



**SANDWICH COMMUNITY EVENTS ASSOCIATION
HEALTH & SAFETY POLICY FOR OUTDOOR EVENTS**

(S.C.E.A)

Adopted: 25th May 2025 **Version:** 5.1

Appendices	3
Introduction	3
Policy	3
Current Insurance Policy Details:	4
SCEA Organisational Structure 2025	4
SCEA Officers:	4
Key Event Lead Organisers:	4
Event Phases	5
Extract from HSE guide:	5
Specific Locations	5
Standard Policy	6
Fire Mitigations:	6
Safe Supply of Power:	6
Working at Heights Safely:	6
Build Up	7
DDC Event Planning Forms:	7
Crowd management:	7
Use of Contractors:	7
Road Closures:	8
Load In:	8
Handling/Lifting:	8
Furniture & Accessibility:	8
Wind & Mitigation:	9
Sound Management:	9
The Show	9
Load Out	9

Post Event Review	10
Appendix 1 – The Purpose of a Risk Assessment	11
Appendix 2 – Safe Supply of Power	12
13 amp Supply:	12
Connecting Directly to the Fuse Board	13
Generators	13
Appendix 3 – List of Approved Contractors	14
Stage Hire:	14
PA (Public Address):	14
Furniture:	14
Appendix 4 – Road Closure Procedure	15
Sandwich Town Events Traffic Plan Template	16
Roles & Responsibilities / Control Structure:	18
Communication:	19
Contingencies:	19
Risk Assessment:	19
Appendix 5 – Rubbish, Litter & Street Cleaning	21
Commercial Waste:	21
Litter:	21
Appendix 6 – Managing Crowds	22
SCEA Guide to event organisers – Introduction.	22
Sensible planning.	22
Coordination & Co-Operation:	22
Awareness of Space:	23
Follow HSE guidelines:	23
Appendix 7 – Lost Child & Vulnerable Person Procedure	24
Lost/Found Child Procedure	24
Appendix 8 – EMERGENCY PLAN	26
Emergency vehicles access:	26

Appendices

1. HSE guide to understanding risk and risk assessment
2. Safe Supply of Power
3. Approved Contractors
4. Road Closure Procedures and Traffic Management Plan
5. Rubbish Litter and Street Cleaning
6. HSE Guidelines on Managing Crowds
7. Lost Children Procedure
8. Emergency Plan

Introduction

This document has been constructed to ensure that all outdoor events organised by members of the Sandwich Community Events Association (SCEA), are planned and delivered in a manner to ensure the safety of all involved.

It has been written following the guidelines in the HSE booklet 'A Guide to Health, Safety and Welfare at Musical and Similar Events' ISBN 978 0 71762453 9. A PDF version of that document is available from S. Laslett upon request.

Key members of the organisation have read this document and are advised to reference it periodically as a refresher. All stewards/marshals should be given a copy.

N.B It is probable that other events could be covered by this document, but an event by event review would be needed.

Policy

SCEA is committed to organising events that are well-planned and delivered, with the safety of all involved being paramount. The Association believes that following best practice, as recommended by HSE, should be the standard practice of all group members - at all events.

SCEA is committed to following all legal guidelines and obligations, and to maintaining a public liability policy with cover of a minimum of £5m. No member shall do anything at any event that may compromise this cover.

Current Insurance Policy Details:

Insured by:

Green Insurance Brokers Hub,
The Old Coach House,
110 Old London Road,
Brighton, Sussex,
BN1 8BB

Policy Number:	Issue Date:	Commencement Date:	Expiry Date:	Cover:
AN00303823	25/11/2024	25/11/2025	24/11/2025	£5m

[1] - Our Latest Certificate of Insurance can be downloaded here: [Link](#)

SCEA Organisational Structure 2025

SCEA Officers:

Chairman: Mark Moorhouse

Vice Chairman: Jack Sheppard

Treasurer: Jack Sheppard

Secretary: Siobhan Matthews

Key Event Lead Organisers:

Sandwich Salutes the 40s: Simon Mallett

Le Weekend: Mark Moorhouse

Le Medieval: Dave Batchelor

Folk & Ale: Abby Taylor

Sandwich Festival: S.C.E.A

Sandwich Community Christmas Lights: Jack Sheppard

Event Phases

It is the responsibility of event organisers to ensure that all phases of their event are properly planned, executed and reviewed.

1. Build Up
2. Load in
3. Show
4. Load Out

Extract from HSE guide:

‘Build-up’ Involves planning the venue design, selection of competent workers, selection of contractors and subcontractors, construction of the stages, marquees, fencing, etc.

‘Load in’ involves planning for the safe delivery and installation of ‘n’ equipment and services which will be used at the event, eg stage equipment used by the performers, lighting, public address (PA) systems, etc.

