

Site Control and Management

1. Site Layout Plan
2. Utilities (electricity and water)
3. Lighting
4. Managing entry to your event
5. Accessibility
6. Ground Protection
7. Waste Management Plan and Sustainability

A critical part of your event planning process will be the identification of your event site. As part of your risk assessment, you will need to consider:

- Is the site being considered suitable for the event?
- What are the particular hazards of this location? For example, proximity to water / major roads.
- Have all the entrances and exits on the site been located?
- Are the entrances and exits controlled, stewarded, suitable for prams, pushchairs and wheelchairs, and appropriately signed?

1. Site Layout Plan

A full and detailed site map is essential for all event applications in order for the Park Manager/ Ranger and Emergency Services to consider the suitability of the site.

This should detail:

- Emergency evacuation access routes (this should include wet weather contingency plan for Emergency Service vehicle access.)
- Event Control
- Lost Children's point
- First Aid point
- All attractions (rides, caterers, stages etc)
- Location of generators / power / water etc.
- All key distances / measurements
- Fencing / Trackway Plan if required
- Ground protection if required

2. Utilities

Electricity

Mains

Several of the parks and open spaces in the city have mains power points onsite. Further details on this can be found the Site Guides in the Appendix.

Usage of power is usually metered but costs can be included within site fees, subject to negotiation. You will need to consider heavy-duty cable protection

from the supply to the event location to prevent trip hazards. In some instances, shallow trenching may be permitted.

Any installation of electrical equipment will need to be completed by a competent person and the completion of an Indemnity Certificate may be required. You will be advised of this on application.

Generators

Depending on the site, generators may be required. These must be properly managed and maintained and electrical safety certificates will be required. Again, any installation of electrical equipment will need to be completed by a competent person and these details should be provided with your Site Licence application.

Water

The provision of free drinking water is important at all events and water tanks/hydrants may be required. The organiser must ensure that the water is potable and of a drinkable quality. Bristol Water may be able to advise about hydrant supplies. Contact details can be found in the Useful Contacts section in the Appendix.

3. Lighting

If your event will take place in hours of dusk or darkness, you will need to ensure you have adequate lighting. Priority should be given to first aid points, toilet areas, pedestrian routes and car parks. You should seek the advice of a qualified electrician on the safest way of lighting your event.

Consideration should also be given to the impact of any lighting on local residents.

4. Managing entry to your event

If you will have a fenced event site or are aiming to charge an admission fee for your event, you will need to consider:

- How you will secure the site
- How you will accept payment / exchange tickets
- How you will monitor numbers and ticket sales
- If a queuing system will be required
- If a pass out system will be required
- How you will securely manage your cash
- What your terms and conditions of entry are (these should be displayed on the tickets where possible, as well as at the entrance to your event)
- Whether you require any admissions policies, for example, age restrictions or search policies.

5. Accessibility

All event organisers must ensure that the needs of disabled spectators and participants are taken into account during the event planning arrangements. Specific consideration should be given to:

- Physical access to and from all event amenities
- Audio and visual communication needs of everyone attending and participating

The Independent Street Arts Network (ISAN) has recently published an access toolkit "Making Street Arts Accessible to All". This toolkit is free to download from the [ISAN website Knowledge Base](#).

6. Ground Protection

Careful consideration needs to be given to ground protection at entrance and exits points, especially where there are areas of poor drainage and soft ground, which are especially vulnerable to damage in wet conditions.

Events must have wet weather contingency plans to prevent damage, which may include site features, and trees may require protective fencing from production operations. Site infrastructure can only be temporarily removed at the council's discretion and at cost to the event.

Ground protection may be required for all heavily used areas, especially storage, serving, queuing and crowd areas or areas impacted by build and break operations. Any vehicle access will require specific ground protection plans. Detailed ground protection plans must be included in all large event applications, including technical specifications and weights of vehicles, loads and infrastructures.

Suitable protection should be agreed in consultation with the Park Manager/Ranger, which may be a combination of metal trackway, plastic roll matting and tiles, carpet and matting. Wherever possible, production and delivery vehicle access should be minimised on site, and manual handling should be used to move structures and equipment to location.

An Environmental Impact Assessment may also be required.

7. Waste Management Plan and Sustainability

You will need to provide suitable waste receptacles and ensure arrangements are in place to clear up any refuse blown or strewn around the site as a result of your event, as well as refuse generated throughout the day. Arrangements must also be made for the removal of waste from the event site immediately after the event. Please note that there may be a charge for these collections and this should be factored in to your budget.

The City Council supports sustainable waste management and the principle of **'reduce, reuse and recycle'**. In accordance with the [BS 8901 Sustainable Events Standard](#), which aims to "substantially reduce carbon emissions and waste to improve the resource efficiency of the entire event supply chain", the event organiser must ensure that wherever reasonably practicable recycling points are provided and where practicable these should be provided for different waste streams allowing for separate recycling (glass, paper, plastic, foodstuff).

The event organiser can commission the existing external cleansing contractor to assist with the recycling and disposal of event waste. Please contact the Bristol Clean and Green Team for further information.

In some instances, Park Rangers are able to provide a litter picking and waste management service, which can be discussed at the time of the application. Various independent companies now also provide a litter picking and event waste disposal / recycling service.

Note that all wastes produced at an event site are subject to strict regulation. On departure from site the event must undertake a litter pick to EPA1 standard. This must include all litter associated with the event - not just that contained within the event area, so adequate time and resources should be allocated to this within the planning stages.