

Events Guide For Gala and Other Community Groups



Introduction

There are several key tasks involved in organising an event.

The following information can be used as a guide to assist you to organise and manage an event, a programme of events, an afternoon programme of workshops or a volunteering challenge. The event can be large or small and for any purpose.

The information is in five sections: the Essential Questions you should ask prior to commencing organisation of any event; First Steps in relation to kick starting organisation of the event and the first meeting; Action Sheets; Key Tasks that you should consider while organising the event and Check List.

The information can be dipped into and cherry picked as required; not all items on the list will be relevant to all events.

This is not an exhaustive list of dos and dont's, it is a brief guide to the essentials of organising an event. **Please always contact the appropriate service if you have any queries or doubts.**

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Event Organisation Flow Chart

Section 1: Essential Questions

What are you going to do; what type of event are you planning?

To address this you need to answer the following questions. (This question could also be asked at the end of this section.)

Why are you doing it; what is the purpose of the event?

Examples could be:

- To highlight or support a project e.g. Scouts Communities Week
- To support a community organisation e.g. a fund raising event for the local gala day committee
- To highlight a local or national cause e.g. No Smoking Day, World AIDS Day

Once the 'why' has been identified you can start to identify who you would want to help to organise the event and who to invite to have stalls, provide entertainment etc. For example, you might want to invite West Lothian Drug and Alcohol Service and A.S.H. to hold stalls at an event in support of No Smoking Day. You might equally invite them to assist you to organise the event. You might also consider inviting schools to participate. This has been done at Fauldhouse in recent times.

Who is the event for; is there a target audience and how many will there be at the event?

Examples could be:

- Is it a family event e.g. 5K runs at Armadale, or Fauldhouse?
- Will there be children present e.g. Santa Parades.?
- Is it for a specific group such as a voluntary organisation?
- Is it a community event e.g. Get Ready For Christmas?

Once the 'who' is identified you can further refine your choice of organisers and stall holders. For example, if your target audience includes young people you might want to invite West Lothian Youth Action Project. It will also help to inform the timing of the event and the location. If the target audience is school children you might want to avoid school holidays. Also, if the event is going to consist mostly of outdoor games then the spring to early autumn months might be best. The nature of the event will impact on the decision of where to hold the event.

When is the event going to take place?

- Is it a summer event e.g. 5K runs at Armadale and Addiewell?
- Is it a winter event e.g. Christmas Party at Whitburn C.E.C.?

This will be dictated to a great extent by the reason for holding the event and the target audience.

Where is the event taking place; is it Indoors or Outdoors or a mixture of both?

Examples could be:

- In a community centre or other indoor space e.g. Armadale C.E.C. for Armadale Music Festival.
- A community centre and playing field e.g. Mosswood C.E.C. and Mosswood Playing Fields and Car Park for Knightsridge Family Fun Days.

Who should be involved in organising the event?

It is important that you have the right people on board. Partners will have networks and can assist with booking for the event. They might include:

- Council Partners e.g. Schools and Nurseries, N.E.T.s, Active Schools, Community Centres.
- Statutory Organisations e.g. Police, Fire Brigade.
- Voluntary Sector Partners e.g. West Lothian Drug and Alcohol Service, West Lothian Youth Action Project, E.L.C.A.
- Business Sector, e.g. Community / Partnership Centre Cafe.
- West Lothian Council Events Coordinator

Does the event have a budget and if yes how much is in the budget?

This will impact on what you can purchase for the event.

Coaches for sports, inflatables, face painting, presentation materials, catering etc. all cost and must be paid for out of budgets.

The organising group must agree on what are the priorities and more importantly what will best promote the object of the event (see Action Sheet 1)

How much time do we have to organise this event?

This will have an immediate impact on the organisation of the event.

You will want to ensure that you have somewhere to hold the event so you will think of the venue(s) and book them accordingly.

Given the nature of the event and the types of entertainment and stalls you are going to have, you will next need to consider licences and permissions.

The organising group should prioritise the various items needed to organise a successful event and create a timeline in which the various items are booked and hired. (see Checklist below).

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Section 2: First Steps

First Step

Produce Draft Outline of the event: what, why, who, where, when. This could be a list of bullet points.

Decide date, time and venue for first meeting.

Draw up an agenda.

Invite partners to first meeting; send draft outline of event. This is to stimulate thought prior to and discussion at the first meeting.

