

Event Safety Plan (Template)

Event Name	
Event Organiser	
Date of Event	
Plan Version	
Plan date	

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

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Distribution List

Organisation	Name

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1 Event Summary

INSERT:

- Date, time, location and duration of event
- Who is organising the event
- Event description and overview of the activities which will be carried out
- Entry Cost
- Expected attendance, demographics, (e.g. families, young people, etc.)
- Any limits placed on the event by licensing

Key Timings:

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2 Risk Assessment

Risk Assessment - Introduction:

Event Organisers have a requirement to hold a safe and secure event. In doing so it is important that you have considered all the risks that you may encounter and a key tool to help you do so is the Risk Assessment process. The key tool for creating an Event Safety Plan is the process of Risk Assessment. Aberdeenshire Council require a copy of your Event's Risk Assessment before we can grant approval and/or a licence to hold the event.

The Health & Safety Executive advise that a simple 5-step approach is used to assess and control risks arising from any particular activity:

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

Please refer to the Aberdeenshire Council Guidance for Event Risk Assessments which contains links to other useful advice and guidance to assist you in completing the Risk Assessment process for your Event.

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3 Planning Assumptions

For example:

- Demographics and expected behaviour of attendees – e.g. Are spectators likely to be predominately adult, family groups or older unaccompanied children; Will attendees likely be compliant, orderly and follow Event instructions.
- Spectators will dress appropriately for the weather on the day.
- Spectators are unlikely to be under the influence of alcohol or drugs.
- Commercial facilities are available for the purchase of refreshments.
- Existing public and private toilet provision will be sufficient due to the short duration of the event.
- Car parking is available at a number of locations in near proximity to the event area.
- Barriers will be used to provide a “corridor” separating participants from the public.
- Any significant activities or elements to the Event requiring significant considerations
- If event is to be held on agricultural land, the land must have had no livestock on it for previous 3 weeks.

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4 Site / Landscape Services

- If the use of Council land is required then prior to an application being filled in and submitted event organisers must contact the council to ensure that the desired event space is available and have it booked pending necessary documents, license, insurance etc. This would save a lot of wasted time if a change of date or venue is required and also some event organisers assume that upon being granted a license that means the event space has been booked, particularly with Parks & Open Spaces.
- Lantern and balloon releases are forbidden.

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Site Plan

Depending on the size of the event there may be just one or several of these plans e.g.

- An overall site plan, showing the locations of
 - barriers,
 - fencing,
 - access / egress points,
 - Rendezvous Points,
 - First Aid Points,
 - Command and Control locations,
 - Park & Ride bus stops,
 - Lost Children & Vulnerable Persons Point,
 - Meeting Point,
 - Toilets; disabled facilities; baby changing, etc
 - glass / can exchange points etc, etc

- Plan showing the different Zones the event has been split into

- Plan showing the spectator area

- Plan showing stewarding positions

- Plan showing road closures, restrictions, etc

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5 Health & Safety Policy

The Event Organiser is responsible for ensuring, so far as is reasonably practicable, the health and safety of all employees, contractors and members of the public and for the creation and maintenance of a positive health and safety culture at the Event.

The Event Organiser will ensure that risks are assessed and that a Risk Assessment and Event Safety Plan is created.

The Event Organiser will ensure that any contractors engaged to provide services or contribute to the Event will have a written health and safety policy, have carried out risk assessments relative to the Event and have completed a method statement.

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6 Event Management

This Section should clearly state the Event Management arrangements in relation to Command, Control and Communications.

For example:

- Details of the Event Management structure, Lead Event Staff and their deputies with details of their names, role and contact details.
- Brief description of the Roles and responsibilities e.g. Event Manager, Event Safety Officer, Lead Medical/First Aid Officer or any specialist responsibility.
- Where the Event Control will be located, along with details of key Control functions such as location of First Aid Point, Missing Persons Point, General Information Point etc and who will be staffing these.
- Where the Event management staff will be located during the Event
- Means of communication being used to communicate across Event Staff and to the Public

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7 Crowd Management

The Purple Guide (The Purple Guide to Health, Safety & Welfare at Outdoor Events) website provides comprehensive crowd management guidance and should be referred to by event organisers when planning their event. The Purple Guide further provides guidance to Event Organisers on all aspects referred to in this Basic Event Safety Plan Template.

This section recognises how critical crowd management is within the overall event plan. The scale and complexity of the event should be reflected in the detail of the crowd management plan.

Crowd management should be considered as an essential element from the start of the event planning process to ensure that the correct design, information, and management system is developed in tandem with the event plan. The crowd management section of the plan should contain several elements and be informed by the crowd risk and crowd dynamics assessments. This section should include:

- Crowd capacity at the Event (Includes the number of staff, contractors, guests, performers, volunteers, and all those who have a duty to be on the Event Site.
- Numbers of spectators expected to be in attendance.
- Number and location of Entry and Exit Points to/from Event
- Any additional Emergency Exit Points / Routes
- Routes that will be used for entry to, circulation around and exit from the Event Space and how this will be managed.
- Numbers of Crowd management Staff (links to Stewarding Section), where they will be deployed and their roles and responsibilities for Crowd Management (under normal Event conditions and also in response to an incident/emergency)
- Arrangements for Persons with Additional Needs
- Any specific audience demographic and anticipated behaviours
- Arrangements for separating pedestrian and vehicular movements
- Crowd Monitoring arrangements
- Evacuation arrangements to maximise safety of those in attendance during an emergency response
- Plan for response to incidents and emergencies
- Likelihood of any protest against/at the Event should be considered and processes put in place to manage disruption including areas to facilitate safe and peaceful protest.

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8 Barriers and Fencing

The Purple Guide provides valuable good practice insight and further links to useful legislation and guidance to consider when planning and deploying barriers and fencing at your Event.

