

## Event Organisation Checklist

The following is a list of areas to consider when planning to hold an event in Bolton. The list will help you define your requirements from the outset.

Please note, Bolton Council requires large-scale event organisers to consult with relevant agencies (via a Joint Agency Meeting) to ensure they are aware of the event and given the opportunity to provide advice, guidance and input into final plans.

Item	Notes
1. <b>Venue/Site</b> – determine who owns the land, ensure you have their permission to use it and make the necessary booking	Please complete the Expression of Interest (EOI) form for council space
2. <b>Organising committee</b> – consider forming an organising committee	
3. <b>Crowd profile</b> – make sure you understand the nature of the crowd or audience you will attract	This will inform your decisions around site safety
4. <b>Insurance</b> – you will need public liability and possibly employer’s liability insurance cover	
5. <b>Safety</b> – you are legally responsible for ensuring your event is safe for everyone at the event including members of the public, performers, staff and volunteers.	Whilst event safety is not a complicated process, you should ensure a competent person is responsible for your safety planning.
6. <b>First aid</b> – you should plan to have first aiders at your event and include a Medical Plan within your EMP.	Refer to national guidance from The Purple Guide to help you plan
7. <b>Event Management Plan (EMP)</b> – you will need to write a plan for your event. See the EMP template document on the ‘Holding your event in Bolton’ webpage	The completed plan must be submitted to Bolton Safety Advisory Group a minimum of 12 weeks prior to your event
<ul style="list-style-type: none"> <li>○ <b>Site layout</b> – you should set out the layout for your venue as a site plan</li> </ul>	This needs to be included in your EMP
<ul style="list-style-type: none"> <li>○ <b>Route plan</b> – for events using the highway, you should produce a route plan</li> </ul>	This needs to be included in your EMP
<ul style="list-style-type: none"> <li>○ <b>Use of highways</b> - an application for road closures and a <b>Traffic Management Plan</b> will usually be required if you are planning an event on the highway.</li> </ul>	The <b>Traffic Management Plan</b> should be included as part of your Event Management Plan

<ul style="list-style-type: none"> <li>○ <b>Risk assessment</b> – the organiser or another competent person should write a risk assessment</li> </ul>	This should be included within your EMP
8. <b>Emergency/contingency plan</b> - you may need to plan for major incidents that could occur at your event	
9. <b>Traffic and parking</b> – seek advice on traffic signs, road closures and additional parking facilities	
10. <b>Licensing</b> – check if any licenses are required such as premises (supply of alcohol), temporary events notice (TEN), or markets licences	Remember to review the council's requirements <a href="https://www.bolton.gov.uk/licences-registers">https://www.bolton.gov.uk/licences-registers</a>
11. <b>Food, drink and water hygiene</b> - you will need to ensure you comply with safety and hygiene regulations for food, drink and water supplies	See relevant section of our website for guidance
12. <b>Noise control</b> – consider the effect of excessive noise or sound levels on your audience, event staff and residents and businesses in the vicinity	See relevant section of our website for guidance
13. <b>Stewards/security</b> – stewards will help to ensure safety for your audience or visitors. You may also require security staff to guard your event site or specific areas and help to ensure any licence conditions are met	
14. <b>Electrical and gas safety</b> - enough safety measures should be in place for use of electricity and gas	
15. <b>Safety barriers and fencing</b> - are an aid to crowd safety and security at many outdoor events	Include their location on your site plan
16. <b>Temporary structures</b> - ensure you are following relevant safety guidance if you are using temporary structures at your event e.g. grandstands, stages, marquees, tents, gazebos etc	See national guidance below
17. <b>Welfare facilities</b> – consider providing facilities for: information, lost property, meeting point, public telephones, cloakroom	
18. <b>Sanitary facilities</b> - ensure that enough good quality toilets are provided	
19. <b>Waste management</b> – ensure that all litter, food waste etc is cleared during and after your event	
20. <b>Children</b> – investigate all aspects of accommodating children at your event including safeguarding issues	You should provide a missing and found children point

<p>21. <b>Information and signage</b> - provide enough information before your event, preferably in print and online. Signs are helpful at the venue to direct people to facilities and locations</p>	<p>Consider how to communicate with key staff on site, if necessary, using portable radios.</p>
<p>22. <b>Communications</b> – you should plan for effective distribution of information.</p>	
<p>23. <b>Residents and businesses</b> – inform people in the area that you intend to hold an event and if applicable that roads and/or parking facilities may be closed</p>	

The above list is by no means exhaustive and further advice and guidance should be gained via your Joint Agency Meetings. Additional national guidance from several key agencies can also be gained from the links below.

### Key contacts and more information:

- **Guidance on running events safely**  
 (Health and Safety Executive website giving extensive advice on organising events)
- **The Purple Guide** <https://www.thepurpleguide.co.uk/>  
 Leading guide aimed at helping event organisers manage health and safety at their events. Compiled by the Events Industry Forum in consultation with the Health and Safety Executive and the events industry
- **The Guide to Safety at Sports Grounds (The Green Guide)**  
<https://sgsa.org.uk/greenguide/>  
 Helps sports grounds owners and operators calculate a safe capacity for their venue and ensure a safe environment for spectators
- **National Counter Terrorism Security Office**  
 (Government website giving advice on counter terrorism measures)

- **Guidance: Recognising the terrorist threat**  
(Government website giving advice on current terrorism threat levels)
- **Advice for security managers during a heightened threat level**  
(Advice for security managers responsible for crowded places)
- **ACT: Action Counters Terrorism**  
(Advice on recognising and reporting suspicious activity)
- **Temporary Demountable Structures** <http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>  
Health and Safety Executive guidance on safe procurement, design and use of temporary demountable structures such as grandstands, stages, marquees and gazebos
- **Managing crowds safely**  
(Health and Safety Executive advice on crowd management)