First Meeting

Start

Introduce event idea; discuss draft outline; agree alternatives to draft outline.

Discussion

Invite suggestions about who should be invited to future meetings; this will increase the network and expertise in the group and make the task of organising the event easier.

Introduce Action Sheets and show how they can make the organising process easier for the group.

Action

Start using the Action Sheets

Begin an Event Checklist

Start process of organising the event.

End

Agree preliminary tasks to be completed, by whom and by what date; see action Sheets (below). People should agree what they are going to do and know what is expected of them.

Agree date, time and venue of subsequent meeting(s). It is good practice to have regular meetings with updates so that issues can be dealt with in good time.

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Section 3: Action Sheets

Action Sheets

A good way of managing the process is to create an Action Sheet. The Action sheets attached below can be used to help you to organise your events. There are three action sheets.

Action Sheet 1

This sheet allows you to list discuss and agree your choices in relation to activities, stalls & stall holders, entertainment and catering & refreshments. You can add to or subtract from this sheet e.g. you could remove catering as the Council's policy is not to provide catering.

This occurred at the Get Ready for Christmas event; the Lanthorn Cafe opened to sell refreshments to persons attending the event. The nature of the event will ultimately dictate the content of this sheet.

Key to organising an event successfully is to begin with a consensual approach; each party is invited to bring ideas to the table, they are openly discussed and the group comes to an agreement. This should not be about directing the group.

This sheet also lends itself to a review of the event.

Action Sheet 2

Action Sheet 2 is a living document. At any stage during the organising of an event you should be able to look at this sheet and know the following:

- What is being provided!
- Who is providing it!
- Who from the group is the contact person and if they have made contact with the provider
- If providers are confirmed to attend
- How much their service will cost (if at all) and how they will be paid
- Provisionally, the location and time the service will be provided at the event

The sheet provides up to date information about what is in progress and what remains to be done and by whom.

This action sheet provides a snapshot of progress in the organising of the Stoneyburn Fun Day in 2011. This event was put on to promote the Alcohol Reduction Project.

Action Sheet 2 shows how a lot of information can be kept in a small space. It is functional and informative.

The sheet also shows how members of the organising group can also be providers of services e.g. Active Schools helped to organise the event and provided coaching skills at the event.

Data Label: Public

As the sheet evolves it is useful to indicate which version it is. This avoids confusion at meetings and ensures the information is up to date.

To be of any value to the exercise this sheet must be kept up to date.

Action Sheet 3

Action Sheet 3 contains all the tasks that have to be completed to make the event a reality. In this sheet you find reference to legal documentation, insurance, site use applications, risk assessment, lost children etc. Failure to pay attention to these tasks could mean that the event is not legal, will not be insured or effectively promoted.

As is the case with action sheet 2 this sheet must be kept up to date and numbered to be of any worth.

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Section 4: Key Tasks

Safety Advisory Group (SAG)

Groups may be required to attend a Safety Advisory Group (SAG) meeting. This process involves multi agency meeting with core council services and emergency services including, but not exclusive to;

- Roads and Highways
- Environmental Health
- Licensing
- Police Scotland
- Scottish Ambulance Service
- Scotland Fire and Rescue

The aim of this meeting is to discuss your event, and work in partnership you to ensure your events run safely and successfully.

If you are required to attend a SAG meeting you will be advised by the Council's Event Coordinator.

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Licences and Notifications

Pay particular attention to timescales.

The timescales noted below are minimums. Ideally the Council Licensing Team would like to receive applications as far in advance of the event as possible. This allows for any changes to be made to the document or any omissions to be rectified and objections be lodged. Also, in respect of parades, it is vital to apply as soon as possible so that the Police can be alerted and any utilities companies can be informed so they can postpone or suspend any road work.

Licence and Notification Timescales	
<i>Licence/Notification Type</i>	<i>Timescale (Days)</i>
Public Entertainment	35
Street Traders	35
Market Operators	35
Late Night Catering	28
Occasional Drinks	35
Firework Display	35
Firework Dispensation	42 (6 Weeks)
Parade	28
Charitable Collections	35

Advice

Please note that the Licensing Team cannot advise third parties about whether or not to apply for a particular licence. They will, however, inform applicants about errors or omissions in an application. The application forms and the web based information are concise and self-explanatory.