Event Organisers are recommended to seek appropriate guidance when choosing to deploy barriers or fencing at their Event as it is important that the use of barriers and/or fencing is fully considered and Risk Assessed as incorrect use could cause injury or harm.

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9 Accessibility Arrangements

As 18.5% of the UK population are disabled, event organisers must ensure that their events appropriately address the additional needs of those who may attend their events.

If your event is ticketed, then you have an opportunity to find out the specific needs of the attendees in advance and amend your plans and provisions accordingly. If your event is a non-ticket event or you have no method of communicating with attendees in advance, then you need to assume that people with a range of additional needs will attend.

The Equality Act 2010 makes it illegal to discriminate against anyone because of their “Protected Characteristics” (i.e. their race, gender, age or disability etc.). The legislation also makes it clear that Event Organisers must make “reasonable adjustments” to their plans to ensure that disabled people are not discriminated against.

Visit Scotland’s guide to Inclusive & Accessible Events reminds us that the disabled population represents an estimated 200 billion pounds in disposable income. So not only is it a legal obligation and good practice but making events more accessible and user friendly for those with disabilities can also be good for business. It is highly recommended that event organisers review Visit Scotland’s guidance document in full before planning their events - [Accessible & Inclusive Tourism | VisitScotland.org](https://www.visitScotland.org.uk/accessible-inclusive-tourism)

Once you have confirmed the measures required to make your event more accessible it is important that you communicate this to the attendees who may benefit from the information. Pre-event information is one of the key elements which disabled attendees look for in events. It is also recommended that you provide contact details to allow for more specific information relating to their needs to be provided.

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10 Stewarding & Event Staff

The effectiveness of your Event Safety and the success of your Event will depend largely on the service delivered by your Event Staff.

It is important that your Event has 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, security, 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.

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Stewarding (Continued)

It is important to apply appropriate planning to the Stewarding of your Event and include sufficient details of your Stewarding and Event Staff arrangements in your Event Safety Plan. This section of your Event Plan should include, for example:

- The Number of Stewards that will be employed as Event Staff
- The skill set of the Stewards, whether accredited SIA stewards, or otherwise
- Details of any volunteer that will be assisting the Stewards, for example as Marshals
- Where the Stewards / Marshals / other Event Staff will be deployed (Zones of Operation - Deployment diagram may assist)
- What the specific roles and responsibilities at each deployment point are so that all Event Staff have clarity of their individual role and responsibilities
- Details of any Event Staff Briefing, where, when and how this will be delivered and by whom. Include details of the Briefing content.
- Clarity of roles for Event Staff both during normal Event conditions and in response to any incident or emergency
- Start and finish times for Stewards and Event Staff
- Any roles requiring specific SIA accreditation e.g. search, cash transit etc.
- Any dual roles being expected e.g. Crowd Management and First Aid – good practice identifies this should be avoided as both aspects of their responsibilities may be called upon at the same time at different locations creating difficulties in delivery of Event Safety.
- Communications to be used for Stewards and Event Staff e.g. Radios or mobile telephones and contingency if these should fail
- Event site induction and familiarisation

The following SIA Events Guidance for Suppliers of Security provides helpful guidance on roles of SIA Licensable and non-licensable stewarding activities and roles of volunteers - [Events guidance for suppliers of security \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/sia-events-guidance-for-suppliers-of-security)

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11 Staff Welfare

The Event Organiser has responsibility for the event and for ensuring that adequate provisions are made, and suitable health and safety procedures are in place, for all those working on the site.

The Event Staff (workforce) includes a broad range of those directly employed, sub-contracted and includes Volunteers who are considered part of the workforce in terms of their welfare status.

Event Organisers should take into consideration Event Staff welfare when Planning your Event. This includes having appropriate welfare location for Staff to refresh, access to toilet facilities, appropriate rotation of duties and rest periods to refresh and a process to ensure that any staff tiredness or other factor that could impact on their ability to deliver their role is in place to inform the Event Organiser/Event Management Team.

The Event Organiser/Management Team should have appropriate information about each member of Event Staff that may be required in an emergency or medical situation or should family/next of kin be required to be contacted.

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12 Traffic Management

This Section focuses on Event Traffic Management and the traffic risks at and around an Event Site to ensure that Event Staff and visitors to the Event are protected, as far as reasonably possible, from being struck by a vehicle and injured.

Traffic Management at the Event Site is the responsibility of the Event Organiser to manage and control, it is an area of risk where incidents and accidents can occur if an appropriate Traffic Management Plan is not in place and understood/delivered by Event Staff involved in controlling the vehicular and pedestrian traffic at and around the Event site.

External public roads leading to, adjoining or being used as part of the Event / Event Site need to be fully considered and this will involve the Event Organiser working closely with the Aberdeenshire Council Roads Service and Police Scotland along with other partners as appropriate to ensure these elements of the Traffic Management Plan are developed and delivered safely. Further advice and guidance on applying for road closures and details of the Council's area offices can be found [here](#).

The Event Organiser should engage at an early point in the Risk Assessment and Event Planning / Traffic Management Planning process with the Aberdeenshire Council Roads Service and Police Scotland.

Traffic Management Considerations for the Event Safety Plan include:

- Details of road closures and timings (Trunk road closure requests may take 6-8 weeks to process)
- Revocations and timings
- One way systems
- Parking restrictions and timings
- Event specific Parking Arrangements
- Details of demarcation arrangements to protect pedestrian traffic from vehicular traffic
- Any Hostile Vehicle Mitigation arrangements e.g. measures to prevent vehicles from deliberately (criminal act) or accidentally (unintentional act) driving into the Event Space creating danger to the public and staff in the area
- Details of any Traffic Management Communications Plan to promote the arrangement to the Public / Event Goers in advance
- Personal Protective Equipment and Safety arrangements for any staff involved in management of Traffic and/or moving vehicles associated with the Event.
- Include relevant plans / diagrams

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13 Fire Arrangements

The Purple Guide has a Chapter on Fire Safety that sets out good practice that should be considered by Event Organisers when Risk Assessing and Planning their Event.

