



Public Safety at Sports Grounds & Events

22nd - 24th
June 2009



Are you responsible for planning for, and managing, public safety at sporting venues and events?

Large crowds are a familiar part of the operation of sports grounds and stadia. In addition, many such venues are now used for other events, such as live music concerts, posing some less familiar challenges for planners and safety managers. Indeed, many sporting events take place away from purpose built venues including marathons and water-based events.

Whilst large crowds are desirable from a commercial point of view, excessive crowding and poor crowd management can lead to crushing, injury and even death. In addition to the personal suffering which characterise such incidents, the accompanying adverse publicity, loss of revenue, compensation payments, insurance costs and prosecution have a long term effect on your organisation's reputation and viability.

The potential for such emergencies will be greatly reduced, provided those responsible for public safety at all levels pay careful attention to integrated planning and safety management.

If preventing a planned event from becoming an unplanned emergency depends on you, this course is essential!

ResilienceThroughLearningTogether
www.cabinetoffice.gov.uk/epcollege

Public Safety at Sports Grounds & Events

College Lecturers:
Ron Woodham, John Perkins

This course is a joint initiative between the Emergency Planning College and the Football Licensing Authority. As the author of the Green Guide and the series of Sports Grounds and Stadia Guides, the FLA can give general guidance about how to apply these beyond football. The FLA have been directly involved with Ascot Racecourse and in preparations for the 2012 Olympics. It has also consulted the Home Office in the preparation of the Good Practice Safety Guide for events on public highways.

The EPC FLA partnership reflects a joined-up approach to public safety management between the Cabinet Office and the Department for Culture, Media and Sport. As such, we offer the definitive interpretation of legislation, guidance and advice and the highest standards of interactive, participative training - which is subject to rigorous and continuous evaluation.

Aim:

To provide delegates with the opportunity to apply strategic integrated safety management to sports grounds and events.

Who Should Attend?

Those involved in planning for and managing public safety at a variety of events (both at sporting venues and sporting events held other than at such venues.)

Objectives:

By the end of this course you will be able to:

- explain the implications of key legislation and guidance in respect of such venues and events
- apply the concept and rationale of Integrated Safety Management.
- identify the challenges inherent in achieving strategic integration in safety planning and recommend ways of overcoming them
- utilise the relationship between risk, safety and security to inform the planning for a variety of venues and events including multi-site situations
- identify the challenges inherent in achieving effective communication between professionals and with their 'Public'
- analyse the human and practical aspects associated with contingency and emergency planning and management at sports grounds and events
- examine case studies of previous events and incidents to identify the lessons to be learned.

Booking Information:

Dates:
22-24 June, 2009 (Ref: 09/26/A1)

Fees:*
Rate 1: £573 **Rate 2:** £719 **Rate 3:** £286



HOW TO BOOK

ONLINE

www.cabinetoffice.gov.uk/epcollege

To make a booking online simply select the appropriate booking form from the list provided and when completed, click 'send'.

TELEPHONE

01347 822877

When you call, please have the following information to hand:

- The event name, reference number and date
- an alternative (2nd choice) event name, reference number and date
- applicant's name, job title and organisation
- applicant's full address, including postcode, contact telephone number and email address.

POST/FAX

Please complete the attached booking form and send it to:

Reservations Team
Emergency Planning College
The Hawkhills
Easingwold
York
YO61 3EG

Fax: 01347 825186

VENUE

The Emergency Planning College is located 12 miles north of the historic city of York on the picturesque Hawkhills Estate near Easingwold. The training centre comprises:

- 12 training rooms
- 150-seat lecture theatre
- Library and Information Centre (the official UK documentation centre for emergency planning)
- Internet cafe
- 102 bedroom en-suite residential hotel
- air-conditioned fitness centre
- 10km jogging/walking trails
- Coffee lounge
- Elegant dining room
- Cosy bar
- Conservatory with snooker table

Directions to the Hawkhills are available from our website at www.cabinetoffice.gov.uk/epcollege

*FEES

The fee you will pay depends on the nature of your organisation's business. Our pricing structure is divided into three rates:

Rate 1

For delegates who are: Category 1 Responders (as defined by the Civil Contingencies Act 2004).

Rate 2

For delegates who are: Category 2 Responders (as defined by the Civil Contingencies Act 2004), private sector business, Government Department/Agency and all other organisations that are not listed as a Category 1 Responder in the Act. This rate is also applicable to delegates from overseas.

Rate 3

For delegates who are: Voluntary organisations who have provided documentary evidence from a professional emergency planning body (eg, a local authority emergency planning department) supporting their claim of an active role in an emergency.

What the Fee Includes

This course is delivered at the Emergency Planning College in Easingwold. The fee therefore includes overnight accommodation, refreshments, meals, materials and training. If you wish to stay the night prior to your course starting please contact our Reservations Team on 01347 822877 or email: epc.reservations@cabinet-office.x.gsi.gov.uk There will be an additional charge.

The fees shown are correct at the time of going to press but we reserve the right to alter them. We do not charge VAT.

USEFUL INFORMATION

Some pre-course preparation may be required prior to attending the events, particularly if you are new to crowd and public safety management, or need a refresher before coming on the course.

For further information please visit the 'Course Instruction' area of our website at www.cabinetoffice.gov.uk/epcollege.



Booking Form

Please write in BLOCK CAPITALS. This form can be photocopied for multiple applications.

NB: We recommend that you telephone to confirm a vacancy exists before returning your booking form.

