



# Fife Events Quick Reference Guide

# Introduction

**This Quick Reference Guide has been designed to support event organisers who are planning or organising an event within Fife. This document identifies key areas of action and consideration and provides basic guidance on delivering a smooth event or festival, whatever the scale.**

This document should be viewed on a computer, laptop or mobile device. Please click the arrow or mail icons in order to access information, documents and e-mail links. If you do not have a personal computer, please note that public use computers are available at your local library.

This Guide will direct you to useful resources, covering areas such as Health and Safety, Licensing, Logistics and Event Promotion. We hope you find this guide helpful, however, please remember that event organisers have a legal responsibility to ensure event attendees are kept safe at all times: we recommend that you use this document as a guide only and refer to The Purple Guide or HSE when considering aspects of operational planning and event health and safety.

Fife boasts an exciting and diverse programme of events, from smaller-scale community fairs and galas, to high profile, international sporting events. Fife Council recognise the vital impact that events have on local communities: successful events create a strong sense of place, valuable economic impact and build essential opportunities to have rich experiences in areas such as the arts, culture, food and drink, heritage and sport.

Events are worth



per annum to the Fife economy



Fife hosts around **25 events & festivals** each year of National and International significance



Over **200,000** people attend Fife events each year



Artline



Alfred Dunhill Links Championships



This Exhibition is Pants



Pittenweem Arts Festival

# Community Events

A Community Event is an event that is developed by the local community or community group to support and attract attendees from the local community. Its aims and objectives are to create a sense of pride and a sense of place for people living and studying in the area. Marketing activity is locally focussed and attendee numbers likely to be less than 3,000 but could be more.

## Examples of a Community Event

- Annual fair or fete
- Christmas and festive events
- School related events
- Community Group events
- Gala days

## Community Event Planning



### Location

Book facilities and read terms and conditions

- Private Venue
- Fife Council parks and green spaces



### Funding

- Sponsorship/Community Grant funding
- Fife Council Area Committee Funding



### Insurance

Determine the level and type of cover appropriate to event



### Event Permits and Licences

Determine the type of licences required



### Managing Risk

- Prepare a risk assessment
- Event Safety Plan



### Traffic Management

Determine your requirements for:

- Temporary Traffic Restriction order
- Car Parking
- Public Transport
- Pedestrian routes



### Waste Management

Determine your requirements for:

- Temporary toilets
- Recycling
- Rubbish removal
- Sanitary bin provision



### Operations and Health & Safety

Determine your requirements for:

- Crowd management
- Health and Safety
- Injury, accident and emergency
- Firework and bonfire procedures



### Event Promotion

- Welcome to Fife

# Strategic Events

A strategic event is one that attracts visitors from outwith Fife and will be organised by a local or regional event organiser. The company will be a professional event or festival organiser and be proficient in crowd management, health and safety and understanding the regulations of an event. They will understand event marketing. This event is likely to attract large numbers of visitors from within and outwith Fife. Event numbers will be higher than 5,000.

## Examples of a Strategic Event

- Medium sized music event
- A festival attracting visitors over a period of time
- A historic event that brings in re-enactors from external locations, including overseas
- Street theatre with artists from around the UK and the rest of the world
- A large sporting event

## Strategic Event Planning



### Location

Book facilities and read terms and conditions

- Private Venue
- Fife Council parks and green spaces



### Funding

Check funding requirements and deadlines

- Event Scotland
- Fife Strategic Events Fund



### Insurance

Determine the level and type of cover required



### Event Safety Plan

Consult the Purple, Green and Blue guides below



### Event Permits and Licences

Determine the type of licences required



### Managing Risk

- Prepare a risk assessment
- Prepare all necessary safety and security policies



### Traffic Management

Determine your requirements for:

- Temporary Traffic Restriction order
- Car Parking
- Public Transport
- Pedestrian routes



### Waste Management

Determine your requirements for:

- Temporary toilets
- Recycling
- Rubbish removal
- Sanitary bin provision



### Operations and Health & Safety

Determine your requirements for:

- Crowd management
- Health and Safety
- Injury, accident and emergency
- Firework and bonfire procedures



### Event Promotion

- Welcome to Fife
- VisitScotland

# Major Events

A Major event is one that attracts large numbers of visitors from within and/or outwith Fife and will be organised by a national/international event organiser or promoter. The company will have its own health and safety company to manage health and safety, risk, security etc, will have a high level understanding of crowd management and will work closely with Police Scotland, Fife Council, Scottish Ambulance and Fire Services to ensure the event is well managed. They will have a professional PR and Marketing company promoting the event and will likely have a contract with a television company. Attendee numbers are likely to be above 10,000.