‘Show’ involves planning effective crowd management strategies, transport management strategies and welfare arrangements. Planning strategies for dealing with fire, first aid, contingencies and major incidents are important.

‘Load out’, requires planning for the safe removal of equipment and ‘n’ services; the ‘breakdown’, which includes planning to control risks once the event is over and the infrastructure being dismantled. The collection of rubbish and wastewater disposal present risks, and these aspects need to be planned and managed.

Specific Locations

This document is drafted to cover events in the following locations:

1. Sandwich Quay Green
2. Sandwich Guildhall Forecourt
3. Selected Sandwich Streets

Those covered by the SANDWICH EVENTS ROAD TRAFFIC MANAGEMENT PLAN 2018. – See Appendix 4.

Market Street, Delf Street, King Street, No Name Street

Standard Policy

This document is designed to help manage free-to-view public events. A modified version would be needed for any ticketed events that would entail controlled access.

Fire Mitigations:

Free events, outdoors, in open spaces carry with them a much lower risk, but should still be considered from the perspective of fire safety. If a generator is used, a carbon dioxide or dry powder extinguisher should be on hand. If a PA system is hired, the contractor should ensure the availability of a suitable fire extinguisher for electrics.

Safe Supply of Power:

If electricity is needed, then the guidelines in Appendix 2 must be followed. Any deviation from arrangements already approved at previous events should be approved by a person competent in electrics.

In addition to the guidelines in Appendix 2, common sense should be used to ensure:

1. The supply is not overloaded
2. An automatic trip-out is in place
3. Cables are not daisy-chained
4. Cables are run safely and securely
5. Water ingress cannot happen if it rains

The Guildhall Forecourt has a supply which was installed in 2016 specifically for events. It delivers a 16 amp feed to 12 cable runs terminating in two 13 amp blocks.

This supply must be used for all Guildhall Forecourt events which require electricity. See Appendix 2 for the guidance issued by DDC.

Working at Heights Safely:

It is paramount that you operate equipment safely while working at heights. Only use safe and approved equipment. Only use equipment if you are competent and comfortable doing so.

When working at height, you must factor the following:

- **The Height** – ensuring that you're operating within your capacity, and not over-exerting.
- **Duration & Frequency** – do not work longer than necessary, take rests, share workload.
- **Surface Condition** – Check that the surface you are working on is stable
- **Weather Conditions** – Do not operate in high winds or wet weather conditions
- **PPE** – Ensure you're protected enough to be able to complete the task safely
- **Supervision** – Ensure that you are with at least one other competent person

Build Up

Each Event Organiser should ensure that a small committee is involved in the planning stage to make sure the principles of collective responsibility apply, and to ensure the event team is properly briefed.

Plans, including timescales and individual responsibilities, should be documented as bullet points and shared with the event committee and copied to SCEA.

Locations should be chosen to be one of those stated above, which are considered safe when properly managed, or otherwise, an exception document should be constructed.

DDC Event Planning Forms:

Must be submitted 12 weeks before an event, and is to include:

1. **Event Management Plan**
2. **Risk Assessment** (See Appendix 1 for 5 Ways to Identify and Manage Risks)
3. **Emergency Plan**
4. **Road Closure Request**

Standard SCEA templates as provided in the appendices can be used but they **must** be modified to reflect the particular event.

Crowd management:

This has not been an issue to date at Sandwich events, but contingency plans should be in place to anticipate a larger than usual crowd. Appendix 6 is the SCEA guide to avoiding crowd build-up and dealing with potential overcrowding safely. Event Organisers should ensure that the event teams have all been instructed to read this document and its appendices to effectively enact on our guidelines.

Use of Contractors:

Where possible, pre-approved contractors should be engaged. I.e. those who have delivered events professionally and safely on previous occasions.

New contractors should be required to submit written evidence of their commitment to following Health and Safety Guidelines.

Appendix 3 lists recommended contractors for stage hire, PA and street furniture. All contractors should be given a copy of this document.

Road Closures:

Must be approved by DDC/KCC in advance, and the prevailing guidelines followed. See Appendix 4 - Street closure notice must be put in place by approved contractors or approved SCEA members. See Appendix 4 for a list of names.

Load In:

The event team and contractors should be given a written, email is acceptable, notice of the schedule of events including set up times. A sketch plan of the setup should be shared with all involved.

The plan will confirm access for emergency vehicles at all times.

When setting up for the event in an off-street location, the event organiser must ensure that setup is commenced well ahead of the publicly advertised start time and the working area is safely marked.