Please reserve a place(s) on the following:

Event Ref No:	Event Title	Event Date
09/26/A1	Public Safety at Sports Grounds & Events	22-24 June 2009

Your Details

Title Mr Mrs Ms Other.....

Surname:

Forename:

Date of Birth:/...../.....(for our use only as a unique identifier)

Job Title:

Organisation or company:

Address:

.....

.....

County: Postcode:

Country:

Telephone Number:

Fax Number:

Email:

Do you have access to the Internet? YES NO

Website address:

Marketing and Sales

How did you hear about the course?

Friend/Colleague Prospectus Flyer

Advert Search Engine Exhibition

Other:

The Emergency Planning College will retain information from this booking form in accordance with the Data Protection Act 1998. If you want your details to be excluded please tick the box.

On completion please return to:

**Reservations, Emergency Planning College,
The Hawkhill, Easingwold, York YO61 3EG**

Tel: +44 (0)1347 822877

Fax: +44 (0)1347 825186

Email: epc.reservations@cabinet-office.x.gsi.gov.uk

We offer a 5% discount on course fees to members of the Emergency Planning Society. To claim please tell us your membership number.

Payment Authorisation

To be completed by the budget holder.

Title Mr Mrs Ms Other.....

Surname:

Forename:

Signature:Date:.....

Job Title:

Organisation or company:

Address:

.....

.....

County: Postcode:

Country:

Telephone Number:

Fax Number:

Email:

Name and address for invoice

(if same as above please tick box)

Contact Name:

Organisation or company:

Address:

.....

County: Postcode:

Country:

Telephone Number:

Fax Number:

Email:

Purchase Order Reference*

(this will be quoted on your invoice)

Fee enclosed: YES NO

* Must be completed if your organisation operates a purchase order system.

I have read and agree to the terms and conditions of booking (overleaf) and I confirm that payment for this booking has been fully authorised by someone within a position to do so:

Signed: Date:

Terms and Conditions

Definitions

1. 'Confirmed booking' means the firm agreement between The Emergency Planning College (EPC) and the client for attendance at an event on specified dates.
2. A 'Reservation' means a booking that must be changed to a firm booking. Reservations will be held for up to 10 working days while course places remain available.
3. 'Waiting list' means a provisional booking for which no place is available.

Booking Form

4. Booking forms will not be accepted unless they have been authorised for payment.
5. Once a booking is accepted by EPC, the organisation making the booking becomes liable for the relevant course fee, administration or cancellation charge.
6. Confirmation of your booking(s) will be sent to you once we accept your completed booking form, providing places are available on your chosen course.
7. EPC reserves the right to run courses at a different venue to the one specified, when necessary. If this is the case we will inform you as soon as possible and provide you with information about accommodation, travel directions and any other relevant details.

Fees and Payment

8. Fees are payable within 30 calendar days of the invoice.
9. Volunteer rates are available to individuals who are being sponsored by a UK organisation approved by the College. Details of how to apply can be found at the College website (www.epcollege.gov.uk) or by contacting the Reservations Team on 01347 822877.
10. EPC reserve the right to alter prices from those published.

11. Invoices can be issued on request for advanced payment purposes if required.
12. Payment may be enclosed with the booking form.
13. We accept payment of course fees by:
 - debit/credit card. Details of how to pay will be on your invoice.
 - Cheques/BACS payable to EPC.Receipts will be issued on request only. Please note that we are unable to accept payment by American Express.

Cancellation Charges

14. The College reserves the right to cancel, postpone or otherwise alter the content or date of an event without notice. In such circumstances, the College may, at its own discretion, return any payment received without penalty of cancellation charge.
15. Cancellation charges apply when a suitable substitution or transfer is not made at the time of cancellation. Current charges are:

Notice of Cancellation	Percentage of Event Fee charged
29 days or more	25%
14-28 days	50%
Less than 14 days	100%

(Weekends are included in the above calculations).
16. If a delegate fails to attend a course (with no substitution or transfer having been made) this will be deemed as a cancellation and will incur a 100% fee.

Transfers and Substitutions

17. Transfers and substitutions made less than 21 days before the original course date will incur a charge of £50 per delegate.
18. If a delegate is unable to attend an event, one substitution and/or transfer to another event is acceptable within the terms and conditions described above.
19. All requests for transfers and substitutions must be submitted in writing.

20. Organisations wishing to make a transfer or substitution must provide the name of the substitute delegate, and/or alternative event details at the time of the request otherwise the booking will be cancelled (see point 15 and 16).
21. The EPC may, at its own discretion, waive the cancellation charge.

Independent Equal Access

22. If you have additional requirements due to a disability or for any other reason, you may be contacted prior to the commencement of your course to discuss your residential and course specific requirements.

Terms and Conditions for non UK bookings

23. Please be aware that terms and conditions for overseas booking vary from UK terms and conditions. Details can be found at the College website.

Data Protection

24. EPC does not sell, trade or rent your personal information to others. Your details will be added to the EPC database in order to process your booking, and for the purposes of marketing courses and promoting EPC.
25. If you do not wish to receive any further information from us either by post, telephone or email, please contact our marketing team at:

The Emergency Planning College
The Hawkhill
Easingwold
York YO61 3EG
Email:
[epc.marketing@
cabinet-office.x.gsi.gov.uk](mailto:epc.marketing@cabinet-office.x.gsi.gov.uk)
Telephone: 01347 825113
www.cabinetoffice.gov.uk/epcollege