Event Organisers should ensure that Fire Risks are fully considered in their Risk Assessment to comply with legislation on Fire risk-managed processes. The Event Organiser should seek guidance from the Scottish Fire & Rescue Service or another specialist who is competent in Fire Risk Assessment, during the planning stage of their Event to ensure that Risks are identified, and mitigations and control measures are put in place as part of the Fire Management Plan. This should ensure that all Staff are aware of the process to follow to identify and check for any Fire Risks pre, during and post Event, how to alert Event Organiser/Event Management of any Fire at the Event and how to respond, inclusive of location of Fire Fighting Equipment and Staff trained to Firefight, along with Crowd Management/Evacuation Plans.

The Event Organiser should ensure their Event is notified to the Scottish Fire & Rescue Service to allow for local Fire Service Crews to be aware and also have clarity in their Event Plan as to who at the Event will be responsible for contacting the Fire Service and other Emergency Services should such a situation occur.

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14 Temporary Structures

Marquees, tents, stages, platforms, and other temporary structures 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 its 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. Any adaptations should be done with knowledge of the structure's technical specification.

The Purple Guide includes a guidance Chapter on Temporary Demountable Structures (TDS) based on good practice which Event Organisers are encouraged to follow.

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15 Food vendors

If the event involves the sale of food (includes giving it away) then you must consider putting in place provision for the safe storage, preparation and sale of food.

You must ensure that all the food vendors at your event are registered with their local authority, have achieved a “Pass” standard within the Food Hygiene Information Scheme. All food stalls/vendors that sell open food should have hand wash facilities.

Environmental Health will require a list of all food vendors, confirmation of their food registration and Pass certificates 28 days before the event.

A full list of food requirements that you should follow are available in Appendix 3.

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16 Water Supplies

The most appropriate way to provide a safe water supply (for human consumption) at events is by direct connection to the Scottish Water mains.

If the use of a private supply is proposed then the following points need to be considered:-

- i. The supply should be on a the Council's records (or those of an adjoining Authority), must have already been risk assessed and found to be of good quality and should be in regular use. It also needs to be adequate for the purpose as the extraction of high volumes of water may effect both the volume available to other users and the water quality.
- ii. There needs to be some form of treatment (at least filtration and bacteriological treatment) provided to the supply which is adequate for the proposed usage.
Even if the property at which the event is being held has treatment on the supply it may not be sized to cope with event usage and may need upgrading. There may also be situations where it is proposed to tap into the supply before the existing treatment and adequate temporary treatment is required. Temporary treatment systems can be provided by some contractors.
- iii. The treated water will need to be sampled before the event so adequate time will be required for analysis and any possible failure and subsequent re-sample.

If tankered water is to be used then the proposed tank must be suitable for the purpose e.g. normally used for holding food or water NOT chemicals. Where possible, water for the tank should be drawn from Scottish Water mains on the day of use. If this timescale is not practicable then bacteriological treatment will be required.

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If the tanker is to be filled with water from a private supply then bacteriological treatment will be required and the water must come from a risk assessed supply. Sampling will be required but water for this purpose should only be taken from the most reliable high volume sources as the extraction of large amounts of water from a smaller supplies may have a radical effect on the bacteriological quality of the water.

As sampling and the installation of a treatment system may be required, details of the water supply to an event that is not served directly by Scottish Water mains should be provided at least a month before the event.

Details required:

Event: Location, time, date and estimate of numbers attending. Age group of those attending is also pertinent.

Use of Water: public toilet facilities, hand washing, cooking, drinking or possible part of the event itself

Water Supply Details: supply number, risk assessment reference, current usage, type of treatment and capacity of that treatment to be used, details of tanks to be used (if applicable).

Water Supply Contractor: details of contractor

Sampling arrangements: when will equipment be on site, agree sampling access.

Water Safety Plan: including

- Actions to be taken in the event of supply failure (drying up) on the day
- Arrangements for the supply of tankered or bottled water in the event of the supply being affected by heavy rainfall and its continued acceptable quality can not be confirmed by sampling.

Responsible Person: contact details for person responsible for the supply at the time of the event.

Signage: Adequate signage should be provided to indicate that the source of water is a private supply.

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17 First Aid Arrangements

Medical/First Aid – (Seek input from the Scottish Ambulance Service and/or via the Events Safety Advisory Group process at Aberdeenshire Council)
Even when measures have been taken to reduce the risk at events, accidents will still happen, and it is important Event Organisers satisfy themselves that the event has suitable first aid cover to provide immediate treatment to those who require it. Event Organisers are responsible for ensuring an appropriate level of Medical attention can be provided at the event, pending the arrival of any emergency services to respond to the medical emergency.

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, as they will ensure their staff are PVG checked, suitably trained and provided with the correct equipment needed for your event.

The Purple Guide provides valuable information and guidance for Event Organisers when planning these elements of their Event including indicative minimum levels of resource based on good practice.

Your Event Plan should specifically detail the Medical/First Aid arrangements including numbers and the skill set of the Medical/First Aid Staff along with details of where they will be located and any additional equipment that will be on site, inclusive of availability Defibrillator(s). Details of communication for the Medical/First Aid team should also be in the Event Plan.

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18 Electrical, Gas & Lighting Safety

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.

- Use only qualified technicians and electricians and provide details in your Event Plan.