When setting up for the event in an on-street location, the event organiser must ensure that setup is commenced well ahead of the publicly advertised start time, but not before the road is scheduled to close, and the enforcement signage for the closure is erected.

Handling/Lifting:

Professional contractors will be aware of the need for safe handling and carrying of heavy objects. The Event Organiser should ensure that SCEA marshals are present at load-in stage and ensure that volunteers are not asked to carry heavy objects that are beyond their comfort or capability, and that manual handling procedures are followed.

Contractors should ensure that stage erection is safe. The event organiser should liaise with stage assemblers to properly confirm that the set-up is complete and safe before performers are allowed to use it.

The PA contractor should ensure that all cables are safely in place and do not present a trip hazard. The Event Organiser should ensure that this is the case.

Furniture & Accessibility:

If furniture is to be used, this should be set in place shortly before the event commences and laid out in a way which ensures free passage around it, including wheelchair and buggy access, wherever possible.

Wind & Mitigation:

Parasols should not be erected if there is any danger of wind moving them. In this event, water-weighted bases must be filled and used. If gazebos are used, they must be firmly attached to immovable objects or heavily weighted objects. The event organiser must visually inspect them and satisfy themselves that this is the case. This must apply to stallholders' gazebos as well as SCEA gazebos.

Sound Management:

Sound Check – The PA contractor should carry out a sound check and confirm to the event organiser that the decibel level will not exceed those deemed acceptable in Sandwich - which, in any event, will be considerably lower than the legal requirements.

The Show

The event organiser will ensure that a team member is present at the show at all times. The event organiser will ensure that all team members are familiar with:

1. The Event Marshal Briefing Document
2. Lost Child/Vulnerable Person Policy (See Appendix 7)
3. The Emergency Plan (See Appendix 8)
4. First Aid Arrangements
5. Access to Toilet & Sanitary Facilities
6. This document
7. Traffic Management Arrangements

Each Marshal will ensure that:

1. Sound levels are not increased as the show progresses
2. Furniture is not moved in a way that restricts access
3. That crowd size does not exceed the anticipated capacity
4. The public has easy access to egress routes at all times
5. Any accidents or incidents are recorded and sent to SCEA's secretary
6. All team members will be asked to carry out post-event reviews

Load Out

The Event Organiser will ensure that breakdown times and tasks are allocated in the event briefing notes. Any used contractors will be required to break down and remove equipment after the show finish time, but before road closure notices expire.

An event marshal is to be present throughout the load-out phase. Plans will have been documented in briefing notes for the removal and storage of furniture, gazebos and parasols. Event marshals should ensure that large items of litter are bagged or moved to bins. Event Organisers should be familiar with SCEA policy on rubbish, litter and street cleaning – see Appendix 5

Post Event Review

All team members of the event team should be contacted by email within 48 hours of the event and requested to confirm that:

1. Any incidents or accidents have been put in writing to the secretary of SCEA
2. Ensure that any First Aid delivery has been logged and reported
3. Advise on any negative feedback that should inform future events
4. Feedback their observations about the event to the Event Organiser.
5. The Event Organiser should consider having a get-together with the team within 4 weeks of the event, with paid-for refreshments as a ‘thank you’ and also as a structured de-briefing of the event.

The Event Organiser should submit a short written report to SCEA, including any recommendations to modify or improve on policy and procedures. SCEA should, at its next meeting, receive and consider reports and agree modifications to policy and procedures as appropriate.

Appendix 1 – The Purpose of a Risk Assessment

[42] The purpose of a risk assessment is to identify hazards which could cause harm, assess the risks which may arise from those hazards and decide on suitable measures to eliminate or control the risks. A risk assessment for the build-up, show and breakdown can only be carried out once information has been received from the contractors, other companies and self-employed people who will be working on site. It will also be necessary to visit the site or venue to identify specific hazards.

[43] A hazard is anything which has the potential to cause harm to people. This could be a dangerous property of an item or a substance, a condition, a situation or an activity.

[44] Risk is the determination of how likely it is for the identified hazard to occur. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity.

[45] Hazards associated with the assembly of large numbers of people may vary according to the nature of the event, and these hazards should be similarly assessed in terms of risk. The previous history of the performers and the audience that they attract can provide valuable information. The overall event risk assessment will then indicate areas where risks need to be reduced to acceptable levels.

[46] There are five steps which need to be taken to assess the risk associated with running the event - see items below:

1. Identify the hazards associated with activities contributing to the event, where the activities are carried out, and how the activities are to be undertaken.
2. Identify those people who may be harmed and how
3. Identify existing precautions, e.g. venue design, operational procedures or existing 'safe systems of work'
4. Evaluate the risks
5. Decide what further actions may be required, eg improvement in venue design, safe systems of work, etc.

