

# Monitoring and Evaluation

All event organisers must ensure that agreed policies and plans have been implemented.

## 1. Inspections

Bristol City Council Officers, and duly authorised agents, reserve the right of entry to any part of your event at all times, for inspection or any other purpose. Where the Council determines that an event organiser has persistently or seriously failed to meet the requirements of the Site Licence, or Premises Licence, or has failed to implement agreed plans, the Council is entitled to suspend the event for such a period as is considered necessary to ensure that any failures or breaches are rectified.

The Bristol Safety Advisory Group for Events (SAGE), set up to ensure public safety is at the centre of the decision making process with regards to events and to ensure a multi agency, co-ordinated approach, will monitor and review the successes and problems associated with events, with the aim of improving standards in the industry and to reduce the possibility of repeat problems.

## 2. Debriefs

Where appropriate, event debriefs and evaluations will be conducted with event organisers to address concerns and improvements for future applications. The group will also carry out regular inspections of events as determined necessary and will review, where necessary, policies and procedures.

## 3. Granting permissions

As landowner, BCC have the authority to refuse consent at any time should an event not comply with Council Policy, Site Licence terms and conditions or if the event is considered unsuitable for any other reason, at their absolute discretion.

### Security and Stewards

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## 1. Security

Security is defined by the Security Industry Authority (SIA), as:

- Guarding against unauthorised access, occupation or outbreaks of disorder.
- Guarding property against destruction and danger
- Guarding individuals against assault

As an event organiser, you will need to be aware of the Security Industry Authority (SIA) requirements for the employment of security and stewarding at your event. For further information visit the [Security Industry Authority website](#).

## 2. Steward and Security Plan

For every event, you should consider:

- How the public attending will be managed.
- How working areas, for example production compounds or backstage areas, will be secured.
- How an incident will be controlled.
- How many security staff you will require.
- Where your security staff will be located.
- What hours your security staff will be employed.
- Have the key personnel been identified? E.g Event Organiser, Safety Manager, Chief Steward, Stewards.
- Have trained, briefed and clearly identifiable stewards been appointed?

You will need to ensure enough identifiable stewards are in place to cater for the site, size and nature of your event. It is essential that stewards are adequately briefed as to their roles and responsibilities. It is not the role of the police to provide stewarding at events, nor to provide training to steward personnel. All designated security staff must be appropriately SIA trained.

A security and stewarding schedule, including the name and references of provider and a deployment plan, must be supplied with your Site Licence application.

In addition, depending on the size and nature of your event, you may be asked to submit the following:

- Adequate additional security measures such as CCTV Surveillance.
- A comprehensive Employee List, which may be subject to Police checks.
- Contact details for the previous authority which licensed the event / event organiser for reference.
- A schedule of the previous six venues visited, to investigate if the local Police or Licensing Authority recorded any incidents.

### **3. Event Communication Plan**

It is essential that stewards and organisers are able to communicate effectively between each other, event management staff, and the public.

For example, in the event of evacuation, an effective means of communication must be available. This must also include provision for communicating with deaf and hearing-impaired people who will need to be informed of the emergency by Sign Language or written instruction. Stewards will need adequate training in disability awareness to recognise disabled persons' needs and act appropriately and effectively.

Communication systems such as radios, mobile phones and public address systems are useful during an event. Mobile phones are considered unreliable for medium or large-scale events; so two-way radios will be expected as a requirement.

In addition, medium or large-scale events will require an Event Control Point, from where all event operations and production can be centrally controlled. An event communications plan should also be produced which will detail all systems, protocols, contacts and channels.

### **4. Emergency plan**

An Emergency Evacuation Plan and an effective Communications Plan between all staff, volunteers, stewards and security personnel will need to be in place before the event to address issues such as bomb threats, fire or evacuation.

Contingency plans are produced following the organiser's risk assessment. Every event organiser has a responsibility to develop contingency plans, which will guide safe actions and procedures at times of crisis. These will need to be discussed fully with emergency services well before the event.

### **5. Will the Police authority be involved with my event?**

There is often a public perception that the police are the lead agency for approving all public events, including those that take place on the public highway. In reality, the Police have no authority to either approve or ban such events and Police powers to regulate traffic for planned events are extremely limited. Furthermore, the Police have no general duty to preserve public safety at any public event, except where there are imminent or likely threats to life.

Avon and Somerset Constabulary (ASC) form an integral part of the Safety Advisory Group and will advise on all applications as part of the Site Licensing process.

In addition to dedicated event security, ACS may stipulate a requirement for policing cover, which could involve Community Police Officers (CPOs), or a

more substantial deployment plan. There may be a charge for this service at the discretion of Avon and Somerset Constabulary.

## **6. Staff Training**

Event Managers are responsible for training, briefing and managing all staff and contractors in line with the [Health and Safety at Work etc Act 1974](#).

This includes the dissemination and implementation of policy to all staff/contractors to comply with the following statutory obligations:

- [Race Relations Act 1976](#) and the [Race Relations \(Amendment\) Act 2000](#)
- [Sex Discrimination Act 1975](#)
- [Equal Pay Act 1970](#)
- [Sex Discrimination \(Gender Reassignment\) Regulations 1999](#)
- [Disability Discrimination Act 2005](#)
- [Equalities Act 2006](#)

The event organiser is at all times considered responsible for the behaviour and management of all staff throughout the entire duration of the occupancy of the site, and the implementation of this may include:

- Co-ordinating staffing requirements and staff briefings
- Developing staff handbooks
- Training in customer relations

Organisers of all events, and their staff, must give due regards to equal opportunities, and address any issues revolving around race relations. Where there has been any history of race relations' issues, the following will be stipulated as a requirement of the licence:

- A Race Relations policy.
- An appropriate training programme for all staff with regards to equal opportunities and race relations.