

**Runnymede Borough Council**

**Event Coordination and Safety Advisory  
Group Policy**

**March 2023**

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# Runnymede Borough Council Safety Advisory Group (SAG)

## **About the Safety Advisory Group (SAG)**

The Runnymede SAG provides a forum for discussing and advising on public safety at an event. Its aim is to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. The SAG is not a statutory body and therefore does not have legal powers to prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.

The Runnymede SAG is co-ordinated by the Council and is made up of representatives from the borough council, county council, emergency services and other relevant bodies.

The process for booking events in Runnymede, raises awareness of the SAG process to event organisers. Within the structured approach to approving events, organisers may be asked to submit their event proposal for discussion and advice by the SAG. Event organisers are invited to attend when their event is the subject of consideration by the SAG, and whilst attendance is not mandatory, there are benefits to be gained from engagement in the process from the outset.

Discussions may extend beyond an organiser's duty to comply with workplace health and safety law and even the boundaries of an event site, to include considering the impact on the local transport network and civil contingencies in the event of an emergency.

The SAG will advise the event organiser about public safety matters that they think need further consideration, explaining their reasons. It is the event organiser's responsibility to take any appropriate action. On the rare occasion where there is disagreement between a SAG and the event organiser, and there remains a genuine risk to the public, individual organisations on the SAG such as the police, may decide to act to resolve the issue. Decisions on the use of these powers are matters for individual representatives to consider and should be discharged separately.

Where there is an event for which the borough council has full or partial responsibility (e.g. as an organiser / co-organiser or landowner), the SAG will make the relevant Council department aware of any concerns so that they can act accordingly.

## **When an Event is Required to be presented to SAG**

The guiding principle is that events presenting a significant public safety risk, for one or more reasons including the numbers and profile of people attending, the nature of the event activity and/or the challenge of the environment. Larger events, events of an unusual nature

or events that are new to the area will benefit from meeting with the SAG. However, lower risk events like community village fetes and funfairs are unlikely to require a SAG.

The Council will hold four planned SAG meetings per year. Should additional SAG meetings be required to consider short notice events or to discuss individual events further, these will be arranged as required.

### **The role of the Health and Safety Executive (HSE) within the SAG process**

HSE does not routinely sit on or attend SAG meetings. HSE inspectors may, however, be asked by a SAG and/or event organiser to provide advice and guidance on occupational health and safety matters, particularly where HSE is the enforcing authority for the activity concerned (e.g., fairgrounds, broadcasting, and construction activities).

HSE inspectors are not able to authorise or approve an event organiser's safety plan, so their contribution should not be inferred as sanctioning their methods of controlling risk.

Source: [HSE Safety Advisory Group](#)

# Process for Booking and Reviewing Arranged Events in Runnymede

## Annual Events Within the Borough

A corporate events calendar will be held for all events planned within Runnymede for which an application to proceed is requested, whether required to be reviewed by SAG or not. The Council will prioritise within its events calendar annually, larger, long-standing events held within the borough, to preserve their status. These are:

- AddlestoneOne Christmas Lights
- Black Cherry Fair
- Chertsey Agricultural Show
- Egham Royal Show
- Thorpe Half Marathon
- Wentworth PGA Championship (separate SAG process)

Whilst the above events are ringfenced within the events calendar annually, completion of a notification form in full will still be required annually, and consideration of event plans at SAG may be required.

## Step 1: Notification/Request to hold events.

Organisers of events, regardless of the lead organiser status (e.g. council, community, commercial entity), are required to submit a form to notify or to request holding an event to the council. The types of events for which notification or a request to hold is required, includes (but not limited to):

- Fetes, fairs etc.
- Open air concerts and music festivals
- Trade shows
- Sporting events
- Horse shows, agricultural shows, dog shows, car and/or caravan shows and other similar
- Open air entertainment including theatre, opera, and historic re-enactments
- Firework displays
- Large scale company parties
- Processions, marches, and carnivals
- Street parties
- Religious events

The notification/application form (see Appendix A) can be submitted via the council's website ([enter hyperlink here](#))

## **Step 2: Initial consideration of event notification/requests**

Submitted forms will be delivered to a central events mailbox, managed by Environmental Services. All submitted forms will be considered by the Green Spaces Manager, liaising with other internal departments, as required. Where the event is new, large scale or presents a potential significant risk, the Green Spaces Manager may convene a meeting of the corporate events group to discuss collectively. In all instances the Green Spaces Manager will determine:

- a) Whether a request to hold an event for which the council is wholly/partly responsible is approved
- b) Whether a notification/request to hold an event requires escalation for consideration by the SAG

Where there is a requirement for a Corporate Events Group to be convened, representatives from the following business areas may be requested to attend:

- Environmental Health
- Parks and Open Spaces
- Direct Service Organisation (DSO)
- Assets and Regeneration
- Health & Safety (Human Resources and Organisational Development)
- Community Development
- Licensing
- Parking Services

In all instances, following consideration, correspondence will be sent to the event organiser detailing the outcome of the above considerations.