[47] The risk assessment findings will need to be recorded, and a system developed to ensure that the risk assessment is reviewed and, if necessary, revised.

Appendix 2 – Safe Supply of Power

These are the guidelines given to us by DDC in 2015:

Although power could be taken from a property for an event, it's not always the most appropriate choice, so the decision should be justified through the risk assessment, and ensure all of the relevant controls are in place.

To make this decision, the Event Organiser needs to have or know:

- Advice from a competent electrician
- What are the power requirements (Type of equipment and power demands)
- Where is my event in relation to the source of power

There are 3 main options:

13 amp Supply:

For small-scale events with a minimal power requirement from only 3 or 4 pieces of equipment it is possible to utilise the 13 amp supply from a house. However there are specific controls recommended that must be demonstrated through the event risk assessment and of course put into practice, if any of these can't be met, then a different power supply should be considered:

1. Consultation with a competent electrician who is part P approved on what the power requirements are and whether the supply from the specific house can safely accommodate the demand. Internal sockets can only power a certain amount of equipment before it starts to fail to provide the power required and that the equipment is suitable for outdoor use.
2. Extension lead(s) are of an appropriate length.
 - a. Extension leads must be fully extended and not operated with coils left on the spool, which can lead to overheating.
 - b. Extension leads must not be daisy-chained together to extend their length or increase socket capacity. If a long enough extension reel is not available then it is likely that the power requirement is too far away and another power source should be used.
3. Only one extension lead should be plugged into one 13-amp socket. Socket extenders or multi-socket plugs should not be plugged into either the house socket or extension socket to increase capacity. This can result in overloading.

4. Y splitting devices (AKA widow makers) should not be used. These are used to increase the power output by connecting two sockets together.
5. Each extension lead should be protected against earth faults individually by installing a Residual Current Device (minimum 30 mA)
6. Cables should be:
 - a. Routed to avoid crossing vehicle and pedestrian routes.
 - i. Where this is unavoidable, they are to be suitably protected to prevent mechanical damage.
 - b. Of a suitable standard for external use.
 - c. Secured so they cannot be tampered with, and the plug pulled out deliberately or accidentally.
7. Water ingress to plugs and sockets is avoided by ensuring they meet the suitable IP standards, are covered and not left on the floor.

Connecting Directly to the Fuse Board

Where the event is larger in size (e.g. supplies for more than one caterer, a band, and water heaters) with a greater power demand, a 32A Socket with an inbuilt RCD can be installed (by a competent electrician) to the consumer board if there is room. This can be an option if the supply is used for many events. This also has the advantage of:

- A single 32 amp cable is run from the building to a distribution board/box to split the supplies as needed, which simplifies the wiring design and fault finding.
- More equipment can be operated with a greater power demand.
- The system is RCD protected at source.
- Cables are more robust however, the controls in Sections 6 & 7 above still apply.

Generators

Generators are usually the preferred option for providing power for events of all sizes, as they avoid any complications in accessing a household supply. The following still needs to be considered:

- Use a competent electrician to gauge the power requirement and to install cables
- The location, considering access by public, noise, and access depending on size
- Precautions for refuelling
- Fire risk
- Protection of cables as in section 6 above.

Appendix 3 – List of Approved Contractors

Stage Hire:

John Platts, Sandwich Tech School

PA (Public Address):

Matt Pearson, Keith James, Bob Martin

Furniture:

Ambassador Furniture Hire

Appendix 4 – Road Closure Procedure

Event organisers must complete a DDC event application form and ensure that all roads and streets that need to be closed are clearly identified.

Do NOT request more closures or greater lengths of time than are needed.

Advance notice signs (yellow) must be erected 2 weeks before the event. SCEA has some in stock and can modify them as needed. SCEA has BS standard-approved Road Closed Signs, Traffic Cones, and Sandbags in-store. Please check that they are sufficient to meet your needs.

The erection of a road closed sign, advanced closure sign, can only be done by qualified, trained personnel. These include:

- Mark Moorhouse
- Jack Sheppard
- Simon Mallett
- Steve Laslett
- Siobhan Matthews
- David Silk

The above-named individuals have been cascade trained in accordance with the guidance set out in the ‘Road Traffic Sign Design, Regulations, and Best Practices’ course. All are competent in the erection of road signage.

A standard Road Traffic Management Plan for road closures for Sandwich Events is available to help reduce the paperwork involved. This version has been agreed by DDC in the year 2018. See the template below:

Sandwich Town Events Traffic Plan Template

Prepared, and managed by, Sandwich Community Events Association (SCEA).

Event Name:

Event Start Date:

Event End Date:

This plan should be read in conjunction with the Event Management Plan submitted to Dover District Council.