Where a council officer is organising or supporting an event, in their capacity as a council employee, advice on the requirement for a licence can be obtained from the Legal Services Litigation team. Enquiries should be made in the first instance to Carol Johnston, Managing Solicitor, Litigation. (carol.johnston@westlothian.gov.uk). Legal Services cannot advise council staff when they are acting in a personal capacity.

Catering

Catering providers e.g. Burger, Fish and Chip, Ice Cream vans etc. require the following:

- Appropriate Licence to sell e.g. Street Traders Licence. Information, notes of exceptions and application form can be found at <http://www.westlothian.gov.uk/law-licensing/licences/1159/223/>
- Inspected and approved by the Council's Environmental Health and received a Safety Certificate. Enquiries should be made to Craig Smith on 01506 282385 or e-mail craig.smith@westlothian.gov.uk
- Public Liability Insurance
- Risk Assessments

Cafe* e.g. in community centres require the following:

- Inspected and approved by the Council's Environmental Health and received a Safety Certificate.
- Public Liability Insurance
- Risk Assessments

* Do not require a street trader's licence

Late Night Catering

Premises (**including mobile premises operated by street traders**) which sell food between the hours of 11pm and 5am may need to have a Late Hours Catering Licence. You do not need a late hours catering licence if you already have a premises licence for alcohol, occasional licence for alcohol, or a public entertainment licence which covers the place where the catering will be provided. See also Catering above.

Late Night Catering Licence, Information, notes of exceptions and application form can be found at <http://www.westlothian.gov.uk/law-licensing/licences/1159/Latenightcatering>

Alcohol licences

The sale of alcohol is controlled by law whether in public or in private spaces. Both the people who sell alcohol and the place in which it is sold must be licensed. This is a very complex area

Data Label: Public

of law and advice should be obtained prior to applying for a licence to sell alcohol. [See the Advice section above.](#)

Entertainment

If you are providing any form of entertainment, whether or not you are charging, you must consider whether or not you require a Public Entertainment Licence. There are set criteria which require that you or any group or business apply for a licence. However, there are also exceptions; by using the attached link you can access the application form and criteria <http://www.westlothian.gov.uk/law-licensing/licences/Entertainment/publicentertainment>

Fireworks

If you wish to display Fireworks you need to complete one of two application forms. If you are providing entertainment and fireworks you should apply using a Public Entertainment Licence application form. If you are going to display fireworks only and not provide any other form of entertainment you can apply using the Application for A Fireworks Display.

If you intend to display fireworks after 11pm you must submit a Fireworks Dispensation form. There is no fee for this but, you must place an advert in the press no less than 7 days before the display, and you must send a copy of the advert to the Council Licensing Team no less than 5 days prior to the display.

Information and licence application forms can be found at <http://www.westlothian.gov.uk/law-licensing/licences/Entertainment/publicentertainment>

Animals at Events

Environmental Health and Trading Standards enforce a variety of legislation relating to animals, animal health and animal feed. Contact the Team in the first instance prior to bringing animals on site for exhibition, performance or entertainment. Telephone **01506 282500**.

Parades

Organisers should have completed the following;

- Notification to the Local Authority to Hold a Parade. Information, an application form and risk assessment can be found at <http://www.westlothian.gov.uk/law-licensing/licences/1167/1168/>)
- A Route Map
- A Risk Assessment for the Parade (done as part of the licence application purpose see above link)
- Undertaken a Risk Assessment for Staff, Volunteers and the Public
- Advised the Police (this will also be done as part of the licence application process)
- Ensure there will be sufficient stewards to manage the parade

For further information and advice please contact Amanda Lamb, at Amanda.lamb@westlothian.gov.uk

Stalls

Stall holders that are selling goods should provide evidence of the following;

- Appropriate Licence to sell e.g. Street Traders Licence- for one trader at an event information, notes of exceptions and application form can be found at <http://www.westlothian.gov.uk/law-licensing/licences/1159/223/>
- Appropriate Licence to sell e.g. Market Operators Licence; for two or more traders at an event- information, notes of exceptions and application form can be found at <http://www.westlothian.gov.uk/law-licensing/licences/1159/222/>
- Public Liability Insurance.
- Risk Assessments.

Stall holders that are not selling goods e.g. they are displaying information or promoting a group or organisation do not require a Street Traders Licence.