Electrical supplies will either be provided from fixed mains source (distribution box) on-site or portable generator(s). 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 harm's 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.

All gas appliances must have a valid (within 12 months) gas safety certificate, signed by a suitably qualified Gas Safe registered engineer.

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19 Special Effects / Fireworks

It is important that Event Organisers who wish to engage Special Effects and/or Fireworks or Pyrotechnics as part of their Event plan for this with appropriate input from person(s) competent in the handling, use and clearance of any such effects and associated equipment/debris/residual materials.

The use of these must be properly Risk Assessed with appropriate mitigations and control measures in place. These should all be recorded in the Risk Assessment.

Event Staff should be fully aware and understanding of the Risks and their role/responsibilities in supporting the mitigations/control measures as applicable.

Aberdeenshire Council has special conditions applied to Events utilising such Special Effects and/or Fireworks or Pyrotechnics and the Event Organiser should engage with the Events Licensing Section of Aberdeenshire Council at an early stage in their Event Planning and Risk Assessment process.

- noise, debris and smoke;
- Adequate arrangements must be made for clearing the site after the display

The Purple Guide includes Chapters on Special Effects and Fireworks based on legislation and good practice. Event Organisers are encouraged to utilise this guidance at an early stage in their Event Planning.

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20 Waste Management

Please think about the waste and recycling from this event. For example....

- What sort of waste will this event produce? E.g. bags of litter/wood/bonfire waste?
- What recycling will this event produce? E.g. empty plastic bottles/cans/cartons/cardboard boxes/leaflets/flyers/beer bottles/wine bottles
- Will food waste be produced by this event? E.g. uneaten food/apple cores/tea bags/plate scrapings
- Will you be picking up litter before, during and after the event? Have you got bags/litter pickers to do this? Do you have bins to put the collected litter into?

Then, please tell us what you will be doing with the waste and recycling produced at this event and provide information such as the answers to these questions:

1. How will you deal with the waste/recycling and food waste from this event? Will you be hiring bins from the Council? Or hiring bins from another waste management company? (Aberdeenshire Council doesn't provide food waste bins, but other waste management companies will.)
2. Will you be expecting the visitors to the event to sort their own waste? Do you have waste/recycling bins to enable them to do this? Or will you be sorting the waste and recycling yourself into the correct bins?
3. Are you ensuring there are enough bins for the amount of waste produced?
4. Will you be picking up litter after this event?

Please be aware that taking waste from events to the Household Recycling Centre is not legal.

If you need help or advice, please contact events.trade.waste@aberdeenshire.gov.uk

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21 Toilet Arrangements

This Section deals with the Welfare Arrangements you as the Event Organiser will need to plan for your Event.

Toilets

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 any locally available purpose-built facilities through appropriate arrangements with the owners/operators, but for larger events you will likely need to bring in additional temporary toilet facilities.

Where possible, locate toilets for the audience at different points around the venue rather than concentrating in one small area, to minimise queuing, which could lead to overcrowding problems. However, also consider ease of access for janitorial and waste-removal personnel and vehicles, which are essential to maintaining sanitary and hygienic facilities.

Further details on numbers of toilets required can be found in Appendix 4.

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22 Security, Crime and Disorder

Event Organisers have a responsibility to consider the security of their Event and the threat / risk of Crime and Disorder occurring, how they will reduce or mitigate this and the processes for dealing with any such security, crime or disorder incident. This should all be clearly recorded as part of the Risk Assessment and Event Planning process and detailed in the Event Safety Plan.

Most Events take place without any security, crime or disorder related issues. However, by creating a crowded place through hosting the Event this brings the potential risk of low-level criminals through to sophisticated organised crime groups targeting the Event and/or persons attending, whether in the immediate vicinity when going to or from the Event or at the Event itself.

It is likely that some attendees at your Event may be unfamiliar with the surroundings which can increase their vulnerability to be targeted, and having a High Visibility presence of Event Staff, Stewards and Security Staff as well as any dedicated Police presence or passing attention afforded by the Police can contribute as a deterrent. This should be detailed in your Event Plan and can form part of your Risk mitigations.

The use of Security Minded Communications in advance of and during your Event can also act as a deterrent. This involves building non-specific references to your Event Security, inclusive of general reference to use of Security Staff and Search procedures all contributes to promoting a safe and secure Event and to deterring those who may have intentions to target it for criminal purposes. Further information on Security, Crime & Disorder is available in the Purple Guide and also the Protect UK website at [| ProtectUK](#). The NPSA website carries further information on Security Minded Communications at [Security-Minded Communications guidance | NPSA](#)

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Security, Crime and Disorder (continued)

The Security, Crime and Disorder risks are wide ranging. The following is not an exhaustive list of points to consider within your Event Risk Assessment and Plan as applicable to your Event:

- Physical Security of the Event Site
- Deployment of Stewards on Security duties, their roles & responsibilities
- Any dedicated Police presence – if so how many and for what role (e.g. Prevention & Detection of Crime)
- Any use of CCTV
- Cash Handling at Entry Points/Pay Points/Stalls/Attractions in Event space or Cashless environment
- Online ticket sales and cyber payment / fraud crime risk(s)
- Risk of Theft
- How to deal, respond and record Reports of Crime
- Risk of Assaults or Sexual Assaults (safe place for Victims pending Police or other Emergency Service arrival – link to Medical/First Aid)
- How to deal with persons under influence of alcohol or other substance, impairing behaviour (inclusive of duty of care to staff, public and the individual)
- Policy and process for countering and dealing with the threat of use or supply of controlled drugs or other prohibited substances
- How to deal with Threats of Violence
- Any search regimes to be employed – accredited, trained and equipped staff
- Event Ejection Policy and Process/Record
- Threat of Terrorism (see Counter Terrorism section)
- Process for reporting and escalating incidents to Police or other emergency services
- Briefing of Staff to ensure heightened awareness of what to look for indicative of criminal behaviour and how to respond
- Any local or national tensions linked to the Event or Event Sponsors/Participants
- How to deal with any protestors, peaceful or otherwise

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23 Missing Persons

It's not uncommon for children or vulnerable adults to become separated from their parents or 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 maximised.