## Examples of a Major Event

- The Open Championships
- The Senior Open
- A music event e.g. T in the Park or Glastonbury
- National and International competitions - national Skiff Championships
- Red Bull Soap Box competition
- International festival of Hot Air Balloons
- International/National Fairs and Fetes - e.g. The Links Market

## Major Event Planning

- 1 Consult the Purple, Green and Blue guides**
- 2 Contact Fife Council**
  - ✉ Fife Tourism Partnership
- 3 Create an events management team or multiple teams to ensure smooth delivery**

## Event Safety Plan



### Strategic Team

Oversee the implementation of all event plans, policies and risk management practices and procedures



### Security, risk and Contingency Group

Oversee the implementation of key policies including risk assessments, security, health and safety, food safety, drugs and alcohol etc.



### Logistics, buildings, health and safety Group



Oversee the implementation plans for Waste Management, Traffic Management, car parking, permits and licences, of key policies including, security, health and safety, food safety, drugs and alcohol etc.



### Promotion and local business activity

Oversee the implementation of a joined up approach to local business activity and marketing of the event through Welcome to Fife and EventScotland etc.

# Events Planning Quick Reference links



## Event funding

- **Fife Strategic Events Fund**  
Applications must be made at least three months prior to the event
- **Event Scotland National Events**  
Check website for details
- **Fife Community Events**  
Local Area Committee funding



## Permits and Licences

The following should be in place up to six months prior to the event taking place.

- **Alcohol**
- **Market Operator**
- **Public Entertainment**
- **Public charitable street collection**
- **Street Trader**
- **Street Parades**
- **Parks and Green Spaces**
- **Temporary Structures (Section 89)**



## Risk Management

[www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)

The following should be in place from the event planning stage.

- **Risk Assessment**
- **Download the Fife Council Risk Assessment Template**
- **Alcohol Policy** – please refer to the Purple Guide
- **Admissions Policy** – please refer to the Purple Guide
- **Drug policy** – please refer to the Purple Guide
- **Incident Management** - please refer to the Health and Safety Executive



## Insurance

Event organiser to investigate the open market

- **Public liability**  
To be in place for the event
- **Product Liability**  
To be in place for markets
- **Employers liability**  
To be in place for appointment of any staff
- **Event Equipment and property Cover**  
To be in place once hire commences
- **Cancellation and abandonment insurance**  
To be in place prior to bookings being taken

# Events Planning Quick Reference links



## Traffic Management

- Temporary Traffic Restriction order
- ✉ Car parking enquiries



## Waste Management

[www.fifedirect.org.uk/WasteDutyofCare](http://www.fifedirect.org.uk/WasteDutyofCare)

- Bins
- Rubbish collection
- Toilets - please refer to the Purple Guide



## Operations and Health and Safety

- The Purple Guide (Crowd Safety)
- The Green Guide (Safety at Sports Grounds)
- Download the Fife Council Safety Management Plan Template
- Environmental Health Event Information for Event Organisers
- Health and Safety Executive Guidance
- ✉ [H&S.advice@fife.gov.uk](mailto:H&S.advice@fife.gov.uk)
- ✉ Fire
- ✉ Food safety
- Food Standards Scotland
- Food Inspections
- Harbours, piers and jetties
- Fun Fairs - Health and Safety Executive guidance for fairgrounds



## Event promotion

Consider all elements of promotion, social media, radio etc

- ✉ Welcome to Fife  
Please contact for information on how Welcome to Fife can help promote your event
- VisitScotland



## Other Event Guidance

- Event Scotland Toolkit

✉ **Email links** If you are seeking additional information, please e-mail the links provided and someone will respond to your enquiry as soon as possible.