Event Information:

Street closures to accommodate thronging and street stalls in the Town Centre, namely:

- No Name Street
- Delf Street, from Harnet Street to No Name Street
- King Street to the Junction with Short Street
- Market Street
- The Butchery

Austins Lane & Potter Street used to be included, but are now pedestrianised.

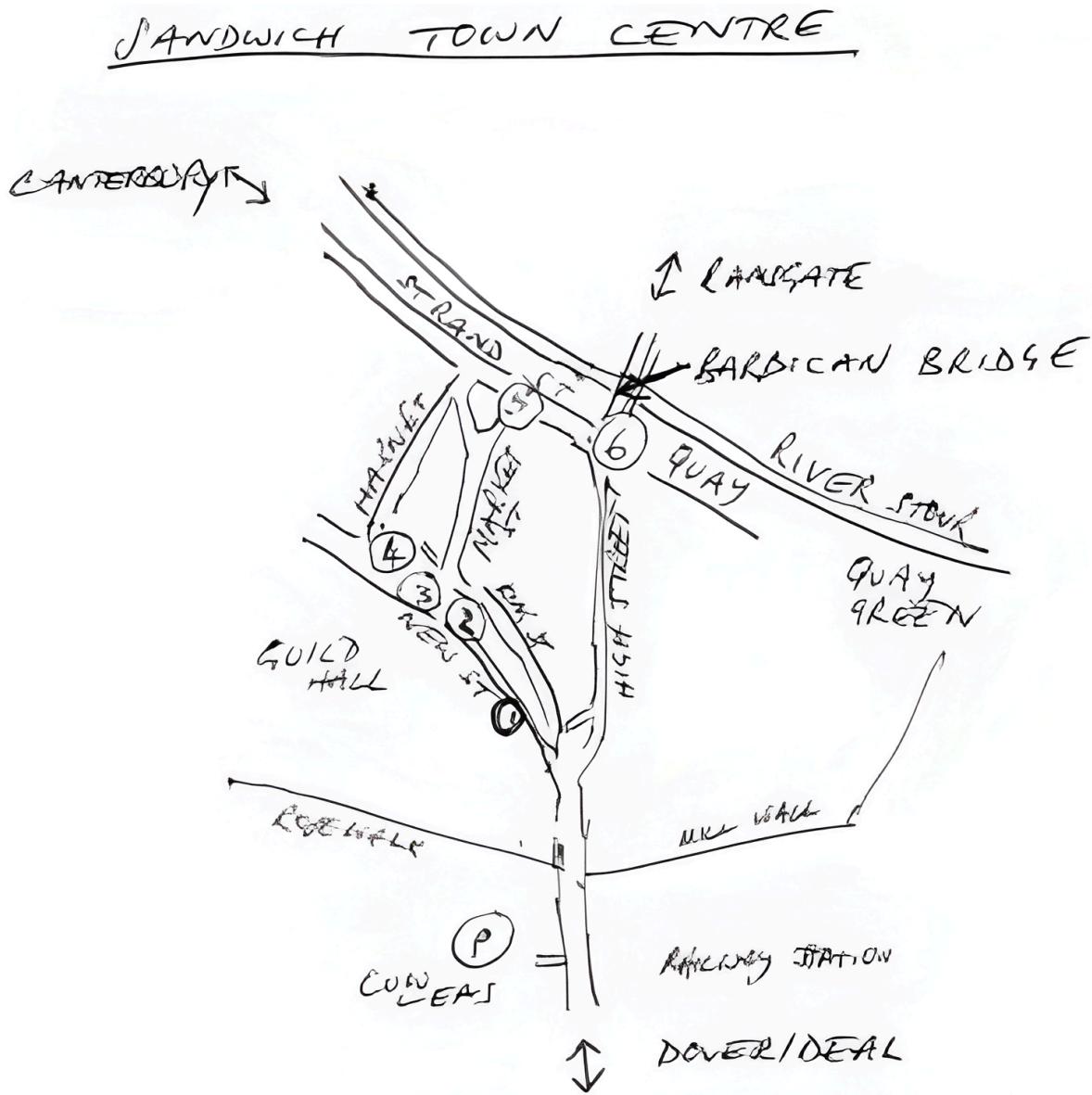
Method:

Advance notices will be placed at least one week prior to the event warning of closures. They will be located on New Street and Delf Street at points 1 and 4 on the map. Our Yellow Boards are Class 1 Reflective 1050mm x 750mm Signs, purchased from Manchester Safety and have black lettering specific to each event.