Bouncy Castles

Venders that are providing Bouncy Castles or other inflatables must have and be able to show you

- Valid and up to date Public Liability Insurance, and,
- Risk Assessments for the use of their equipment.

In addition, a vendor or qualified member of their staff must remain with the inflatables for the duration of their installation, use and removal from your site.

Charitable collections

If you are making a charitable collection either in a public place or by means of visits from place to place, such as a door to door collection you require a Public Charitable Collection Licence.

You do not need a licence for a collection which takes place in the course of a public meeting, or for a collection using an unattended receptacle in a fixed position in a public place.

Further information and an application form can be found at <http://www.westlothian.gov.uk/law-licensing/licences/2381341/>

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Temporary Raised Structures

If you are organising an event which will include the building of a temporary raised structure, then you will require the consent of our Building Services and Environmental Health team. This applies to any platform, staging, stand or similar structure to be used for seating or standing accommodation.

For information & advice and application forms for the erection, structural stability and completion of the structures for use contact Building Services and Environmental Health on [01506 280000](tel:01506280000).

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Insurance

Insurance is a very complicated subject.

When organising an event you must inform Insurance Services. The Council's insurance officer should be contacted and advised about any event that is taking place so that the insurance company can be informed about the event.

Council insurance officers are also available to provide advice about insurance in relation to any events you are coordinating.

Insurance Services can be contacted on [01506 281901 /2 /3](tel:01506281901) or at R&I@westlothian.gov.uk

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Hire of Buildings and Open Spaces

It may be Council property but you can't just walk in and use a building or piece of open space. You need permission to do so.

It is important to complete this task as early as possible. Once a building or open space is booked you can rest assured that you have somewhere to hold your event.

Schools

To hold all or part of an event e.g. to provide catering facilities, toilet facilities or an area to be used in case of inclement weather, in a school, an "Application For Use of Education Planning and Area Services Premises" must be made to Education. For further information please telephone [01506 289152](tel:01506289152), e-mail EducationCustomerServices@westlothian.gov.uk or visit <http://www.westlothian.gov.uk/article/5496/School-Letting>

Please note that this section only manage Primary Schools and Chalmers Hall. If you wish to hire any other facility i.e. secondary school or community centre, then please contact the facility directly. See below for Community Centre contact details. For high school contact details please visit <http://www.westlothian.gov.uk/article/2745/Secondary-Schools>

Community Centres

To hold all or part of an event in a Community Centre a let form must be completed. To obtain the let form please contact the community centre concerned. A list of community centres and contact details is available here <http://www.westlothian.gov.uk/article/1985/Community-Centres-and-Village-Halls> .

Parks

To use an open space such as Howden Park in Livingston, Watson Park in Armadale or the Memorial Garden in Addiewell you must first obtain permission. To do so you will have to complete two forms. The first is the 'Terms and Conditions' and the second is the 'Permission to Occupy' form. Both application forms are available from and should be returned to Gordon Caldwell. You can contact Gordon on **01506 776615** or e-mail Gordon.caldwell@westlothian.gov.uk

Playing Fields

Playing Fields lets are available from community centres or Xcite Centres such as Craigswood. You must contact the venue concerned and complete a let form. Please be aware of any specific requirements of any let. If in doubt ask the staff at the venue. See above for Community Centres contact details. For further information and contact details for Xcite please use this link <http://www.westlothianleisure.com/>

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Promotion

Promotion can take many forms but the following - especially, where possible, School Bag Drops - have proven to be very effective:

- School Bag Drop (contact Head Teacher at school)
- Word of Mouth: speaking to your friends and neighbours.
- Council 'Facebook' page (contact Eddie Anderson at eddie.anderson@westlothian.gov.uk)
- Local Press. Corporate Communications will produce a press release that can be sent to the West Lothian Courier and Linlithgow Gazette newspapers. E-mail media@westlothian.gov.uk Include your contact details the information you want printed and the name of the paper(s) you want it printed in.
- You might also want to consider Konnect magazine, local community Facebook pages, and liaising with and sharing information with local community group including your Community Council.
- You can also make use of the local shops and pubs and restaurants which are usually very happy to help the local gala group.
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First Aid

We hope it won't, but there is always the possibility that an accident will happen. You must have some form of first aid cover in place.

First Aid can be provided in two ways formally and informally.

