, and often expect, unique high-quality experiences at the events they attend. From street food from around the world to local produce and home cooking, there are a variety of options available to suit the specific needs and ambitions of events and multiple caterers in Scotland who specialise in outdoor catering.

If your event will feature food outlets you are advised to read the guidance provided [here](#). Please be aware that the caterers, whether professional or voluntary, will need to satisfy Aberdeen City Council's Environmental Health team that the food handling, storage, preparation and serving methods are safe.

#### **Mandatory Conditions:**

- Caterers will be required to satisfy Aberdeen City Council's Environmental Health Officers that their plans for transporting, storing, preparation, cooking and serving food are suitable and sufficient in order to reduce the risks involved.
- Caterers who operate a stall/unit/pop-up must be registered with their local authority Environmental Health department
- Caterers must have achieved a "pass" standard in terms of the Food Hygiene Information Scheme
- Copies of the required documentation, as detailed within the Food Safety Guidance section, must be provided in advance

## **Stewarding**

It is important that event's have a sufficient number of identifiable stewards in place to help control and manage the event. For smaller events it may be suitable to have the stewarding role carried out by adequately briefed volunteers who are identified by way of high vis clothing. For events which present greater risk, have crowd control requirements, the potential for disruptive behaviour from the audience or feature alcohol, you will be more likely to need properly trained professionals to carry out the stewarding role.

In order for stewards to be able to carry out their duties sufficiently, they must be fully briefed on all aspects of the event, including; crowd control, welfare, first aid and missing person arrangements as well as programming information and emergency arrangements. It is also advised that stewards are given written instructions, site plans and checklists to assist them.

To determine the number of trained stewards and volunteers required for your event it is advised that you consider each area, activity and task which is required. This may be easier when reviewing the plan of the event site and marking a "dot" at each location where a volunteer, steward or licensed steward is required.

For further information on stewarding please review the information provided [here](#).

## **First Aid**

Even when measures have been taken to reduce the risk at events, accidents will still happen and its important that event organisers satisfy themselves that the event has suitable first aid cover to provide immediate treatment to those who require it.

Event organisers should ensure they are comfortable that the medical supplier(s) are competent, have the appropriate

qualification, facilities, equipment and support to cover the event sufficiently and that they understand their responsibilities and the event's protocols.

To give comfort that your supplier is competent you may choose to use a recognised / specialised supplier, such as the British Red Cross or St Andrews First Aid, as they will ensure their staff are PVG checked, suitably trained and provided with the correct equipment needed for your event.

Alternatively, you may utilise a member of your group or organisation to cover the first aid requirements at your event. At minimum first aiders should hold a valid certificate in Emergency First Aid (1 day) or First Aid at Work (3 days).

As well as holding the appropriate certificate First Aiders should:

- Be willing to carry out the role of First Aider
- Experienced in dealing with similar incidents as those which could potentially occur at your event
- Able to carry out assessments and recognise common conditions and symptoms
- Able to remain focused, calm and confident in an emergency
- Reliable
- Physically able to carry out their duties including the handling of patients
- Allocated no other duties at the event\*
- Work in pairs
- PVG checked

\*In most circumstances First Aiders should not have a dual role as they need to be available to respond to incidents and accidents without delay.

Further advice and guidance can be found [here](#).

## Protecting children, vulnerable adults and dealing with missing persons

It's not uncommon children or vulnerable adults to become separated from their guardians at events and, as this can be a very worrying and stressful situation for all involved, it is important that event organisers develop plans to support those involved, to resolve these situations quickly and to ensure the missing person's safety is ensured.

Organisers are advised to read Aberdeen City Council's comprehensive guidance on dealing with [missing and found](#) persons and if they are unsure should contact Police Scotland on 101, or 999 if the situation is deemed to an emergency.

If your event is likely to attract children then you must put measures in place to ensure that they are safe, protected from harm, that there are facilities in place for them and that their welfare needs are addressed - guidance on protecting children and vulnerable adults from harm can be found [here](#).

## Communications

In order to run your event smoothly and to allow stewards, first aiders, staff and volunteers to coordinate and manage the event, they need to be able to communicate with each other. For small events it may be appropriate for face to face communications and mobile phones to be used, but this will most likely be an ineffective method when time is of the essence.

The most effective method of communication for outdoor events is the use of two-way radios, which allow for instant secure communications between event staff. Radios can be hired in from specialist suppliers or you

may find that your first aid or stewarding supplier can hire these to cover the event.

Further information and guidance on event communications can be found [here](#).

## Where's the loo?

It's important that event organiser's consider what facilities will be required for the format of the event, number and demographic of attendees and that they ensure that there are a suitable number of facilities available for those with additional needs. If your event is unlikely to attract large audiences, it may be sufficient to use the purpose-built facilities in the park, but for larger events you will likely need to bring in additional temporary toilets.

For guidance on the number and types of toilet required as well as some practical advice worth considering, can be found [here](#).

For information on the facilities available in the park / open space you have chosen for your event please [visit](#).

## Be a good neighbour

If it is likely that your event will have an impact on nearby residents, businesses or regular users of the event space then Aberdeen City Council stipulate that you communicate with them in advance of the event to let them know what is happening, how it will impact them and what measures have been put in place to minimise disruption.

