



EVENTS AND OPERATIONAL PLANNING

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Approved by

Legal Services	Not required
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Note: By signing the above you are authorising the policy for publication and are accepting responsibility for the policy on behalf of the Chief Constables

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Note: Please send the original Policy with both signatures on it to the Norfolk CPU for the audit trail

Index

1. Introduction 4

2. National Guidance 5

3. Safety Advisory Group (SAG) (Process Chart 3) 5

4. Statement of Intent / Memorandum of Understanding 6

5. Notification of an Event or Operation 6

6. Initial Assessment (Process Chart 1) 6

7. Event Categorisation 7

8. EPU Planning Considerations 8

9. Operational Order (EPU2) 9

10. Quality Assurance 9

11. Information Sharing Agreement (ISA) 9

12. Command and Control 9

13. Traffic Management 10

 Events on the Highway 10

14. Risk Assessment 11

15. Resource 11

16. Regional Mutual Aid Agreements 11

17. National Mobilisation Event 12

18. Cost Recovery (Process Chart 4) 12

19. Briefing 12

20. Debriefing 13

21. Disclosure 13

22. Filing System 13

Appendix 1 – Process Chart 1 – Event Assessment and Planning 14

Appendix 2 – Process Chart 2 – Events Planning Process – PME 15

Appendix 3 – Process Chart 3 – Safety Advisory Group (SAG) 16

Appendix 4 – Process Chart 4 – Special Policing Services (SPS) Recharging 17

Legal Basis

(Please list below the relevant legislation which is the legal basis for this policy). You must update this list with changes in legislation that are relevant to this policy and hyperlink directly to the legislation.

Legislation/Law specific to the subject of this policy document

Act (title and year)
Road Traffic Act 1988
Road Traffic Offenders Act 1988
Highways Act 1980
Town and Police Clauses Act 1847
Public Order Act 1986
Local Byelaws
Police Regulations 2003
Cycle Racing in Highways Regulations 1960 and any specific Regulations made thereunder
Traffic Management Act 2004
Safety of Sports Ground Act 1975

Police Act 1996

Other legislation/law which you must check this document against (required by law)

<i>Act (title and year)</i>
Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
Equality Act 2010
Crime and Disorder Act 1998
Health and Safety at Work etc. Act 1974 and associated Regulations
General Data Protection Regulation (GDPR) and Data Protection Act 2018
Freedom Of Information Act 2000
The Civil Contingencies Act 2004

Other Related Documents

- Events and Operational Planning (Football) Policy
- Risk Management Policy
- NPCC Guidelines on Charging for Police Services
- Community Impact Assessment Guidance

1. Introduction

1.1 Norfolk and Suffolk Constabularies, by working in partnership with other agencies, aim to facilitate events and operations within their force areas with regard to any statutory duties in respect of the safety of participants, non-participants and police personnel involved.

1.2 An event is a planned public or social occasion for which an Event Organiser has full responsibility for the safety of all attendees, whereas an operation is an organised activity involving a number of people.

1.3 The aims of this policy are to:

- Ensure that all events will be assessed by the Events Planning Unit (EPU), except for marathons, cycle races / triathlons and sponsored walks which will be assessed and dealt with by the Police Traffic Management Officer (TMO);
- Provide a framework relating to the operational planning of known events and operations occurring within both constabularies' areas;
- Ensure clarity of all parties' / partners' responsibilities for policing operations and events;
- Outline the responsibilities of the EPU and the support it will provide;
- Ensure that only those resources necessary to fulfil mandatory police duties are deployed;
- Assist in the cost recovery for police resources requested outside normal mandatory duties;
- Recognise the community engagement element for any events that compliment mandatory police duties that may be necessary.

1.4 The EPU is a central resource providing a single point of contact to plan the police response to events / operations impacting on Norfolk and Suffolk Constabularies as a whole and, in some cases, utilising specialist resources.

1.5 This policy does not include force crime initiatives but the EPU can be used for advice and guidance, if required, for local initiatives.

1.6 Examples of pre-planned events which require operational planning are:

- Sporting events
- Protests / Demonstrations
- Parades
- Music events
- Large scale community shows or fairs
- National policing initiatives

2. National Guidance

2.1 Operations within Norfolk and Suffolk should be planned and policed in accordance with relevant national guidance, including:

- College of Policing (CoP) Authorised Professional Practice (APP)
- Health and Safety Executive (HSE) Event Safety Guide (Purple Guide)
- Sports Ground Safety Authority (SGSA) Guide to Safety at Sports Grounds (Green Guide)
- Home Office Good Practice Safety Guide (Red Guide)
- NPCC Guidelines on Charging for Police Services
- Force Mobilisation Plan

2.2 It is the responsibility of the Event Organiser(s) to adhere to the appropriate HSE or Home Office Guidance in planning their event. The EPU will not support events that do not follow these or any other relevant guidance.

3. Safety Advisory Group (SAG) ([Process Chart 3](#))

3.1 Meetings of the Safety Advisory Group, chaired by the Local Authority, are held on a regular basis.

The SAG representatives are:

- The Event Organiser
- The Police (EPU), Licensing, Traffic Management Officer (TMO) and Local Policing Command (LPC), if appropriate
- The Fire and Rescue Service
- The East of England Ambulance Service NHS Trust
- The Highways Agency
- Local Authority Representatives – Environmental Health, Licensing, Food and Hygiene
- Any invited guests, as required

3.2 The SAG will consider any safety related issues and make recommendations to the Event Organisers.

They will also:

- Promote good practice in safety and welfare planning at events; and
- Ensure events cause minimal adverse impact.

3.3 Event organisers are responsible for public safety and police personnel must not indicate any acceptance of that role.