The traffic will be stopped no earlier than 07:00am, creating a sterile and safe area. SCEA will use its own trained marshals to put in place Road Closed signs. There will be no need to stop the traffic to do this, given the very light traffic flows at points 2, 3, 4 and 5 on the map. Road Closed signs will be placed in the road at the appropriate time, and the closure will be in place until the end of the event that day and will be removed no later than 18:00pm.

Our boards are class 1 reflective 1050mm x 750mm Road Closed Signs, purchased from Manchester Safety and conforming to BS8442. Map of Road Closures and Advanced Warning Points and Cow Lees Meadow car park overleaf.

Map of Sandwich Town Centre and signage points:



ADVANCE WARNING SIGNS AT POINTS ① and ④
ROAD CLOSED SIGNS AT POINTS ② ③ ④ ⑤
FOLK & ACE FESTIVAL ONLY "BARRICAN STAGE"
AT POINT ⑥

Signing Schedule

Example: (Add, delete, change where appropriate to your event)

Location:	Type of Sign:	Other Signs:	Information:
New Street, 20m from Galliard Street Junction. [1] on the Map.	Advanced Road Closure (Yellow). [Yellow]	Advanced Notice of Road Closure Date(s): Time(s): Reason:	Sign to be placed on: Date here Road Closed from:
Delf Street, Opposite the New Inn Pub. [4] on the Map.	Road Closure (Red). [Red]	Notice of Road Closure Date(s): Time(s): Reason:	Sign to be placed on: Date here Road Closed from:
Various points on: No Name Street, Delf Street, Market Street, King Street	A4 DDC supplied Road Closed Schedule.	Make 8 copies, laminate them, and cable tie to street posts following guidelines supplied by DDC.	Insert date here to be completed by: Here

Roles & Responsibilities / Control Structure:

The Marshals appointed to this role will all be experienced SCEA marshals; they are over 18 years of age, possess a current driving licence and are deemed competent for this role after having received cascade-style training.

They will be in possession of a mobile phone and wearing high-visibility jackets or tabards. Marshals will have familiarised themselves with the conditions of the road closure notice. During peak times, there will be a minimum of 1 marshal at the main road closure point, No Name Street.

This marshal will ensure that traffic continues to flow by requesting pedestrians not to use the pedestrian crossing periodically. There will be no attempt to stop the traffic at any time. If questioned, marshals are to inform drivers why the road is closed and the likely duration. They may permit access to vehicles if the following conditions apply:

- It is an emergency service vehicle attending a call
- It is a vehicle belonging to the event team/event vendor

Road Closed signs will be placed in the road when there is no passing traffic.

The event is being managed by INSERT EVENT ORGANISER NAME, supported by NAME OF PERSON 2ND IN CHARGE as number two. They will check that the road/traffic conditions are appropriate for the event to take place.

Communication:

- All marshals will be in possession of mobile phones.
- All marshals will be briefed before this event.
- Marshals to alert event control of any issues at or breaches of their closure point.
- Local bus and taxi providers have been advised of this event.
- Local media have been advised of and pre-publicised the event
- Media enquiries will be dealt with by the event organiser.

Contingencies:

In the event of any risk being so high (weather, road conditions etc) that it would be unsafe to proceed with the event, it would be cancelled. Roads would not be closed and normal traffic conditions would prevail.

Risk Assessment:

To be adapted specifically to the requirements of each event.

Hazard:	Risk Posed to:	Level of Risk Before Control Measure:	Control Measure:	Level of Risk After Control Measure:	Person(s) Responsible for Control:
Injury from unauthorised vehicle movement.	Public, event marshals, participants	M	Road closures are in place. Marshals supporting closures. Detailed briefings to marshals	L	Event Organiser
Vehicle movement from parking spaces and local shops	Public, event marshals, participants	M	Liaison with shops and marshals to monitor parking where required.	L	Event Organiser

Uneven road and pavement surfaces	Public, event marshals, participants	M	Checking of the route and pavements before the event.	L	Event Organiser
Illness	Public, event marshals, participants	M	First Aider present	L	Event Organiser
Marshals unaware of surroundings / activity	Marshals, public, participants	M	Detailed briefing delivered to all marshals.	L	Event Organiser
Bad Weather	Everyone	L	Pre-check of forecast, suitable clothing, cancellation of event.	L	Event Organiser
Heavy Traffic Volumes	Marshals, Public	M	Checking re road conditions and ensuring traffic flow along New Street past the Costa Coffee pedestrian crossing	L	Event Organiser, All Marshals
Moving traffic	Marshals	M	Marshal briefing on signing procedure	L	Event Organiser, Lead Marshal
PA System Cable Trips (Physical trip)	Marshals, participants	L	Matting or similar to cover cables	L	Event Organiser

Appendix 5 – Rubbish, Litter & Street Cleaning

Commercial Waste:

The event organiser is responsible for ensuring that all litter and commercial waste is removed. It is important to distinguish between litter and commercial waste. Litter is what is left by the public and is collected by Veolia. DDC are responsible for this service.