A child/vulnerable person, who has been found and is in the care of event staff but separated from their guardian is a less stressful and dangerous situation than one where a child/vulnerable person is missing and their whereabouts unknown. For this reason, the processes, actions and timescales for dealing with missing and found persons should differ.

When developing missing and found person procedures and policies, Event Organisers are recommended to consider and include the following elements and detail these in their Event Plan and the briefing to Event Staff / Stewards. Event Organisers should also seek advice from local Police Scotland Officers when developing their Event Plan.

- Designate a Member of Event Staff/Management as Missing Person Supervisor
- Put systems in place to record incidents and actions
- Designate an Identifiable Missing Person Point
- Develop Clear Methods of Communication
- Brief staff and ensure they understand their role
- At least two staff present at all times with found child or vulnerable person
- Preferably at least one member of staff involved to be disclosure vetted
- Agree and record the appropriate timescale and escalation triggers for notifying Police Scotland

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

Risk Factors to consider:

The “level of risk” will be different in every scenario and each environment; therefore, every situation will be assessed on its own risk factors to the missing person and the most appropriate actions taken. Decisions will be fluid and level of risk influenced by external factors such as, but not limited to the following;

- The weather
- Time of Day
- Natural surrounding environment (rivers, coastal, wooded areas, quarries, higher risk terrain etc.)
- External area (roads and heavy traffic)
- Ability of Missing Person
- Age of Missing Person
- Mental health of Missing Person
- Physical health of Missing Person
- Local knowledge of Missing Person
- Clothing & possessions of Missing Person.

The overarching principle when dealing with a Missing Person incident where there is concern for the whereabouts, welfare and/or safety of a child or vulnerable person and they cannot be located, time is of an essence. If in doubt seek Police assistance. Escalating the matter appropriately and in a timely manner to Police Scotland is an essential element of your Plan.

It is advised if the Missing Person has not been located once all immediate areas have been checked, and certainly no later than 10 minutes then 999 must be dialled. However, if the concern and risk is high at outset then contact police immediately.

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

24 Counter Terrorism, inclusive of Suspect Packages

Event Organisers are recommended to consider the current UK threat level and its impact on their event. Event Organisers have responsibility to mitigate the threat and impact of terrorism on their Event. Details of the threat/risk from Terrorism and the control measures being put in place at the Event should be recorded in the Risk Assessment and Event Safety Plan.

Event Organisers should ensure they and all staff involved in delivery of the Event are briefed and aware of the threat from terrorism, the different and broad range of attack methodologies, the signs of suspicious behaviour to be vigilant for and the measures to put in place to mitigate against the threat as well as how staff at the event should react and respond to any emerging, potential or actual threat scenario or attack.

The Aberdeenshire [Public Entertainment License Guidance Notes - Counter Terrorism \(aberdeenshire.gov.uk\)](https://www.aberdeenshire.gov.uk) contains further links to useful information when planning this element of your Event Safety Plan. Event Organisers should also seek appropriate guidance from Police Scotland.

Event Organisers are recommended to encourage all Event Staff to complete the UK Government backed, free to access online training “Action Counters Terrorism (ACT) Awareness” eLearning available at [E-Learning | ProtectUK](https://www.protectuk.gov.uk). The training includes the **HOT** protocols, to be used when dealing with suspicious packages found at Events.

- H**idden? Has the item been deliberately hidden, or has an attempt been made to conceal it from view?
- O**bviously Suspicious? Can wires, circuit boards etc be seen? Was the person placing it behaving suspiciously?
- T**ypical Typical of what you would expect to find at this location? Is it simply lost property? Ask questions to see who the owner may be.

Further guidance on Counter Terrorism is contained in [The Purple Guide](#), the [ProtectUK | Home](#) website and on the Aberdeenshire Council Counter Terrorism Guidance for Events.

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

25 Contingency Arrangements

Contingency Planning and Evacuation Contingency planning refers to preparing plans and procedures to effectively respond to and manage incidents which may occur out with the normal running of the planned event. This could be an untoward incident, emergency, health and safety incidents or any other circumstances which impact the safe running of the event.

Untoward incidents include routine occurrences that impact upon the safe running of the event. They should be manageable by the event, utilising resources on-site. Emergency situations are those incidents that pose a threat of serious injury, loss of life and/or a breakdown in public order. These incidents will likely require the Police to assume the co-ordination of its resolution.

The aim of the contingency plans should be to:

- preserve life by getting people away from harm
- treat casualties
- summon and assist the Emergency Services as required and ensure that unobstructed access is available to them
- minimise disruption and impact of the incident
- provide information, reassurance and guidance to those impacted by the incident to allay public fear (other attendees, parents & performers etc.)
- restore normality and allow the event to continue
- ensure comprehensive details of the incident and any actions taken are recorded
- protect the reputation of the event

Event Organisers are advised to consider the risks to their Event and develop plans for resolving each incident by utilising the resources available on-site or with support of the Emergency Services when deemed an emergency. This should be recorded in the Risk Assessment and Event Plan.

