

## St Helens Borough Council Event Safety Advisory Group – Event Planning Guidance

**Stage 1 – Complete Event Notification Form (at least 12 weeks for events where expected numbers are <1000, 24 weeks for events 1000 – 5000, 36 weeks for events > 5000) also complete Event Safety Check and email to [esag@sthelens.gov.uk](mailto:esag@sthelens.gov.uk)**

[https://sthelens.gov.uk/media/8062/Event-Submission-and-Hire-of-Land-Application-Form/pdf/Event\\_Submission\\_and\\_Hire\\_of\\_Land\\_Form\\_13bwtyjecmbcq\\_1.pdf?m=1730213285040](https://sthelens.gov.uk/media/8062/Event-Submission-and-Hire-of-Land-Application-Form/pdf/Event_Submission_and_Hire_of_Land_Form_13bwtyjecmbcq_1.pdf?m=1730213285040)

Emailing this information to us will start the process of engaging with the ESAG. You will receive an email confirmation within 5 working days

If your event is being held on Council land, please follow the guidance in the Parks & Open Spaces Small Event Planning Guidance

[https://sthelens.gov.uk/media/8785/Small-Event-Guidance/pdf/Local\\_Small\\_Events\\_Guide.pdf?m=1720709998257](https://sthelens.gov.uk/media/8785/Small-Event-Guidance/pdf/Local_Small_Events_Guide.pdf?m=1720709998257)



**Stage 2 – On receipt of the completed Event Notification Form and Event Safety Check your event will be assessed. If your event is considered: -**

Low risk - The information in Event Notification Form and Event Safety Checklist will be noted and your event will **not** need to proceed to an Event Safety Advisory Group. You will be advised of this via email. It is strongly recommended you follow guidance on the Health & Safety Executive events website, the Events Industry Purple Guide and St Helens Council guidance to assist organisers of small events

<https://www.thepurpleguide.co.uk/>

<https://www.hse.gov.uk/event-safety/>

[https://sthelens.gov.uk/media/8785/Small-Event-Guidance/pdf/Local\\_Small\\_Events\\_Guide.pdf?m=1720709998257](https://sthelens.gov.uk/media/8785/Small-Event-Guidance/pdf/Local_Small_Events_Guide.pdf?m=1720709998257)

Medium risk - The information in Event Notification Form and Event Safety Checklist will be noted and your event will **may** need to proceed to an Event Safety Advisory Group. If this is the case, you will be advised of this via email. If your event does not need to proceed to an ESAG then it is strongly recommended that the follow the guidance in the highlighted documents above.

High risk - The information in Event Notification Form and Event Safety Checklist will be noted and your event **will** need to proceed to an Event Safety Advisory Group. You will be advised of this via email. You will also be advised the date your event will be discussed at an ESAG You will need to follow the stages below to progress your event.

If upon review of the Event Safety Check List there is any dispute on the risk rating of your event we will contact you to discuss the issue.



**Stage 3 – Once your event is approved to go to ESAG you must provide the following. This should be provided no later than 10 weeks prior to the event.**

Risk assessment – you need to consider all the possible risks that your event poses and how you will reduce the risks. The following template may be of use.

[https://sthelens.gov.uk/media/8786/Template-Risk-Assessment/doc/RA\\_Template.doc?m=1720710036563](https://sthelens.gov.uk/media/8786/Template-Risk-Assessment/doc/RA_Template.doc?m=1720710036563)

Public liability insurance

An online map / site plan of the event site

An event management plan

<https://sthelens.gov.uk/media/8787/St-Helens-Borough-Council-Event-Plan-Template-and->



**Stage 4 – Upon receipt of the information in Stage 3 the information will be circulated to ESAG members for comment.**

You may be contacted directly by ESAG members should they require clarification on any aspect of the information you have provided.



**Stage 5 – Receive feedback & amend event plan accordingly if needed.**

Members of the ESAG will provide advice and guidance on how to improve the safety of your event. You should amend the relevant documentation accordingly.



**Stage 6 – Resubmit any amended documentation – This should be done no later than 5 weeks before the event.**

It is important that you have addressed, and recommendations made in the documentation you submit.



**Stage 7 – Attend ESAG on the date you were given at Stage 2. You will receive instructions on how to join the meeting 7 days in advance.**

After consideration of all information and discussions ESAG members need to be satisfied that the event is safe to go ahead.

If the event is being held on Council land, then you will receive approval and land hire agreement as per Parks & Open Spaces small event planning guidance.