Commercial waste is what is left behind by stallholders. SCEA policy is that stallholders must take their waste, e.g. empty cartons, with them. If not, the event organiser will need to arrange for a special collection by Viridor. This can only be done via S. Laslett, who has a contract with Viridor.

Litter:

Litter is what is generated by the public. In general, this is not the responsibility of the event teams - the public should take responsibility for the litter they generate. What event teams do have to take responsibility for is the volume of litter generated.

Event teams will be aware of the newly adopted ESAG legislation from DDC, which stipulates that event teams now need to enter into a contract with Veolia for the provision of litter collections.

It is yet to be determined by DDC / Veolia what exactly is within their scope. Veolia operate street cleaning services all year round, every day of the week. They are yet to explain the threshold between their standard collection and duties (the contract they have with DDC), versus the threshold for an event weekend (the contract they would enter into with the events teams).

Our recommendation:

Do not arrange for alternative litter collection services. Instead, follow the procedure below, and if a trigger point is reached, follow the procedure.

Is there litter overflowing the bins, spilling onto the floor within the vicinity of the event location?

- a. **No** – Perfect! - No need to act on anything.
- b. **Yes (Trigger point):**
 - i. Use the litter pickers in the lockup and durable plastic bags to collect the litter, and ensure it is stored securely where it will not attract vermin. Inform the event organiser urgently for it to be disposed of.

Appendix 6 – Managing Crowds

SCEA Guide to event organisers – Introduction.

Sandwich has not been known to host an event that has resulted in a dangerously large crowd. As such, the hazard is recognised, but the risk level is low. It could happen that with the increasing popularity of our events, an unacceptably large crowd could conceivably form. These guidelines are designed to avoid that eventuality.

Sensible planning.

None of the events organised by SCEA has featured a programme that would attract excessively large numbers. This could happen if, for example, a true TV pop star agreed to switch on the Christmas lights. The advice from SCEA is clear – do not aspire to having such high-profile people, as the town is not large enough.

Most events have an element of flow – eg the Le Weekend’s French Market is open for eight hours, which spreads the load and has a steady flow of people rather than a big build-up at any one moment. Our plans should stay that way. When a key moment in an event – eg the parade at Christmas Lights – is planned, extra management is required. Experience tells us that more marshals are needed at such times to suitably meet the requirements of effective crowd management.

Events should learn from experience and adapt. The Sandwich Festival has abandoned the Gazen Salts concert on Bank Holiday Monday, which will avoid having to manage large numbers of possibly inebriated youth. The musical event on the Quay that replaces it, a picnic with ‘middle of the road’ music, is designed to attract a modest crowd of well-behaved people. These measures to avoid very large crowds are examples of good planning and should be an integral part of all of our event planning.

Coordination & Co-Operation:

Whilst our events have all enjoyed good crowd behaviour, it is good practice to plan ahead and ensure that event teams and marshals can communicate in the case of an unusual build-up of a crowd. Both mobile phones, and face-to-face methods of communication should be used to report any build-up and prevent it from becoming a problem, rather than waiting to deal with it at a critical stage. Marshals should direct the crowd flow away from congestion and prevent any further build-up.

Awareness of Space:

The flow of the crowd is an important consideration. When planning the layout of stalls, leave corridors on both sides and do not create cul-de-sacs. Think ahead to Imagine, for example, a bomb scare – how quickly and easily can people disperse? Most of our events are in open spaces with fast and easy exits. It is important to keep it that way, so we will not use rigid barriers for flow control.

Make sure that contractors set up as we have instructed them. Ensure ease of access of emergency vehicles as well as ease of crowd dispersal. Always remember the 4 metre rule to allow emergency vehicles to access their destination.

Follow HSE guidelines:

Some hazards to watch out for:

Studies have identified those physical features of a venue that may lead to overcrowding and possible injury, these include:

1. Steep slopes
2. Dead ends, locked gates
3. Convergence of several routes into one uneven or slippery flooring or steps

The potential for injury increases in some situations. Potential hazards requiring identification and management control include:

1. Reverse or cross flows in a dense crowd
2. Egress points which are obstructed by queues or gathering crowds
3. Large pedestrian flows mixing with animals or traffic
4. Moving attractions within a crowd

To date, all of our events have avoided the above. It is important to keep it that way.

Appendix 7 – Lost Child & Vulnerable Person Procedure

The following procedure applies to all SCEA outdoor public events. The content below was recommended to us by DDC in 2017, and has been updated in 2025 in line with new safeguarding legislation suggested to event organisers to implement.

