



GUIDANCE TO EVENT ORGANISERS

POLICE APPROACH TO EVENTS

Dorset Police recognises the importance of public events to the quality of life and economy so we are supportive of organisers who fulfil their responsibilities to hold safe events.

ORGANISERS' RESPONSIBILITIES

The organisation of a public event is a considerable responsibility. In addition to attracting moral and social responsibilities, organisers have obligations under civil, common and criminal law. Organisers may be liable for the consequences if things go wrong, particularly if there are defects in the planning or control of the event. In a worst-case scenario, the organiser may have to explain their actions at an inquest or court. This is more likely to happen if other interested parties are not consulted or if their advice is ignored.

There is a vast array of event types and each event has its own risks, some are generic and some unique. The starting point is to identify the risks, then consider how to address them.

If the event has been held before, organisers should have a good idea of risks. There should be debrief documents from previous years listing what went well and what did not. For a new event, organisers should think about events of a similar type to work out the risks including consideration of events that have been held on the same site.

The guides below will also assist in identifying the risks.

You should NOT underestimate the time required to plan an event.

ADVICE

Dorset Police recommend organisers take their advice from the following documents / websites. These in turn provide links to more specialised advice from other authoritative sources.

- The [Event Safety Guide \(Purple Guide\)](#) (£25 for full version) or
- The Event Safety Guide ([Purple Guide 'Lite'](#)) (£10 aimed at voluntary and community events)
- [Guide to Safety at Sports Grounds \(Green Guide\)](#) (SGSA)
- [Can-do guide](#) (.GOV website for organisers of voluntary and community events)
- [Protect UK App](#) (published by [NaCTSO](#))
- [ACT](#) (Action Counter Terrorism) training
- SCaN (See check and notify training) – [See, Check and Notify \(SCaN\) | Protect UK](#)
- [Martyn's Law Factsheet](#)

It is also recommended that you consider communicating with the Safety Advisory Group (SAG)

The Safety Advisory Group is an advisory body established for the purpose of ensuring, as far as possible, the safety of those persons attending, performing and working at events held within the BCP or Dorset Council area, and holds public safety as a priority at all times. Its membership includes Council services partner agencies, and all Emergency Services .

Any guidance issued by the SAG is advisory only.

Contact details :

Email: events@bcpcouncil.gov.uk Tel: 01202 128555

Email: sag@dorsetcouncil.gov.uk Tel: 01929 557220

Notification to the SAG should be submitted as early as possible

Attending a Safety Advisory Group (SAG)

We in the Police focus on giving advice about crime, disorder and managing emergencies. Other SAG members will focus on other risk areas. There are some areas we often find need some attention by organisers:

1. Security staff / stewards
Sufficient numbers? Their training / briefing.
2. Counter terrorism
You should be familiar with Protect UK App and its content, this includes ACT Training, Scan Training, 'Good Housekeeping', HOT Protocol, Hostile Vehicle Mitigation. You will need to have ensured your staff / committee / security / stewards have sufficient knowledge of these matters and you must leave enough time to get it scheduled in. If you receive a bomb threat please use the following advice and it is good to have one of the bomb threat forms handy: [Bomb threats | Protect UK](#).
3. Crowd Management
Queues, evacuation, crushing, flow rates, rendez-vous / muster points.
4. Drugs
Prevention, enforcement.
5. Crime
Prevention, enforcement.
6. Violence
Prevention and enforcement regarding all types including violence against women and girls.
7. Alcohol management
Including compliance with licensing legislation. There is currently a high level of drink spiking concerns and organisers should give specific consideration to preventing this and processes they should adopt if it is alleged a drink has been spiked.
8. Lost / Found children and Vulnerable people
Sufficient preparation and procedures.
9. Emergencies
Dealing with emergency service (ES) arrival and ensuring and ensuring suitable RVPs (rendezvous points) identified and pre-defined routes for Emergency Service vehicles to have sufficient access around the site.
10. Command, control, communication, co-ordination.
Having someone who knows what's going on, who can get information from around the site, give directions, communicate them, be able to grip of any emerging situation and deal with it. How you plan to record issues and incidents and how you deal with them and lastly a mechanism to debrief the event afterwards for the benefit of future events.

MANAGING TRAFFIC - COMMUNITY SAFETY ACCREDITATION SCHEME

Included in the links below are details of companies that can offer Traffic Management Services [Community Safety Accreditation Scheme \(CSAS\) | Dorset Police](#) .