Where the event is approved or subject to review by SAG, the date of the event will be entered into the corporate event calendar to ensure there is no duplication of bookings etc. All applications and subsequent correspondence will be retained (subject to Data Protection regulations).

## **Event notifications/requests requiring consideration by SAG**

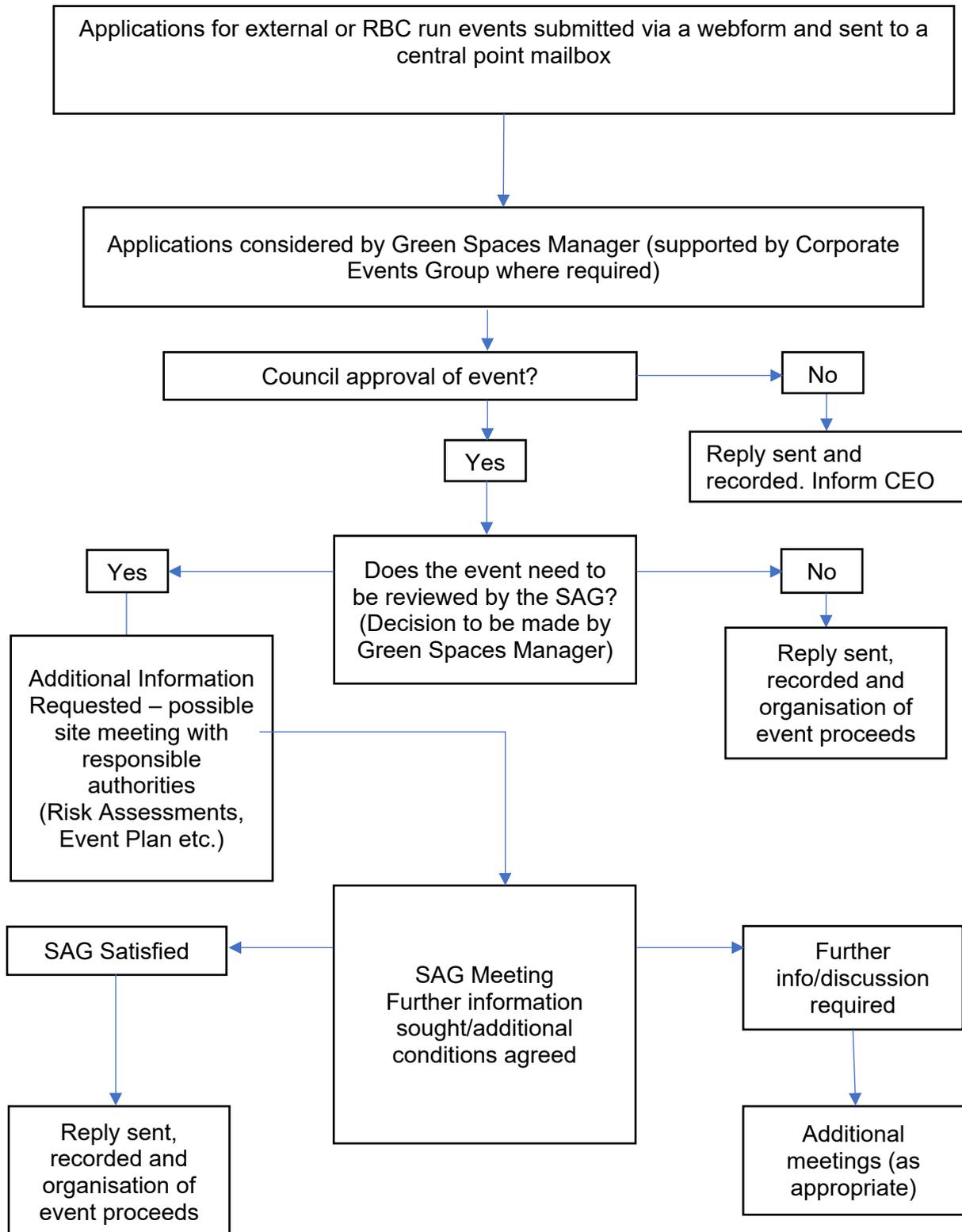
Where it is determined that an event requires consideration by SAG, this will be taken forward to the next planned meeting. Where there is a short timeframe relating to the event, or where more timely consideration is deemed required, an additional meeting of SAG will be arranged.

