

Overview

"This standard is about planning for the safety of spectators at events and in crowded places. This includes identifying hazards and threats, assessing the risks involved and specifying procedures to control these.

The main outcomes of this standard are:

1. Plan for events
2. Produce, implement, review and evaluate plans

This standard is for staff with overall responsibility for public safety at spectator events and crowded places."

Performance criteria

You must be able to:

"Plan for events

1. collect all the information about the venue and event
2. calculate the venue's safe capacity
3. produce event procedures in line with organisational policies
4. liaise with stakeholders
5. assess the impact of temporary event overlay

Produce, implement, review and evaluate plans

6. agree the roles and responsibilities in the delivery of the operational plan with key stakeholders
7. select, prioritise and schedule tasks to achieve these objectives
8. assess and cost the resources needed
9. follow organisational procedures to assess internal and external influences and pressures associated with your plan
10. assess risks and implications associated with your plans
11. record your operational plans
12. put in place monitoring and evaluation methods
13. present your draft plans to stakeholders and key decision makers
14. negotiate changes to your operational plans as a result of stakeholder feedback
15. record and implement the agreed plan
16. review and revise plans according to event needs
17. communicate any changes to the agreed plan to all stakeholders
18. evaluate the effectiveness and efficiency of your plans
19. develop and record conclusions and recommendations to improve your plans"

Knowledge and understanding

You need to know and understand:

"Plan for events

1. all legal, statutory and organisational requirements in relation to controlling safety and security at events and in crowded places
2. types and sources of information to collect, including information on previous events and historical data
3. what guidance is available and factors to consider in calculating safe capacity
4. how to calculate safe capacity using all the available data relating to the access, ingress, movement, egress and dispersal of all those persons at the event
5. the importance of calculating safe capacity for any event
6. what guidance is available for producing event organisational policies and procedures
7. how to produce event organisational policies and procedures
8. the stakeholders you should involve in developing plans
9. the importance of establishing ongoing liaison with stakeholders
10. the importance of considering the implications of event overlay

Produce, implement, review and evaluate plans

11. how to select resources for efficiency and effectiveness
12. how to identify, assess and cost the type and quantity of resources needed for each event
13. the types of influences and pressures associated with operational plans and how to assess and manage these
14. the types of risks associated with operational plans and how to assess and manage these
15. the importance of gaining stakeholders' support for your plans
16. methods of recording your plan in an agreed format
17. how to implement your plans
18. the importance of dynamic review and revision of plans including efficiency and effectiveness
19. why it is important to communicate changes to the plan and who you should communicate with
20. the methods of communicating changes to the agreed plan to all stakeholders
21. ways of recording conclusions and developing recommendations

- 22. the importance of gathering stakeholders' feedback
- 23. processes for updating and maintaining plans"

SKASS14

Plan for the safety of people at spectator events



Scope/range