

Guide to planning and organising a WW1 commemoration event

From 2014 to 2018, communities, nations, and individuals of all ages will come together to mark, commemorate and remember the lives of those who lived, fought and died in the First World War.

This guide is intended to support community and voluntary groups in planning and organising WW1 commemoration events across the borough.



Things to think about when putting on a WW1 Commemoration event

Planning Checklist.

However big or small your event is going to be, planning it will follow the same general pattern - and include some common pitfalls

1. Make sure your objectives are clear

- Discuss what you want your event to achieve - will it raise the profile of your group? Will it bring people together? Are you trying to raise money or just to have fun?
- Who are you hoping to attract to the event? Will there be activities for a range of different people?

2. Plan out the work – and delegate!

Working together on a timetable with all the main dates and deadlines on it can help clarify how much work there is to do, and when.

Most events are too much work for two or three people. Try to get more people involved by:

- Advertising planning meetings widely
- Thinking about the timing & location of your planning meetings, and asking potential volunteers what suits them best
- Producing early publicity for the event which also serves as an appeal for volunteers
- Putting together a list of jobs that can easily be handed over to new volunteers, even if they don't want to come to meetings
- Pinning a list or rota up on a noticeboard and asking people to pledge a small amount of time on the day or contributions of food, raffle prizes etc

Think about asking other local organisations to get involved. They may have the expertise to take a major aspect of the event off your hands.

Make sure everyone knows what is going on. Reporting regularly to the other people organising the event and to the whole group is not just politeness – it can stop an individual or an organising committee from making costly mistakes.

3. Health and safety

- As the event organiser you have the legal responsibility to make sure that the event is run safely.
- If anyone is injured because of the event organiser's negligence, the organiser could end up in court.
- The Council will need confirmation from your insurance company that they have seen and approved your risk assessment.

- Bear in mind health and safety for volunteers and visitors when you are deciding on a venue and planning the layout of the event. It is useful to fill in a Risk Assessment form – more details of how to this can be found later in this pack.
- Decide who will be responsible for first aid on the day. For large events you could ask St Johns Ambulance to attend. Even if you are just using your own volunteers, you need to have a visible first aid point at the event.
- How will people get to the event? Make sure your publicity gives details of public transport and parking. Will you need to put up signs in the surrounding streets to make the event easier to find?
- Is the venue accessible for wheelchair users? Make sure your publicity is clear about the level of access visitors can expect.

4. Insurance

You should seek independent advice on insurance but, if you intend to use Council parks, buildings or organise a walk on a road, Council insurers insist on a minimum of £5 million public liability insurance.

All street traders and performers will also need their own public liability cover with a £5 million limit of indemnity.

The Councils Risk and Insurance Team will ask for copies of all public liability insurance relating to your event.

Once you receive permission to hold an event on council land you will be asked to enter into an agreement to indemnify the Council against all claims, loss, damages or costs arising out of the use of Council land. In addition, organisers must remove all litter from the site.

5. Risk assessments

Risk assessment is a technique for identifying and controlling hazards of an organisation's activities. It is not just about chemicals and dangerous factories, and is as relevant to the voluntary sector as it is to the private sector. Although voluntary groups with no employees are not bound to do an assessment, it is clearly good practice.

The written assessment is the first step in planning your event and will help you ensure you have adequate health and safety measures in place.

- a Hazard is anything that has the potential to cause harm, such as a road walking.
- a Risk is the likelihood of it causing harm and the degree of harm it could cause, such as contact with a moving vehicle or other object, which could lead to an injury or fatality.

Risk assessment involves identifying all hazards, assessing the risks, and putting in place measures to control unacceptable risks. Assessing risk requires detailed knowledge of your organisation's activities and working practices that is normally only possessed by the people who actually do the work. Risk assessment should always involve employees and volunteers, therefore, and should never just be left to the 'experts'.

Voluntary groups with no employees are not bound to do risk assessments, but if they take their duty of care seriously they would be well advised to carry them out. Risk assessments are an excellent way to identify and overcome health and safety problems

The purpose of a risk assessment is to identify hazards, which could cause harm, then assess the risks which may arise from those hazards and decide on suitable measures to eliminate, or control the risks. In reality, we all carry out a risk assessment to a variable extent everyday, for example when crossing the road.

5 Steps Approach

Additional guidance on the approach to be taken to carrying out Risk Assessments may be obtained by referring to the Health and Safety Executive publication Five Steps to Risk Assessment.

Step 1	Identify the hazard associated with activities contributing to the event, where the activities are carried out and how the activities are to be undertaken.
Step 2	Identify those people who may be harmed and how.

Step 3	Identify existing precautions, e.g. venue design, operational procedures or existing 'safe systems of work.
Step 4	Evaluate the risks.
Step 5	Decide what further actions may be required, e.g. Improvement in the venue design, safe systems of work etc.

It must be emphasised that the organisers of events are responsible for the safety of those attending; this guidance has been produced to assist in the planning process for events both on and off the highway. An event on the highway poses particular risks and requires a high degree of planning and safety controls.

The following tables show where risk assessments are required.

Type of event	Risk Assessment
Private land, private organiser	Not required. Event organiser responsible for risk assessment/insurance/event management. Organiser to inform Council if there are traffic/noise issues/licensing requirements.
Council land/building, private organiser	Required.
Council land/building, Council is organiser	Council is responsible for risk assessment/insurance/event management.