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

Contingency Arrangements (continued)

The Event Plan should detail clearly key roles of staff at the Event, with details of who has responsibility for what. In the case of an emergency incident having clarity of the following is all valuable to have pre-planned and eliminates uncertainty:

- who will manage and co-ordinate the response by Event Staff/Stewards/Medical Staff
- who will contact the emergency services
- who will be responsible for deciding an Evacuation or Partial-Evacuation of the Event
- how this will be done (the process)
- where Key Staff will be located
- how they can be contacted

It is impossible to be prescriptive as to all incident types that could require contingency and emergency response but having a structure in place will assist the initial response to an incident by the Event Organiser/Management Team. The following are some examples of the Hazards or Threats which might result in an emergency that Event Organisers should consider in their Risk Assessment and Event Planning:

- Fire or gas leak
- Terrorism threat
- Structural failures, such as the collapse of a temporary structure
- Serious crowd-related incidents, such as disorder or crushing
- severe weather conditions, such as high winds and extreme hot or cold temperatures
- flooding
- equipment failures
- communication system failures
- loss of services or utilities failure
- loss of control point/event control
- loss of key staff or disruption to key performances
- disruption to traffic/transport arrangements
- Supply chain failures (Human resources; critical supplies)

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26 Contingency Arrangements & Evacuation

It is important to ensure that all Event Staff are fully briefed on Contingency and Emergency Response procedures with clarity on methods of Communication between and across all Event Staff. Police, Fire and Ambulance colleagues may also wish to comment.

Any contingency plans developed will often involve multiple organisations including the emergency services as well as suppliers and contractors. It is essential that each organisation understands their role and responsibility in managing contingency and/or emergency situations. Any organisation required to act to resolve a situation should be actively engaged in developing the plans. Event Organisers are encouraged to engage with Emergency Services and other key partners in developing their Event Plan.

One of the key elements of any contingency or emergency plan may involve evacuation of the affected area to prevent further harm. A plan should be developed by the Event Organiser/Lead Steward to ensure clarity of role for staff who will be responsible for managing any evacuation. Full evacuations are both dangerous and disruptive, so careful consideration should be given as to whether it is a safer and more proportionate option to carry out a partial evacuation away from danger to a place of safety within or near to the event site. The available evacuation routes should be assessed to ensure that they are suitable in size and number for the quantity of people attending. These routes should be well maintained, well lit, and lead to a place of safety rather than another risk.

Organisers should consider the communication needs in the event of an evacuation:

- notification of the incident
- show stop procedures
- notifying stewards discreetly to prevent public alarm
- notifying the public
- activating the evacuation instruction and managing the process safely.

It is important to ensure that all Event Staff are fully briefed on Contingency and Emergency Response procedures with clarity on methods of Communication between and across all Event Staff.

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27 Public Health and E. coli O157

Recreational & Commercial use of Animal Pasture Use of Public Areas as Showgrounds

Prior to the “show” and “outdoor event” season Aberdeenshire Council is concerned to advise organisers planning recreational use of animal pastures and of public areas as showgrounds of the risks from the organism E. coli O157 and makes recommendations to reduce the risk of contamination and transmission of the organism.

Contamination

- A quarter of cattle herds in Scotland and many sheep and goats carry and excrete E. coli O157
- Animals do not become ill but can spread the organism to people by direct contact and indirectly via droppings and manure on land
- Animals show no symptoms and there is no way of knowing when they are infected
- Animal droppings are the greatest worry where there are concentrations of animals in an area and in wet conditions. It is impossible to avoid getting animal droppings on footwear which can easily be spread into buildings, tents and vehicles. Fences, gates, stiles, seating and play areas can also become contaminated through footwear. These droppings may contain E. coli O157.
- To be a risk E. coli O157 has to be swallowed from contact with hands contaminated food or contaminated water. Even tiny amounts of E. coli O157 can be a severe risk.

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

- When conditions are wet, contamination can spread more easily onto hands, footwear etc increasing the possibility that the organism can pass into the mouth or contaminate food and water.
- The organism is known to survive in soil and animal droppings for weeks, but levels of contamination decline over time.

Recommendations

Animal Pastures Used for Recreational and/or Commercial Purposes

- Remove animals from field for 3 weeks prior to use
- Keep animals off field during use
- Remove all obvious animal droppings at the beginning of the 3-week period
- Close cut the grass, keep it short and remove the clippings prior to recreational use
- Dispose of animal droppings and grass clippings hygienically
- During recreational use always wash hands before eating, drinking and smoking using soap, clean towels and preferably hot and cold running water
- Sample any private water supply before recreational use
- Ensure that water from burns and streams is treated before drinking
- Ensure adequate supervision of children, particularly Under 5's
- Public areas used for Agricultural Shows and Events
- Animals/livestock which enter and exit a show ring should be penned as close as is practicable to the show ring so that the distance travelled is kept to a minimum

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

- Areas where both animals enter and exit the ring and the public walk should be kept clear of animal droppings as far as is reasonably practicable
- Hand washing facilities should be provided at all penned areas for the duration of the show or event (hot/cold running water, soap, paper towels)
- Suitable and sufficient signage in place to remind visitors to wash their hands
- Limiting/ restricting access to allow for animal petting during the event. This can be achieved using double fencing

After the Show/Event

- All obvious animal droppings should be removed and disposed of hygienically
- Grassed areas on which animals have been in contact should be close cut immediately after the event and the clippings disposed of hygienically
- These areas should then be fenced off for a period, sufficient to allow the decay of residual E. coli O157 contamination, of not less than 3 weeks following the event
- ® Warning signs should be erected at the fenced off areas informing the public of the risks and instructing them not to enter these areas

Show and Event organisers within Aberdeenshire who require to apply for a Public Entertainment Licence or Market Operators Licence will be subject to the above recommendations attached as licence conditions dependant on the category of land being used.

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

28 Insurance

For example:

- Detail insurance cover for event (copy of certificate).

