

Accreditation, Briefings & Site Inductions



Accreditation

An accreditation plan, often referred to as a pass system, is a system put in place to help maintain the integrity and security of the event by ensuring that access to the site, and any restricted areas, is only granted to those who have been pre-authorised. A well thought through and managed accreditation plan can help to reduce the likelihood of injury, disruption, criminality and terrorism and help to maintain the integrity of the event.

To develop accreditation plans, Aberdeen City Council advise organisers review their site plan and firstly highlight the areas which will be accessible to all attendees, then consider what accreditation will be required to gain access to this area, for example this could be general admission tickets.

This assessment should be undertaken for each category of participant, staff and contributor to determine the number of different access arrangements and subsequent number of different passes required (e.g. staff, VIP's, performers, emergency services or stallholders / caterers). This assessment will also help to determine the areas which will be required to be protected by stewards to prevent unauthorised access and have interdependencies with the event's Crowd Management Plan and Traffic Management Plan.

For small scale events, it may be assessed that only one working pass, which allows entry to all backstage/working areas, is required with one ticket type (or no ticket at all) required to gain access to all public areas of the event.

For larger, more complex, events it is likely that organisers will require multiple access arrangements for the various staff, contractors and attendees. For example:

- Event Management Team: Access all areas. One off-site staff car par pass per team member
- Stewards: Access all areas. 4x off-site coach parking passes
- Caterers, Stallholders & Traders: Main event arena access only with 1x on-site vehicle access pass each and 1x staff off-site car park pass per plot
- Stage Crew, Suppliers and Staff: Site, arena, backstage and stage areas access. Staff car park passes available upon request
- Bands: Site, arena, backstage, dressing rooms, media village and stage areas access. On-site parking passes as required and agreed
- Public: Arena access only
- VIP: Arena access and VIP access only
- Media: Arena & media village

Contractors and suppliers will often require access for their vehicles to allow them to operate and, as the use of vehicles on-site carries great risk, this will require careful consideration, planning and coordination to ensure public and staff safety. Event organiser's are advised to review [Traffic Management](#) and [Coordination of Site works](#) for further information.

There are a number of ways in which staff can be accredited, for example:

- Staff uniform & I.D. badges
- High Vis Tabards (branded or plain with different colours indicating different roles e.g. different staff, volunteers and contractors)
- Wristbands (different colours to differentiate access groups)
- Laminated passes (different colours and text to differentiate access groups)
- Event tickets for public entry (paper or digital)

Once organisers have assessed their accreditation needs and have developed their accreditation plans they will need to ensure that it is communicated to the stewarding supplier who will be responsible for installing, maintaining and managing the system on the ground. The accreditation plan will have interdependencies with the stewarding plan and it is recommended that the stewarding lead is kept up to speed with all plans and needs as they develop.

During the event it is advised that organisers create a one-page poster, detailing the accreditation plan with images of each pass in operation. This will need to be distributed to key staff and placed at each access point to allow stewards to install the plan and ensure access is only granted to those who have been authorised. This is especially important for events which have complex pass systems in place.

It is important that the accreditation plans remain confidential, out of sight of the attending public and off social media as this can leave your event vulnerable to forgery and associated risks.

Briefings

It is likely that the plans for your event will be developed by a small core group made up of representatives of the various parties involved in the planning of event and to ensure that the plans developed are implemented effectively on the ground, the staff on the ground will need to be provided with information on these plans and procedures.

Senior representatives of each company may be invited to multi agency planning meetings or to one-to-one sessions to discuss the requirements of them or they may be issued with a pre-event information briefing sheet which should detail all of the expectations as well as site rules, key information and key dates and times. See [Coordination of Site works](#) for further information on Pre-Event Information.

Other members of staff or volunteers will likely require a briefing to introduce them to the event, their role, the key risks of the event, the event's plans and procedures and any other expectations of them. These key messages can be communicated in numerous ways including, at a pre-event briefing on the lead up to the event, online site safety briefing which is sent in advance of the event or by providing staff with specific written briefing sheets for each key position and role. It may also be necessary to reinforce these briefings during a "walk round" to ensure that staff in key positions understand their site-specific role once in position on event day.

Carrying out a briefing prior to the event will ensure that the staff / volunteers on the ground have all the key information required to carry out their duties effectively and will also allow them an opportunity to seek clarity, ask questions and find out more information before they are required to carry out their duties.

Site Induction

It is also important that anyone required to gain access to the event site during the high-risk phases of the event, or to high risk working areas, are made aware of the risks, site rules as well as welfare, first aid and other arrangements in place to ensure their safety.

The most effective way of ensuring that all persons accessing the site are briefed sufficiently is to stipulate that they must attend an on-site induction. This could be delivered at a specific time in person or be a system of displaying a short video or presentation as and when persons arrive on-site for the first time. You may also make the site induction available online to allow those required to complete it to do so in their own time.