(This procedure should also apply to a vulnerable person, “V.P”).

Lost – A child or vulnerable person who is reported as missing by a parent/guardian/carer

Found – A child or vulnerable person who has been found by a member of the public/marshal/staff member

Plan for dealing with a *FOUND* Child/V.P:

1. Notify the event organiser immediately that a child/V.P has been found unaccompanied. You should contact the event organiser using the nominated method for communication agreed upon within your marshal briefing document.
2. As a pair, escort the child/V.P to the safe, visible, pre-defined location as specified within the marshal briefing document.
3. Take details of the child/V.P:
 - a. Name; Gender; Age; Description of Appearance, and the location they were last in together.
4. Take details of the (Parent'/Guardian'/Carer') they are missing:
 - a. Name; Gender; Age; Relationship to Child/V.P; Description of Appearance, and the last location they were together in.
5. When a P.A system is being used at the event, the event organiser will ask for the person(s) matching the description given by the Child/V.P to come to the stage, without explaining why.
6. Where a P.A system is not available, the event organiser will disseminate the description of the missing (Parent'/Guardian'/Carer') received from the child/V.P to the event marshals and allocate search areas for them to cover in pairs.

7. Any (Parent'/Guardian'/Carer') who is found or comes forward must give an accurate description of the child/V.P before they can be taken to their location. If an accurate description is given, but they are deemed in an unfit state to take responsibility for the child/V.P, the event organiser must contact Kent Police immediately by calling 999.
8. If the child/V.P's are not reunited with their (Parent'/Guardian'Carer') within 20 minutes, then the child/V.P will remain with the two marshals, and the event organiser must call Kent Police on 999.
9. If the site, or any part of it, needs to be evacuated at any point, the child/V.P will remain with the two marshals, whilst search efforts are continued.

Plan for dealing with a *LOST* Child/V.P:

1. Notify the event organiser immediately that a child/V.P has been reported as lost. You should contact the event organiser using the nominated method for communication agreed upon within your marshal briefing document.
2. Escort the (Parent'/Guardian'/Carer') to the safe, visible, pre-defined location as specified within the marshal briefing document.
3. Take details of the lost Child/V.P:
 - a. Name; Gender; Age; Description of Appearance, and the last location they were together in.
4. Take details of the (Parent'/Guardian'/Carer'):
 - a. Name; Gender; Age; Relationship to Child/V.P; Description of Appearance, and the last location they were together in.
5. The event organiser will disseminate the description of the missing Child/V.P received from the (Parent'/Guardian'/Carer') to the event marshals and allocate search areas for them to cover in pairs.
6. If the Child/V.P is found, the two marshals will escort them to where their (Parent'/Carer'/Guardian') are waiting.
7. If the child/V.P's are not reunited with their (Parent'/Guardian'Carer') within 20 minutes, then the event organiser must call Kent Police on 999.

8. If the (Parent'/Guardian'/Carer') are deemed in an unfit state to take responsibility for the child/V.P, the event organiser must contact Kent Police immediately by calling 999.
9. If the site, or any part of it, needs to be evacuated at any point, the (Parent'/Guardian'/Carer') will remain with the event organiser, whilst search efforts are continued.

Appendix 8 – EMERGENCY PLAN

The event organisers, or their nominated deputy, must be on duty at all times and must follow the procedures agreed with DDC in 2016:

Emergency Vehicles' Access:

In the event of an incident that leads to emergency service vehicles being summoned, the Marshals closest to the incident should do as follows:

1. Ensure that the emergency services have been called either by dialling 999 or ensuring that a trusted and competent person has already done so.
2. Ensure that the immediate area is under the supervision of a marshal or trusted competent other person.
3. If evacuation or partial evacuation is needed, give clear and authoritative instructions to colleagues and the public to clear the area immediately in a controlled, orderly manner.
4. Ensure that emergency vehicles can access the site unimpeded. The 4 metre corridor will be in place but may be compromised by street furniture or other temporary obstructions. Authoritatively request the way to be cleared.
5. Proceed immediately to the No Name Shop, wait for the arrival of the emergency vehicle and then remove the Road Closed sign and cones.
6. Use the mobile phone to alert the main event organiser of the situation.
7. Request a trusted person to wait by the New Inn road closure, and on the arrival of the emergency vehicle, remove the road closed sign and cones.
8. Walk back to the scene of the incident (if it is safe to do so), ensuring that emergency vehicle access has, in fact, been cleared as requested in point 3.
9. Check that the scene is still under good supervision, and if needed, has been partially or fully evacuated.
10. Ensure that a marshal or trusted person is stationed by the No Name shop to meet the emergency services vehicle and guide them in.