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Appendix 1 - Risk Assessment

RISK ASSESSMENT COVER SHEET

Example

Event: 'Example Event Games' Any Town, Aberdeenshire	Dates: (Build / Event / De-rig) 13 & 14 June 2024 – Build 15 June 2024 – Event 16 June 2024 – De-rig	Date RA Undertaken: 10 January 2024
Venue: Any Town Games Field, Aberdeenshire	RA Undertaken by: Mr. John Mitigate	Distribution: <ul style="list-style-type: none"> • Aberdeenshire Council Events/SAG Partners • Event Manager • First Aid Team • Contractors
Scope of Event Arena: <ul style="list-style-type: none"> • Games Arena • Car Parking – Football Pitches 	Signed: For:	
Organiser: Example-Events Ltd.		

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

Overall Event Risk Assessment

Specific hazards have been identified by members of the organising group.

Where a situation arises which is not identified in this section the organising group will take the decisions and instigate actions as appropriate.

In the event of a situation arising which requires the instigation of Incident Management Procedures for any or all the organisations involved they will follow their own agreed procedures.

NOTE: Steps have been taken throughout the planning stage of this event to mitigate the effects of these hazards and continuous monitoring up to and during the event will reduce or eliminate the potential for problems arising because of these hazards.

Scope of Risk Assessment:

The Scope of the Risk Assessment should include:

- Pre-Event Build
- Event
- Post-Event De-rig and clean-up of site

The content should include all elements as applicable to your Event based on the previous Sections of this Guidance combined with any other Risks unique to your specific Event.

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

Key Activities / Visitor Profile

Specify what type of Event it is and the key activities / various elements that will make up the full Event and Event Space.

For example:

- Event Activities
- Event summary timeline
- Target audience and anticipated demographic of audience
- Event Crowd Capacity and anticipated attendance and profile of visitors
- Associated licensed activities e.g. alcohol sale, food vendors, funfairs etc.
- Parking arrangements for visitors to the Event
- Any unique local hazards

Example:

Key Activities / Visitor Profile:

- A paid event, within one venue that showcases the various Highland Games competition events (Piping, Pipe Bands, Highland Dancing, Heavies Events, Light Events and Tug 'o' War) and provides a number of free family activities as well as trade and charity stalls either selling goods or giving information to the attendees.
- The event is marketed as a family event and to as wide an audience as possible.
- The anticipated attendance is anything from between 3,500 and 5,000 made up of locals and UK and international tourists.
- The maximum capacity anyone time is 8,000 persons within the event area.
- There will be a Public Bar with a fenced outdoor area, no drinking is allowed out with this area.
- There will be licensed fast food vendor stalls located in an area adjacent to the Public Bar area from where hot and cold food and non-alcoholic drinks can be purchased.
- There is also a fun fair within the event grounds managed by Anytime Fairs Ltd.
- Free car parking is available on the adjacent football fields/green field sites.

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

Appendix 3 – Outdoor & Temporary Events: Food Vendor Guide

This guide is provided by Aberdeenshire Council Environmental Health service to help food vendors at outdoor and/or temporary events to follow food law and health and safety requirements. The checklist on page 4 is intended to help your business to prepare ahead of time.

The business operating the stand **must 1) register with their own local authority** Environmental Health service and **2) attain a ‘Pass’** status in terms of the Food Hygiene Information Scheme. Both conditions will be checked ahead of the event.

The law requires that stalls must be in good condition, kept clean and run as hygienically as possible.

General requirements

- **Personal hygiene** rules must be followed, including using facilities for the hygienic washing and drying of hands. Please see overleaf for standards of facilities required, depending on the type of food handled. Jewellery should be kept to a minimum (i.e., plain wedding band only), protective clothing should be worn including hair/head coverings.
- Staff at the stall must be **suitably trained in food hygiene controls** appropriate with their work activities. All certificates must be made available ahead of the event. Additionally, free training on food allergens is available online via- <https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/food-allergies-2/allergen-training-tool>
- **Food surfaces** must be in good condition, made of food grade material and easy to clean and disinfect.
- Provide adequate cleaning and disinfection resources. Disinfectant to the **British Standard BS EN 13697 or BS EN 1276** must be in use, together with disposable towels. If equipment washing facilities are not available, arrangements for hygienic transport of food contact equipment to and from the event must be in place.
- An adequate supply of hot and/or cold potable water must be available and stored in clean containers. Only potable (wholesome) water should be used. If your water is not supplied by mains water, you must by law have the private supply treated and tested to prove it is wholesome.

Testing can be arranged via

<https://www.aberdeenshire.gov.uk/environment/environmental-health/private-water-supplies/>

- Adequate **waste facilities** and disposal arrangements must be in place.
- Adequate facilities and/or arrangements for maintaining and monitoring **suitable food temperature conditions** must be available.

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

Safe Temperatures:

- Frozen below -18°C
- Chilled below 5°C
- Cooking above 75°C
- Reheating above 82°C
- Hot holding above 63°C

Food temperatures **must be monitored regularly** throughout the event, using an adequate device e.g., probe or laser. It is advisable to keep written records or images of checks you carry out.

- Make plans for the day to ensure that foodstuffs can be stored and/or displayed in ways that avoid the risk of contamination. Identify the main food safety hazards related to your event and consider allergen management, cross contamination controls and the provision of accurate allergen information. Record your event safety House Rules or procedures.
- **Foodstuffs must be covered**, and any leftover food either disposed or stored at a safe temperature until later use.
- Food preparation on site should be kept to a minimum. For all food handling, steps must be taken to **avoid and manage cross-contamination** e.g., by separation and disinfection It is recommended to separate utensils and equipment etc. by colour coding. Separation also applies to foods containing allergens.
- Ensure that you can provide accurate ingredient and allergen information to your consumers. The more accurate information you can provide to consumers about allergens, either orally or in written format, the better and the safer it is for your customers to make informed choices about the food they consume.
- If your business places food into packaging before it goes on sale, including sandwiches and ready meals etc, this is known as Pre-packed for Direct Sale or PPDS.

