

# Application to hire a park or open space in Southwark - Supporting information template



Each item of supporting information listed below is required. If you think that any of the information we are requesting is not applicable to your event, please explain why. In doing so, you will probably give us the information that we require. You need to illustrate that every one of these topics has at least been considered with your event in mind.

Please enter the details of your event below, and provide separate documents where requested.

## 1. Site plans – please provide separately.

These need to be a clear illustration of the lay out of your event, in the location being requested. You should include all temporary structures, toilet facilities, generators, first aid posts, access routes, any other physical set-up and activity areas. We can provide you with a blank site map for your location if required, please ask.

## 2. Production and event schedule

A timetable from the moment you get to the location to start setting up, until moment the site is cleared and returned to it's original state after the event. This should include times of all main parts of the set-up and clear-up, along with public opening/closing times, and stage start/finish times.

## 3. Risk assessment – can be provided separately.

The risk assessment should identify potential hazards and the risks associated with them during set-up and during the event. For each hazard identified, you must then show what you intend to do to remove, minimise or control the risk from the hazard.

The risk assessment should cover all elements of the event, including your set-up and clear-up. There are many formats which can be used to complete a risk assessment and you can choose whichever suits you best. Most people find that using a matrix/grid structure helps them to work through the assessment.

For more information on risk assessments, see the events health & safety guidance at [www.southwark.gov.uk/planninganevent](http://www.southwark.gov.uk/planninganevent) we also have template that we can give you, please ask.

## 4. Proof of valid and current public liability insurance (minimum indemnity limit £5m) - please provide separately.

This should be either a copy of your insurance certificate showing the policy number, dates valid and amounts covered by your policy, or a letter from your insurer providing the same information. Please note that public liability insurance and employers liability insurance are not the same thing. The policy must cover your event in it's entirety.

## 5. Event communication plan

Details of how you will communicate with members of staff, the public and with external agencies (such as the police). This should detail practical methods of communication and should show the management / team structure for the event.

## 6. Security and stewarding provision

Details and the numbers of stewards and security staff, the roles they will be delivering at the event, how they are managed and what times they are working. Also include information about any training and briefings to be provided for these teams. Any security

staff used must be SIA trained and licensed and you should provide confirmation of this with details of what level of training the staff have.

### **7. Crowd management plan**

A description of how crowd movement will be monitored and controlled at the event including details of how the security and stewarding works, locations and types of control barriers in place, and referring to the site plan for detail of entrances/exits.

### **8. Emergency control plan**

Please describe the procedures you will have in place for responding to an emergency situation. This should refer to the use of your evacuation routes and muster points, chain of command, rendezvous points for emergency vehicles and arrangements for communicating important information to members of the public.

### **9. Fire procedures**

Please give a description of the equipment and procedures you will have to prevent or combat fire, and ensure fire regulations are adhered to. Calling 999 for the fire brigade should be a part of this plan. At no point are you expected to put the safety of you and your team in danger.

### **10. Medical plan / first aid provision**

Please describe what first aid provision you will have in place at the event. You should include numbers of first aid staff and ambulances where applicable.

### **11. Safeguarding statement**

This is a statement of intent that explains what efforts you will make to ensure the safety of children and vulnerable adults at your event. You must give details of what effort you will make to remove risk of the abuse or mistreatment of children or vulnerable adults at the event and what measures will be taken if event staff identify situations of abuse or mistreatment whether related to the event or not.

Detailed guidance about child protection, including a template child protection policy, can be found at

[http://www.southwark.gov.uk/info/266/child\\_protection/813/running\\_a\\_safe\\_youth\\_organisation/2](http://www.southwark.gov.uk/info/266/child_protection/813/running_a_safe_youth_organisation/2)

### **12. Lost child and vulnerable adult procedure**

A written procedure detailing how lost children or vulnerable adults will be reunited with their parents or guardians. This should include measures to protect the children or vulnerable adults involved, and checks on identity of parents or guardians claiming responsibility for the child or vulnerable adult. This should also explain what action will be taken when a child or vulnerable adult is found without their parent or guardian.

An example lost child or vulnerable adult procedure is available from the events team.

### **13. Traffic and transport plan**

This should outline the impact of the event on traffic and transport in the area of the event, as well as how vehicles will be managed within the event site. Items to consider include:

- Outside the event:
  - planned road closures
  - Parking restrictions
  - Public transport services available
  - wildlife
  - Marketing messages – are you telling public not to come by car and giving public transport alternatives?
- Within the event site:

- Stewarding controls in place
- Vehicle pass system in place
- Vehicle entrance points and main routes through the site
- Where will supply, production and traders vehicles park?

#### **14. Toilet and sanitation plan**

Details of toilet facilities, hand washing points and any other sanitary provision at your event. An appropriate number of toilets must be provided at your event, for the anticipated number of attendees. The temporary toilet facilities provided must always include accessible, wheelchair friendly units.

#### **15. Food safety plan**

Information about how you will ensure that any food provided at the event is prepared, stored, served and handled properly to remove the public health risk. This includes both food provided for staff and volunteers, and food provided by caterers to the general public.

If you have caterers serving food to the public, you will be expected to pass details of the traders to Southwark's environmental health team in advance of the event.

#### **16. Waste management plan**

The event site must be left in the clean and tidy state it was found in. The waste management plan should give details of equipment and staffing in place to maintain the cleanliness of the site during and after the event. Also how waste will be minimised and disposed of with as little environmental impact as possible.

#### **17. Environmental impact assessment**

Events can have an impact on the local environment in a number of ways, so you need to identify what these possible impacts are and then show how you plan to protect the environment accordingly.

This assessment should consider the environment in terms of:

- general 'green' issues
  - air pollution
  - recycling and waste management
  - use of polluting materials and fuel
  - wildlife
  - lakes, ponds and waterways
- local physical environment
  - grass
  - trees
  - pathways
  - park furniture
- community environment
  - noise
  - light pollution

#### **18. Accessibility provision**

Details of infrastructure and communication methods in place to make sure the event is accessible to all. This must also include detail of aspects of the event that will not be accessible to all explaining the reasons why.

Southwark Council recommends event organisers refer to the access guidance provided by the ISAN which is available at <http://isanuk.org/>

**19. Marketing plan**

Overview of how the event will be marketed including distribution of publicity, invites, PR campaigns and advertising. Examples of any publicity, adverts and press releases should be provided.

**20. Equal opportunity statement**

A copy of your equal opportunities statement. This can be the statement already in place for your organisation if applicable, or a statement for the event itself