6. Make a budget for the event

Take into account all your costs

- Venue
- Publicity
- Hire of equipment
- Decorations
- Entertainers
- Prizes, refreshments, face paints, art materials
- Transport
- Phone bills, postage and other admin
- Insurance
- First aid equipment and volunteers expenses
- For licenses and permissions

Then plan how you are going to cover them

- Entrance fees?
- Grants or sponsorships?
- Raffle?
- Sale of refreshments
- Money-making sideshows and stalls?
- Charging stallholders or catering suppliers?

6. Think about publicity

- Who do you want your publicity to reach? Think about where those people are most likely to see a poster or flyer, and what will attract them to the event.
- How much money do you have to spend on it?
- Have you considered using the local media?
- Make sure all your marketing is easy to read and covers the 5 Ws - Who, What, Where, When and Why e.g. Oldham Council presents, Oldham Remembers WW1 Centenary Launch Event , Oldham Library, Saturday 14 June, 1-4pm, to commemorate World War 1
- The Council is funding a special website which hopes to co-ordinate WW1 commemoration events across Oldham. If you're arranging any events, know about any other war themed events in your area or just want to get involved please contact us with your name, group (if applicable) and event details to:

Email: Oldhamremembers@oldham.gov.uk

Telephone: 0161 770 3297

Write: Oldham District Town Hall, Level 2 Civic Centre, Oldham OL1 1UT

- The Council also has WW1 commemoration event posters and leaflet templates available for community groups to use free of charge. If your group would like to use a template they can be downloaded from www.oldhamremembers.org.uk

7. Bookings, permissions and licenses

Find out about the regulations early on – it can take months for some licenses to be granted.

Check venue availability

Before notifying the Council you should check that the park or building is available.

Email environmentalservices@oldham.gov.uk

Do you need to notify the Council of your event?

You should notify the Council if your event will:

- Impact on traffic or parking
- Take place on Council land
- Require road closures or 'no waiting' restrictions
- Have loud music
- Provide entertainment
- Sell food, drink or alcohol
- Require licences e.g. street trading or sale of alcohol
- Attract over 200 people

If your event is on private land and doesn't fall into one of the above categories you do not need to notify the Council.

Notify the Council of an event

To do this you will need to fill in an event notification form online

- [Event notification form](#)

Please complete at least 3 months before the event. This will enable us to co-ordinate a response and get back to you well before your event takes place.

8. Licences

You will need a licence if you are planning to:

- Collect for charity
- Sell alcohol
- Include alcohol in the price of a ticket
- Have entertainment or play music
- Have stalls or street traders.

Email licensing@oldham.gov.uk for advice or see [Licensing](#).

Please note completing an event notification form is neither a licence application nor permission to conduct certain activities.

Make sure the venue is booked and confirmed. Think about what equipment you will need to hire. Check with entertainers what they expect you to provide.

9. Road closures

Road closures are usually required if your event involves stopping and restricting traffic and you should bear in mind the potential disruption to traffic, bus services and local access.

There are other issues to consider about whether a road closure may be needed:

1. If a road closure is required you may need to consider employing a traffic management specialist to devise an appropriate traffic management plan.
2. The Council can make the necessary road closure legal orders.
3. If temporary yellow signs and traffic cones are needed, then bear in mind that there may be a charge for their use.

Please note completing the event notification form is not a request for a road closure but will be used to plan any road closures

10. Plan in detail

Shortly before the event you need to run through the day in detail:

- Where will everybody be on the day?

- Is the rota full or do you need to do a last minute ring round to fill some gaps?
- How will equipment and volunteers get to the venue – and away again?
- Will you be able to take hired equipment directly to and from the event, or will it need to be stored?
- Who is responsible for money on the day?
- Will you need a lot of change? If so, contact your bank at least a week in advance and ask them to put some aside for you.
- What will happen if it rains?
- Do you have enough time, materials and people for setting up and clearing up?

11. Useful Numbers & websites

There are many organisations with useful websites which can offer advice and guidance on various aspects of putting on events safely, including

- **Voluntary Action Oldham (VAO)** – offers advice on fundraising and has resource sheets on putting on events. They can be reached on vaoldham.org.uk / 0161 633 6222
- **The Events Safety Guide:** www.hsebooks.com Tel. 01787 881165
- **National Guidelines for Outdoor Catering:** www.cieh.org Tel. 020 7827 5882
- **5 Steps to Risk Assessment:** www.hsebooks.com Tel. 01787 881165
- **Safety Guidance for Street Arts, Carnival, Processions and Large-scale Outdoor Performances:** www.streetartnetwork.org.uk Tel. 01883 345011
- **Managing Crowds Safely HSG 154** – price £17.50 Produced by the Health and Safety Executive.
- **Oldham Council, Environmental Health & Registrars (Health & Safety Team)** Tel: 0161 770 4487
Email: environmental.health@oldham.gov.uk

For local advice and support, you can also speak to the Community Development Officer for your area, as follows:

District	Name	Contact
Chadderton	Zoe Tindall	0161 770 1536 Zoe.Tindall@oldham.gov.uk
Failsworth and Hollinwood	Penny Kenworthy	0161 770 4289 Penny.Kenworthy@oldham.gov.uk
Oldham	Nikki Quigg or Anne Fleming	0161 770 5553 Nikki.Quigg@oldham.gov.uk Or

		0161 770 8172 anne.fleming@oldham.gov.uk
Royton	Anne Fleming	0161 770 8172 anne.fleming@oldham.gov.uk
Saddleworth and Lees	Christine Wilson	0161 770 8416 chris.wilson@oldham.gov.uk
Shaw and Crompton	Anne Fleming	0161 770 8172 anne.fleming@oldham.gov.uk