Where you make and sell pre-packed food, the names of allergens must appear in the descriptive name of the food and be **emphasised** in the ingredients list. Refer to the guidance for a full explanation. <https://www.foodstandards.gov.scot/publications-and-research/publications/guidance-on-labelling-of-food-sold-prepacked-for-direct-sale>

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

Washing facilities requirements

Type of food sold / distributed from stand	Wash hand basin with potable hot and cold water (Within 3 metres of preparation areas)	Wash up sink with potable hot and cold water	Food washing sink with potable cold water
Handling of pre-packed low-risk foods (including packed samples)	X disposable hand wipes acceptable	X	X
Open vegetables or fish, and samples not handled	✓ (Small portable plastic unit with fold-down basin acceptable)	X	X
Open raw meat	✓	✓ (Suitable alternative may be acceptable)	X
Ice cream dispensers	✓	✓ (Suitable alternative may be acceptable)	X
Open ready-to-eat foods, including open samples	✓	✓ (Suitable alternative may be acceptable)	✓ (If washing salads etc. on site)

Note: Where required a wash hand basin must have a suitably sized basin, adequate for staff to wash their hands in, and provided with warm running water. This is normally achieved using a mobile free-standing unit that requires an electricity supply. Small portable plastic units with a fold-down basin will only be accepted for low-risk activities as listed above. An adequate supply of soap and disposable towels is required, as is a means of collecting wastewater.

Provision of food samples

Food samples must be **protected from contamination** and should be suitably stored, and handled e.g., tongs. Disposable spoons, cocktail sticks etc. must be provided for use by customers. In warmer weather, it is recommended that high risk food samples be held at room temperature for as short a time as possible, in any event a maximum of two hours. Service of samples may require the provision of a wash hand basin (check table above). Where necessary, temperatures of food samples (cooked and/or hot-held) should be monitored and recorded.

Health and Safety considerations

All portable electrical equipment that is brought on site to an event must have evidence of a valid **PAT (Portable Appliance Testing) test**. All gas appliances must have a valid (within 12 months) **gas safety certificate**, signed by a suitably qualified Gas Safe registered engineer.

A suitably equipped first aid box must also be available for staff.

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

Contact Us

Should your food operation not fall within the above criteria you may like to refer to our alternative guide for charity groups and fund-raising events:

<https://www.aberdeenshire.gov.uk/business/food-safety/advice-and-information/>

If you need specific advice on the contents of this guide, please email:

environmental@aberdeenshire.gov.uk

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

CHECKLIST FOR FOOD VENDORS AT OUTDOOR/TEMPORARY EVENTS

Check your arrangements against the following checklist and return the completed form to the event organiser.

Should you find your business does not meet one or more of the requirements, your business may not be able to trade at an event in Aberdeenshire. In this instance, please contact us for advice.

REQUIREMENT	Y/N
Register food business with own local authority	
Obtain 'Pass' status for Food Hygiene Information Scheme	
Stall/table/preparation surfaces in good, washable condition	
Adequate supply of hot/cold potable water, clean containers	
Access to suitable hand washing facilities (see page 2)	
Access to suitable equipment washing facilities/acceptable alternative (page 2)	
Suitable cleaning equipment (e.g., BS EN disinfectant, disposable cloths/towels)	
Adequate facilities for safe food storage (i.e., hot and cold)	
Temperature monitoring device (probe and wipes, or laser) and recording method	
Adequate cross contamination controls (separate areas, equipment etc.)	
Adequate number of suitably trained staff (certificates available)	
Clean aprons/head coverings/uniforms (as required)	
Adequate waste facilities and disposal arrangements	
Allergen management controls and accurate allergen information for all foods for sale (written and available) including meeting PPDS requirements	
All electrical and gas equipment tested and safe (certificates available)	
Adequate written rules on how food safety will be managed and controlled at the event (to be provided at least 28 days ahead of event)	

Name of food business:	
Address of business:	
Name of main contact:	
Email address:	
Telephone number:	
Name of event attending:	
Date(s) of event:	
Brief description of food available at event:	

PLEASE RETURN COMPLETED FORM TO: Event Organiser

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

Appendix 4: Toilet numbers

Table 1 below provides guidance on sanitation provision at a variety of event types when facilities provided are either toilet blocks or self-contained toilets where basins are NOT internal.

	Female toilets	Male Toilets	Urinals	Accessible Toilets for disabled & wheelchair
For Events with a gate time of less than 6 hours duration	1 per 100	1 per 500	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 85	1 per 425	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 75	1 per 400	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 75	1 per 150	1 per 250	1 per 40

Where possible, provide hand-washing facilities in the ratio of one hand wash basin per two toilets for females, one hand wash per four toilets for males, applicable in installations of mains connected toilet facilities. However, for single plastic toilet installations then hand-washing facilities should be provided normally in the ratio of one hand wash basin per five facilities (WCs & Urinals) with not less than one hand-washing facility per ten toilets provided. Consideration should be given to providing lower height wash basins where wheelchair users and/or a significant number of children are expected to attend the event and also to hand operated rather than foot operated pumps for wheelchair users.

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Table 2 below refers to self-contained toilets with internal basins ONLY. Please note that ratios of accessible toilets are not affected by this recommendation since their internal basin needs to be a specialist unit with a hand pump and external units typically with a foot pump are unsuitable.

	Female toilets	Male Toilets	Urinals	Accessible Toilets for disabled & wheelchair
For Events with a gate time of less than 6 hours duration	1 per 80	1 per 400	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 68	1 per 340	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 60	1 per 320	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 60	1 per 120	1 per 250	1 per 40

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