Formal First Aid cover was purchased and provided at two large public events namely Craigshill Gala Day and Knightsridge Family Fun Days. The cover was provided by British Red Cross. Cover was formerly on a donation basis but there is now a fee to pay for this cover. Use the link below to access British Red Cross Event First Aid:

<http://www.redcross.org.uk/Where-we-work/In-the-UK/Scotland-Northern-Ireland-and-Isle-of-Man/East-Scotland/LocalServices/Event-first-aid> Another useful contact is the St Andrew's First Aid <http://www.firstaid.org.uk/edinburgh-lothian-borders>

Informal First Aid cover was provided at a small scale event namely Addiewell Christmas Parade in 2012. This was provided by local volunteers with First Aid qualifications. First Aid certificates were witnessed by the event organisers.

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Stewards and Volunteers

Stewards and volunteers can be council officers and / or members of the public, usually from voluntary sector groups.

All stewards and volunteers, regardless of their origin, should be given the same care and respect.

Stewards and volunteers should be made aware of their roles. Examples of information sheets used events at Knightsridge and Stoneyburn respectively can be found in the **Related Documents** section on the right hand side of this web page.

Volunteers must be provided with appropriate materials to carry out their roles e.g. high visibility vests.

For insurance for staff and volunteers, see Insurance section above

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Communications

There are three main areas of communication that you must consider prior to your event.

Residents

All residents that will be affected by your event should be contacted. This can be done by standard letter copied and hand delivered in advance. An example of a letter used at *Knightsridge Fun Day* can be found in the **Related Documents** section on the right hand side of this web page.

Stewards and Volunteers

You must have a clear communications plan in place and ensure everyone is familiar with it. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones a public address system and if required, volunteers to run errands and relay messages.

Council and External Services

All Council services that will be involved or affected by your event must be informed in advance. This may be done as part of an application process or e-mail to advise the appropriate officers about the event.

It is also very important to ensure that the Fire, Police and local hospital are aware that you are holding the event. An example of a letter used for *Knightsridge Fun Day* and *Craigshill Gala Day* can be found in the **Related Documents** section on the right hand side of this web page.

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Emergency procedures

You must document your procedures for fire, site evacuation, communicating with your audience in an emergency, contacting the emergency services, who will make decisions, etc. Include definitions, i.e. when an incident become major and is handed over to the police. You will need to share your emergency procedures with your event staff, contractors, volunteers and the emergency services.

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Traffic management

Traffic management is a consideration at many events. There are three main things that you should consider when organising your event. Please also see SAG note above at page 9.

Parking

It is important you consider the logistics of ensuring people can park responsibly, safely and locally. Do you have sufficient car parking space at your site and if not what alternatives can you put in place?

For example if you organise a football match there will potentially be 22 cars arriving at your site not including coaches and officials (e.g. referee). Are you going to be able to accommodate them?

On Site Traffic

Do you have a plan for dealing with the movement of traffic on the day of your event? You will have to consider the following:

- Access for local residents,
- Cars and vans coming into and onto the site e.g. bouncy castle companies and food vendors,
- A cut off time after which no traffic will be allowed into or onto the site

Road Closure and Traffic Controls

Depending on the type of event you are organising you might need to consider road closure or other temporary traffic restrictions such as reduced speed limits, lane closures and parking restrictions. This is especially important if you are considering having some form of parade or if your event involves people running on the road e.g. Armadale 5K Run.

There is a legal process which must be followed to arrange Temporary Traffic Regulation Orders (TTRO's) so please give at least four months notice if possible.

All traffic management issues should be dealt with in your event risk assessment and is one of the items you put on your event check list.

Contact the Council's Event Coordinator in the first instance for information and advice on all aspects of traffic management. Amanda Lamb is the council's event coordinator. Amanda can be contacted on [01506 283285](tel:01506283285) or e-mail Amanda.Lamb@westlothian.gov.uk

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Lost Children

A Lost Children site should ideally be provided.

It will ideally be central and visible

The site should be staffed by e.g. school, nursery or youth workers etc.

There should be a Lost Children Procedure and associated Lost Children Recording Paperwork. Examples can be found in the **Related Documents** section on the right hand side of this web page.

Staff and volunteers should be made aware of the procedure and reporting paperwork before the event starts.

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Toilets

Toilet facilities should be available or be provided.