Event organisers will be invited to attend the SAG meeting at which their submission will be required and may be requested to provide further information in advance of the meeting. Such requests will be made in writing by the Council. Examples of additional information that may be requested include event management and risk management plans. Event organisers will be given timescales required for submission of proposals (graduated dependant on risk/complexity)

Following the meeting of the SAG, confirmation will be sent in writing to the event organiser of the recommendations of the SAG, that the organiser is responsible for considering and implementing as appropriate.

In the event of an individual member organisation of SAG determining within their own powers that an event should not proceed; this will be communicated via their organisational communication channels directly to the event organiser. In addition, a general response from the SAG will be provided to the event organiser.

# Proposed Runnymede Borough Council Safety Advisory Group Process for RBC and External Events



# Runnymede Borough Council Safety Advisory Group (SAG) Terms of Reference

## **Main objective of the SAG**

The Safety Advisory Group (SAG) will:

*"Promote the health, safety and welfare of all those involved with events, minimise the environmental impact of such events and apply the principles of sustainability to the conduct of any event, and to any arrangements ancillary to that event."*

It is recognised that public events positively promote community development, social cohesion, civic and cultural identity and enhance community life. However, given the numbers of people attending such events there is also a requirement to deal with both potential risks to public safety and any adverse environmental impact.

In recognition of this, a SAG has been established to co-ordinate the efforts of relevant Local Authority directorates and all other agencies involved with the running of events.

The purpose of the SAG is to consider events in the context of their being essential to the communities of Runnymede. The SAG should examine the safety aspects of events, so they can proceed in as safe a way as is reasonably practicable, ideally without compromising the public's enjoyment of them.

The group exists to offer advice and guidance to organisers and to ensure they are aware of their responsibilities. The SAG does not make any decision on behalf of the local authority or other agencies as its role is advisory and, as such, it has no authority to either instruct or ban events.

The group will not undertake the role and responsibilities associated with event organisers. It is stressed that the functions of the SAG should be distinct from those of the planning group for each event and it should not be confused with the arrangements for the management of the event(s).

The range of events across Runnymede is wide and varied ranging from small charitable events to large major events. The SAG will consider the following criteria (plus any other matters specific to the event) in assessing the risk to security and crowd management, linked with public safety, presented by the event:

- Whether the event is a public event
- The experience of the event organiser
- The type of event

- If the event has been held previously
- Any special or unusual activities
- The location of the event
- The level of risk posed by the event
- The number and demographic of people attending

## **Member Organisations of the SAG**

The Runnymede SAG will be formed of the following core member organisations as relevant:

- Runnymede Borough Council (one or more of the following attending where appropriate)
  - Licensing
  - Parking Services
  - Environmental Health
  - Health and Safety
  - Direct Services (refuse & recycling)
  - Community Safety
  - Emergency Planning
- Surrey County Council
  - Highways
  - Traffic Management
  - Trading Standards
- Public Health
- Southeast Coast Ambulance Service
- Surrey Fire & Rescue Service
- Surrey Police

## **Duties of SAG**

2.1 The SAG will ensure that event organisers consider risks to public health and safety are minimised for public events as far as possible.

2.2 The SAG will provide a forum in which all the partner agencies concerned can develop a consistent and proportionate, approach to public events and their safety.

2.3 The SAG will provide advice and guidance to ensure event organisers are aware of their responsibilities (including with regard to COVID-19 mitigation).

2.4 An accurate record and minutes will be kept, ensuring the action points of all meetings are forwarded to members of the group and those organisers present at such meetings.

2.5 Lead officers for the SAG will be responsible for the ongoing review and improvement of the SAG process to appropriately support event organisers (together with wider event notification processes).

2.6 The SAG will advise on contingency plans for dealing with emergencies within each event only.

2.7 The SAG will promote best practice and multi-agency partnership working with event organisers.

2.8 The SAG may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chair of the Group in consultation with the event management.

2.9 The SAG will ensure event organisers consider any detrimental effect of such events on the wider environment and on the environment of Runnymede are minimised and to encourage the application of the principles of sustainability whenever possible.

2.10 Where applicable, recommendations of the SAG are consistent with other Council policies.

2.11 The SAG will promote the principles of sensible risk management, saving lives not stopping them, reducing admin burdens whilst addressing poor management at the point of creation of risk.

2.12 In order to ensure SAGs are not avoided by organisers, SAG members must be realistic and fair in their expectations.