Notifying those who could be impacted by the event at an early stage in the planning process is courteous and will allow people to plan around your event which in turn will reduce the impact of the event on them. As well as reducing the impact on local residents this communication exercise, if done correctly, can help to change negative attitudes and promote your event to the local community. Guidance on good neighbour communications can be found [here](#).

### **Mandatory Conditions:**

Event organisers must notify regular users and local residents and/ or business if the proposed event will impact their day to day business.

## Promoting your event

Promotional activity will help to drive the desired footfall to your event and may be essential in achieving the event's aims or objectives. The promotional activity most appropriate for your event will be determined by the aims and objectives of the event, the resources available to the organiser for promotion and their target market's behaviours.

For community events you may consider; a newsletter, word of mouth within the community, posters and leaflets, local radio, local press or social media promotion.

It is important that you contact Aberdeen City Council, if you intend in putting up posters or giving out flyers and this requires consideration to be given on impact to the environment and permission before it can be undertaken.

Event Scotland's guide on Marketing and Communications is a comprehensive guide in to the considerations of a successful marketing plan. This can be found [here](#).

## Creating a site plan

Depending on the scale of your event and the infrastructure being used, you may be required to submit a site plan to Aberdeen City Council before permission can be granted.

A site plan is a graphic representation of how your event will be laid out on the ground. The site planning activity can help to reduce the risk presented by the infrastructure at the event, can act as a useful planning tool and can also help to improve customer experience at the event by ensuring a comfortable event space is created.

When planning your event site it is important that you consider the areas suitable for the public and design the site to reduce risks from trip hazards, vehicle movements, electrical equipment or other risks present or created by the event.

Guidance on considerations for developing your site plan as well as a best practice example can be found [here](#).

## Accessibility

It is important that the events which take place on public land are accessible to all members of the community and organisers are advised to read the guidance on developing suitable [accessibility arrangements](#).

## Using temporary electrical systems and generators at your event

The installation and use of temporary electrical systems is complex and dangerous work and it is therefore essential that they are installed and managed by competent contractors in line with manufacturer's instructions.

Electrical supplies will either be provided from fixed mains source (distribution box) on-site or portable generator(s) will be required to provide electricity to the event site. A competent electrician with experience of working at events will be able to advise on the power requirements of your event and advise on the equipment required after liaising with other suppliers and contractors to find out their needs.

It is important members of the public and untrained staff are kept out of harms way from any dangerous equipment, such as generators - and an easy way to ensure this is to use barriers and warning signage to prevent unauthorised access to equipment or to make sure that they are placed in areas not accessible to the public.

Consider the impact that the cables from electrical supplies can have on your event and ensure that trip hazards are removed by planning where the cables will run or by using cable guards where this isn't possible.

## What is an Event Manual and why do I need one?

An Event Manual is a key document which will help organisers, and key staff coordinate and manage event activities and ensure the well-being of employees, volunteers, suppliers, contractors, the public in attendance, as well as others who may be impacted by the event.

Event Manuals are living documents which should be amended and updated as the event planning process progresses and following feedback and input from key contributors.

To be effective, event manuals should provide details of all aspects of the planned event including the format, technical set up, contingency plans, emergency procedures and the health and safety measures in place at the event. They should define the roles and responsibilities of key personnel, clearly state lines of communication, management structures and decision-making hierarchies as well as detail the standards, plans and procedures in place for delivering the event safely.

As Event Manuals detail the plans, procedures and key roles/responsibilities required to ensure the safe delivery of the event, they should be developed, reviewed and signed off by those with allocated roles in managing the event in normal, contingency and emergency situations.

As well as a referencing tool for those working at the event, the event manual, if produced adequately, will contain all the information required to satisfy those with enforcement responsibilities (such as the Emergency Services, Licensing Authority and the Landowner) that the event meets the standards expected in terms of public safety and legality.

To assist event organisers, Aberdeen City Council have produced a template [Event Manual](#).

## Where can I find further information?

Links to further, more comprehensive, guidance can be found embedded within this guide, on [Aberdeen City Council's large event guidance](#) and the [Health & Safety Executive's website](#).

The Cabinet Office's guide to [Organising a Voluntary Event: A Can-Do Guide](#), is a useful guide for small, low risk events run by volunteers.

Event Scotland have also produced [helpful guides](#) for business planning, budgeting, marketing, visitor research and other helpful topics to assist in developing and managing events in Scotland.

The key publications which set the standard for the UK events industry and are used as reference tools by local authorities and emergency services for assessing the suitability of event plans is HSG195, a Guide to Health, Safety and Welfare at Music and Similar Events (also known as the [Purple Guide](#)) and The Guide to Safety at Sports Grounds which is known as the Green Guide.

## Please note

The contents of this document and the other guidance provided is for general guidance only and will not necessarily include all the information that will be relevant to your event.

This document is not intended to constitute legal advice and should not be relied or treated as a substitute for specific advice relevant to particular circumstances. Organisers are advised to conduct further research or contact the city events team where clarification or greater understanding is required, as the information in each section is intended as introductory only.