Toilet facilities are usually available at a community centre, community house or school.

You must complete a let form if you want to use a school or community centre (see building hire above) for this purpose.

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Litter (NETs)

Before Event

Prior to an event NETs will clear a site and cut grass if required. There is a charge for this service.

During Event

It is a good idea to keep the site clear of rubbish during the event. NETs will, on request, leave litter pickers and bags and uplift them at a pre-arranged time after the event.

After Event

Litter must be cleared after an event. Local children are often happy to assist with this process but it is good practice to have volunteers and staff available to do this

Contact details for the NETs team can be found using this link

<http://www.westlothian.gov.uk/article/3512/NETs-Land--Countryside-Services>

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Noise

If your event has the potential to cause noise nuisance to nearby residents, your plans will have to be approved by Environmental Health and Trading Standards. The things most likely to cause noise nuisance include live music stages and public address systems.

If you are not sure about the noise levels permitted at a particular location contact Environmental Health 01506 282500 or e-mail environmentalhealth@westlothian.gov.uk

See also [Communications](#) section above.

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Programme

A programme is a valuable tool. A well set out programme lets everyone know what is happening, where and when. It enables staff and volunteers to offer a knowledgeable and professional service to the public who can be directed as required to specific vendors or stalls, or advised when a specific activity is taking place.

A copy of the programme used at a Stoneyburn Fun Day can be found in the **Related Documents** section on the right hand side of this web page.

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Site Plans and Location Map

Site plans, like a programme, are valuable tools for staff and volunteers. They enable staff and volunteers to direct the public, vendors stall holders etc. to an exact location on the event site. They are particularly useful for larger scale events or events on more than one location.

Before you begin designing your plan you should arrange a site visit and make notes about for example;

- Access to the site
- Do you know who owns all the spaces you want to use, including car parks, and will it be ok for you to use them for your event?
- Power points
- The condition of the ground on site and in car parks. Look out for trip hazards, areas prone to flooding etc.
- Would any features obscure views or hinder people, equipment or vehicles moving around the site?
- Overhead cables on outdoor sites

Your finished plan will include things like:

- Staging
- Toilets
- Marquees and gazebos
- First aid tent
- Information tent
- Parking

Copies of site plans for a Knightsridge Fun Day can be found in the **Related Documents** section on the right hand side of this web page.

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Signage

Each event will have various activities, stalls, entertainment and types of refreshment. It is helpful to have signage for the public (and staff) to indicate where these various items are located. Organisers will also consider a child safety point, first aid point, reception and contact point etc. These should be located on site plans.

Data Label: Public

Of specific importance is the issue surrounding photography and recording an event. Most events are public. People are allowed to take photographs at public events and that includes Council officers. It is however good practice to advise the public that photographs are going to be taken. An example of a photography advisory sign can be found in the **Related Documents** section on the right hand side of this web page.

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Risk Assessment

Risk Assessments are critical documents. They have implications for all aspects of an event including insurance, licensing, letting and hiring of buildings and open space and, for the people managing and attending the event. They need to be completed and should not be avoided or ignored.

Information about risk assessment can be found on the Health and Safety web site using the following link. <http://www.hse.gov.uk/> . The site is user friendly and you will be guided through the risk assessment process. You can contact the executive if you have any problems using this link <http://www.hse.gov.uk/contact/index.htm>

Risk assessment should not be an onerous task producing large amounts of paper. Risk assessment should focus on the significant issues. Two examples of risk assessments produced for parades can be found in the **Related Documents** section on the right hand side of this web page. The first is part of the Notification required by the Council. The second is a risk assessment for staff and participants attending a parade.

If in doubt ask! Bob Stainton is the Health and Safety advisor for Area Services. Bob can be contacted on 281451 or at bob.stainton@westlothian.gov.uk

