



GUIDANCE TO EVENT ORGANISERS

POLICE APPROACH TO EVENTS

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

ORGANISERS' RESPONSIBILITIES

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

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

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

The guides below will also assist in identifying the risks.

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

ADVICE

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

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

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

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

Any guidance issued by the SAG is advisory only.

Contact : events@bcpcouncil.gov.uk (01202 128555) sag@dorsetcouncil.gov.uk (01929 557220)

Notification to the SAG should be submitted as early as possible

Attending a Safety Advisory Group (SAG)

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

1. Security staff / stewards
Sufficient numbers? Steward numbers are covered in both the purple and green guide. The purple guide recommends a ratio of 1:100 and the green guide in their main body and SG03 supplementary guidance to events as 1:250 but to consider 1:100 or higher in specific locations or events. This is an approximate guidance only, the advised ratio could be higher/lower depending on the nature of the event.
Their training / briefing.
2. Counter terrorism
You should be familiar with Protect UK App and its content, this includes ACT Training, Scan Training, 'Good Housekeeping', HOT Protocol, Hostile Vehicle Mitigation. You will need to have ensured your staff / committee / security / stewards have sufficient knowledge of these matters and you must leave enough time to get it scheduled in. If you receive a bomb threat please use the following advice and it is good to have one of the bomb threat forms handy: [Bomb threats | Protect UK](#).
3. Crowd Management
Queues, evacuation, crushing, flow rates, rendez-vous / muster points.
4. Drugs
Prevention, enforcement.
5. Crime
Prevention, enforcement.
6. Violence
Prevention and enforcement regarding all types including violence against women and girls.
7. Alcohol management
Including compliance with licensing legislation. There is currently a high level of drink spiking concerns and organisers should give specific consideration to preventing this and processes they should adopt if it is alleged a drink has been spiked.
8. Lost / Found children and Vulnerable people
Sufficient preparation and procedures. See further information below for Protection of children from harm notice.
9. Emergencies
Dealing with emergency service (ES) arrival and ensuring and ensuring suitable RVPs (rendezvous points) identified and pre-defined routes for Emergency Service vehicles to have sufficient access around the site.
10. Command, control, communication, co-ordination.
Having someone who knows what's going on, who can get information from around the site, give directions, communicate them, be able to grip of any emerging situation and deal with it. How you plan to record issues and incidents and how you deal with them and lastly a mechanism to debrief the event afterwards for the benefit of future events.
11. Military
If any military personnel (i.e. Military, Navy, Air Force) will be attending your event (including non-serving personnel i.e. Cadets), The event organiser must request that they supply and complete a Public Military Events form. This form is sent by the military unit through their internal channels and forwarded to the police for review and to determine if police engagement is required. These forms should not be sent directly to the police by the attending unit they go to the SWHQ. These require at least 6 weeks' notice when they have been received by the Police, so as an event organiser you will need to start this process about 12 weeks before your event.

FURTHER ADVICE

MANAGING TRAFFIC - COMMUNITY SAFETY ACCREDITATION SCHEME

Included in the links below are details of companies that can offer Traffic Management Services

[Community Safety Accreditation Scheme \(CSAS\) | Dorset Police](#)

Filming Events

[Filming permit - Dorset Council](#) email filmdorset@dorsetcouncil.gov.uk

[Home | BCP Film Office](#) email filmooffice@bcpcouncil.gov.uk

Dorset Police [Filming | Dorset Police](#) link provides guidance and also a Film notification tab.

The general advice provided with regards to filming in a public place is as follows:

Dorset Police will not normally sanction or give implied consent for the filming or otherwise of any scenarios in a public place that involves the use of firearms, imitation firearms, weapons, kidnap scenarios for others involving violence.

These scenarios are likely to give rise to concern from the public that a "REAL CRIME" is in progress. Such scenarios can cause alarm; police officers are likely to respond to such reports possibly with armed support and this involves a risk to the public, actors and officers.

Such activities may lead to being liable to prosecution under the Public Order Act or other legislation such as the Firearms Act.

If it is essential to undertake such filming in a public place, then contact the Local Authority for appropriate road closure orders and signage etc. (this is the procedure that a commercial filming organisation would follow)

Where a film production company is following such procedures and paying for services such as local authority support or payments to Dorset Police (as sporting and music events) this policy does not apply.

Protection Of Children From Harm

BCP Council Areas

Children's First Response Hub

What can they help with?

- are worried about a child or young person who is at risk of (or is being) hurt or abused
- know of a child or young person who may be vulnerable without additional help and support
- want to know more about services to support children, young people and their families
- need support to agree an Early Help offer

Contact Details:

- [01202 123 334](tel:01202123334)
- childrensfirstresponse@bcpcouncil.gov.uk

Opening Hours:

- Monday to Thursday, 8:30am to 5:15pm
- Friday, 8.30am to 4.45pm

Out of Hours:

You should only call if the safety and/or welfare of a child or young person is at serious risk of significant harm, and the situation cannot wait until 9am the next working day.

You can call our out of hours service on [01202 738 256](tel:01202738256):

- Monday to Friday, from 5pm to 9am

- all day Saturdays and Sundays
- all bank holidays, including Christmas Day and New Year's Day

Dorset Council Areas

CHILDREN'S ADVICE AND DUTY SERVICE

Opening Hours

Monday to Friday: 8am to 10pm

Saturday, Sunday and bank holidays: 9am to 10pm

Contact Number: [01305 228866](tel:01305228866)

VAWG – Violence Against Women and Girls

We all have a part to play in tackling Violence Against Women and Girls

You and your teams may be the first point of call for a member of public in need of assistance. There are many historic incidents where people may approach staff to disclose matters to them. Please ensure that you deal with them appropriately.

The following sites are helpful:

[Home - Ask For Angela](#) | [White Ribbon UK](#) | [Home - WalkSafe](#) | [The Pineapple Project - Dorset Council](#)
[BCP Unity Promise](#) | [The Shores](#) | [Home - Stars](#)

Weather

[Be Weatherwise Campaign — Global Crowd Management Alliance](#)