2.13 To ensure consistency of the SAG's reviews of events, each event being considered will be assessed on the following items:

- Date and time of the event in comparison to other events taking place
- Audience profile/expected attendance
- Security/stewarding and crowd management
- Duration of event/hours of entertainment
- Nature of risk level for any activities
- Event "build" and "breakdown" arrangements
- Site layout including access/egress and blue light routes
- Spread of COVID-19 mitigation measures
- Infrastructure including staging/PA/lighting, toilets
- Accessibility
- Safeguarding – working with children/vulnerable adults and lost/found children/vulnerable adults
- Catering and hygiene
- Medical and/or first aid provision
- Transport/traffic management and impact on local transport network
- Parking arrangements and taxi pick-up/drop-off arrangements
- Health and safety arrangement of site/persons/activities/equipment etc. throughout event
- Risk of fire and mitigation measures in place
- Emergency action plans/Evacuation Procedures
- Hostile Vehicle Mitigation
- PREVENT E-Learning
- Environmental issues including waste management, noise management, weather conditions, underground pipes, and sustainability
- Licensing including Temporary Event Notice (TEN) or Premises Licence
- Any local, regional, or national issues that may affect an event (including pandemic)

## **Meetings of SAG**

The SAG shall meet a minimum of four times per calendar year. Any member of the group may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise.

Meetings will be chaired by the Green Spaces Manager (with Environmental Health Officers deputising when required), employed by Runnymede Borough Council. The chair will ensure that the group discharges its responsibilities fairly, effectively, efficiently, and proportionately. Where matters arise which require consideration by the SAG, such a meeting may be convened at short notice.

All relevant agencies should be represented at a meeting of the SAG, with a named lead and deputy provided where possible, from each partner organisation.

Any additional agencies outside of those mentioned above can be invited to attend if deemed necessary to offer specialist advice.

Runnymede Borough Council will administer SAG meetings and associated processes, including circulation of agendas, minutes of meetings (complete with detail of agreed actions and recommendations) and correspondence on behalf of SAG to event organisers where appropriate.

The core members may invite representatives to SAG meetings. Invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded.

Members of SAG must declare any material conflict of interest in relation to any matters put before the group before any discussion on that matter. Should this conflict of interest be considered prejudicial, that person should consider withdrawing from specific sections of the meeting.

## **Specific Roles of Core Members**

### Runnymede Borough Council

- Administration of SAG including receipt of submissions from event organisers, arranging meetings, circulating agendas and associated documents, and liaising with event organisers.
- Advise on licensing requirements.
- Advise on all matters relating to water provision, sanitation and noise control.
- Controls on tents or caravans for overnight stays.
- Controls on animals, animal health and safety.
- Advise on food safety, health & safety at work, public safety, and pollution issues.
- Where appropriate, participate in emergency responses to events.

### Surrey County Council

- Advise on trading standards related matters.
- Advise on the impact of the event on the borough transport infrastructure and the provision of services to the event.
- To advise on traffic management on the highway.

### Surrey Police

- To advise and liaise on the preservation of order through keeping the peace.

- To advise and liaise on the protection of life and property.
- To advise and liaise on the prevention and detection of crime.
- To provide feedback on crime and disorder at events.
- Attaining the aims of the Local Policing Plan.
- Providing support and advice to organisers to help them fulfil their responsibilities for crowd management, prevention of disorder and Public.

#### South East Coast Ambulance Service

- Identify the demands that could be placed upon the Ambulance service by events and manage those demands accordingly.
- Liaise and advise the Medical Provider for the event on their First Aid/Medical Plan.
- Act as the liaison between the event and NHS.

#### Surrey Fire & Rescue Service

- To provide advice on fire related matters regarding operations, fire, and community safety.
- Liaise and advise in relation to the Fire and Rescue Services Act 2004 sec 6.

# Appendix A: Event Notification Webform

Below is a list of the fields that will be requested as part of the Council notification/application form. This will be available (when finalised) to be completed via the Council's public website and when submitted will be delivered to a central events mailbox, managed by Environmental Services to be processed.

## Personal Details

- Title
- First Name
- Last Name
- Email
- Telephone
- Address (Postcode)

## Event details

- Date of Event
- Timings of Event (start and finish times)
- Location of Event
- Type of Event
- Applicant Name (Event Organiser)
- Organisation
- Has this event been held before?
- How many visitors are expected to attend?
- Do you intend to sell alcohol on site?
- Does the event require any road/footway closure or have a highway impact?
- Will there be food served on site?
- What form of entertainment will be at this event?
- Will there be music at this event either live or via a sound system?
- Will there be any temporary structures at this event?
- Is any other Council service required?' (e.g. parking bay suspension, yellow line dispensation, road closure)

## Uploads

- Event Management Plan (draft)
- Public Liability Insurance
- Site plan/route map (detailing the infrastructure on site)

**For all information contained within this document contact:**

Runnymede Borough Council  
The Civic Centre  
Station Road  
Addlestone  
Surrey KT15 2AH

Tel 01932 838383

email: [department@runnymede.gov.uk](mailto:department@runnymede.gov.uk)

[www.runnymede.gov.uk](http://www.runnymede.gov.uk)

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