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Section 5: Event Checklist

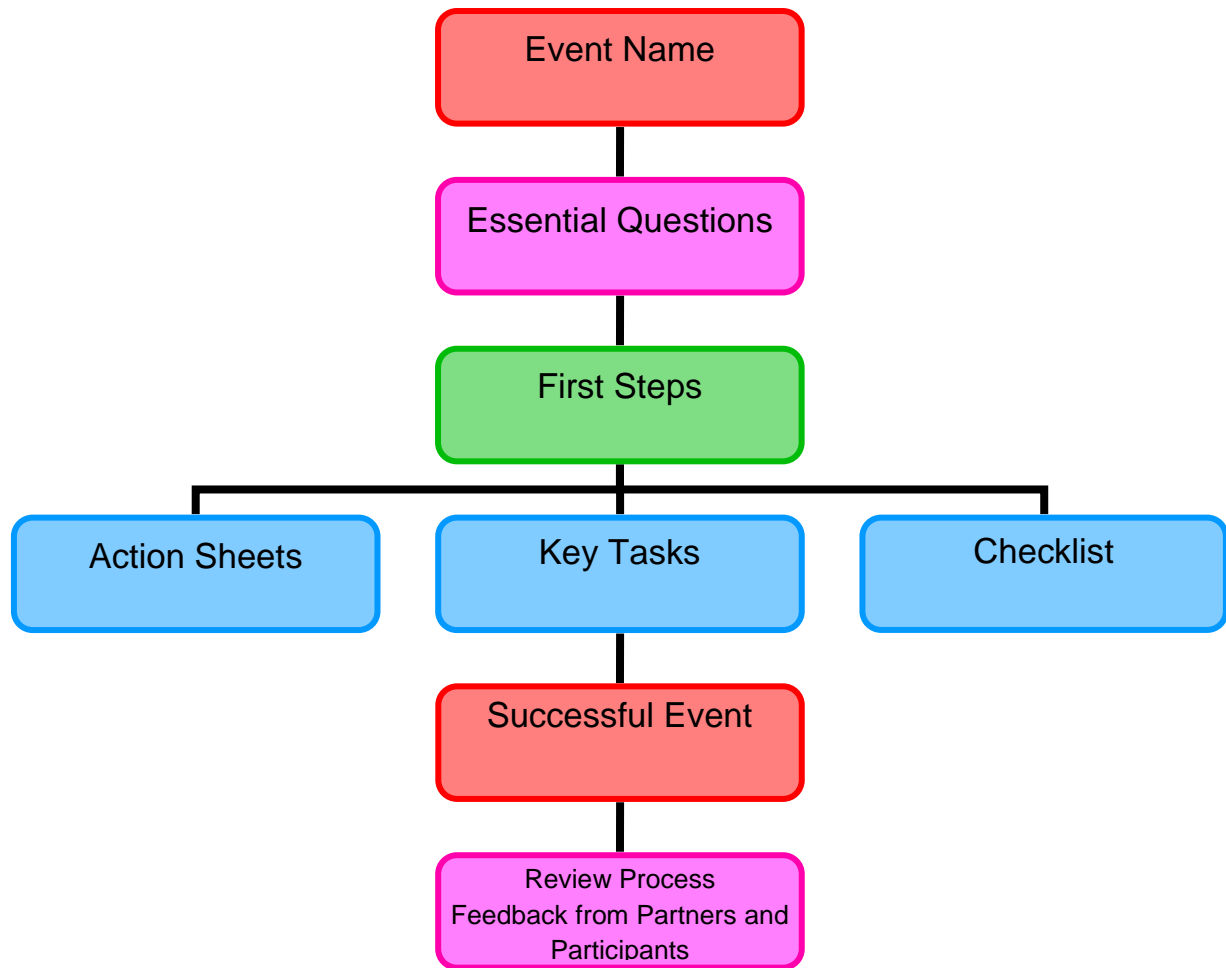
An event Check List is a valuable tool that can be used for any event. It is simply a list of things that have to happen to ensure an event runs smoothly and without incident. An analogy would be a recipe for a food dish; without one of the ingredients it will not taste as it should. Similarly, an event will not run as smoothly if one of the ingredients is missing or has not been checked. As soon as the organising group has agreed on the content of the event it would be good practice to construct a check list. Some items on the check list should be completed in advance of the event. Others items can only be checked on the day of the event. For instance, you cannot check the stability of a temporary structure until the day of the event.

To help with the task of constructing a check list two examples can be found in the **Related Documents** section on the right hand side of this web page. To assist with identifying what tasks should be completed in advance and those that should be completed on the day of the event, the tasks in the two examples have been colour coded. Tasks to be completed in advance of the event are red and tasks to be completed on the day of the event are green.

Constructing a check list is a good habit to get into. You cannot rely on memory at all times.

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Event Organisation Flow Chart



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