- 3.4 If an event needs to be cancelled, the decision and notification must be the responsibility of the Event Organiser, not the police.
- 3.5 Police personnel attending SAG should generally confine representations to policing issues only.

4. Statement of Intent / Memorandum of Understanding

- 4.1 Recommendations should be given to the writing of a Statement of Intent. The document will recognise the police and organisers working together in relation to the event and defines the respective functions and division of responsibilities of those parties in relation to the event. These can be between the organiser and police or include other key stakeholders within the event structure.
- 4.2 The 'Statement of Intent / Memorandum of Understanding' is a management statement and not a legal document. A sample document can be requested from EPU.

5. Notification of an Event or Operation

- 5.1 All notifications of events / operations are to be forwarded, via email to the Events Planning inbox: EventsPlanningUnit@norfolk.pnn.police.uk where an initial assessment will be made by EPU (see below) and stored electronically. Any associated paperwork should be posted to EPU without delay.
- 5.2 The EPU Supervisor will delegate the initial opening and assessment of received mail to EPU personnel. All staff members of the EPU are responsible for the opening of received mail and assessment of events for their areas. Accessing the e-mail box will be done as regularly as is required to keep it cleared.
- 5.3 Public Military Event (PME) notifications will be received and assessed as part of the planning process by EPU. ([Process Chart 2](#))

6. Initial Assessment ([Process Chart 1](#))

- 6.1 Once received, each operation or event coming to the notice of the EPU must initially be assessed using the National Decision Model (NDM). It will be determined as to whether police resources are required or necessary, using all the information known regarding the organiser(s) of the operation or event and the planned event itself, taking into consideration the following:
- Available intelligence regarding the event / organiser / location / local interest;
 - Any threat assessment made by Special Branch, Counter Terrorism Specialist Advisor (CTSA);
 - Security Coordinator (SECCO);

- Public Order Public Safety (POPS);
- The category of the operation / event; and
- The pricing ratio to be followed if additional policing resources are required – using the pricing matrix within (see Section 18, Cost Recovery).

6.2 The events assessed will be graded and the following procedures adopted for each:

'N'	Initial notification and assessment stored by EPU
'A'	<ul style="list-style-type: none"> - EPU1 sent to the CPC to plan and complete an Operational Order / deployment sheet (EPU can advise). The initial EPU1 will be filed in the EPU. - Upon completion by CPC the Operational Order and EPU1 is to be submitted to the EPU for quality checking prior to distribution. - If the Operational Order complies with Force policy it will be allocated a unique EPU number and returned for distribution. - The EPU will store a copy in the EPU library. - CPC will be responsible for identifying and arranging a local command structure and any resourcing requirements with RMU.
'B' and 'C'	EPU will retain ownership of these events and subsequent planning.

6.3 The EPU will notify the relevant SAG or Local Authority of the event as well as the police TMO and Licensing Department.

7. Event Categorisation

7.1 A notification of an event / operation will be categorised by EPU using EPU departmental matrix and Notification. Any ambiguity will be referred to the Head of Operational Planning.

7.2 All events / operations will be allocated one of the categories below, but may be re-assessed at a later date if further information or intelligence is received.

Category N	<p>Non Dedicated Policing Resources</p> <ul style="list-style-type: none"> • Policing resources will not be specifically deployed to this event; however, SNT resources may visit the event for community engagement.
Category A	<p>Minor Events</p> <ul style="list-style-type: none"> • Low risk of disorder / ASB • Dedicated resources from SNT / LPC Minor CPC assistance, as required, balanced against SNT minimum staffing levels
Category B	<p>Medium Sized Events</p> <ul style="list-style-type: none"> • Medium risk of disorder / ASB • Dedicated CPC resources and accredited command structure required
Category C	<p>Force Events (with or without specialist resources)</p> <ul style="list-style-type: none"> • High risk disorder / ASB • Dedicated CPC resources and command structure required Possible PSU / other specialist units required • Mutual Aid requests

7.3 The following documents are used in conjunction with this policy:

- EPU departmental matrix and Notification and Planning Form – For all Events / Operations
- Re-Charging – Application for Special Policing Services (SPS)
- Operational Order Template
- Statement of Intent / Memorandum of Understanding (SOI / MOU) – Protocol to ensure clarity of roles between all parties
- Letter of acknowledgement – EPU to Event Organiser giving policing decision in the absence of SAG involvement
- Debrief Proforma
- Debrief Report

All of the above documents are available from the EPU.

7.4 The Planning Officer dealing with the operation / event is to ensure the details are entered onto the Force Events Calendar and updated appropriately.

8. EPU Planning Considerations

8.1 Categories B and C will require a dedicated command structure to be included, along with the following considerations:

- Resourcing requirements;
- Risk Assessment, including Community Impact Assessment;

- The impact on the Human Rights of all persons involved or likely to be affected, using the Human Rights Flow Chart;
- Planner's checklist;
- Planner's notes.

9. Operational Order (EPU2)

- 9.1 The Operational Order for events and operations managed by EPU will be put together by the EPU Planner, using template EPU2. The Gold Commander will formulate the strategy for the operation and the Silver Commander will formulate the tactical plan.
- 9.2 The Operational Order should be written based on nationally recognised formats.
- 9.3 Each Operational Order must be protectively marked in accordance with the Government Security Classification (GSC).
- 9.4 Consideration should also be given for a Community Impact Assessment.
- 9.5 Prior to circulation of the Operational Order, the Silver Commander will agree the content and approve its publication.
- 9.6 Individual copies of the Operational Order will only be sent to the remaining Command Team and identified persons. The Operational Order will then be held in the EPU Public Folder in PDF format allowing access to all the remaining personnel involved in the operation. The hyperlink to this document will be sent out by email to all staff involved in the operation.

10. Quality Assurance

- 10.1 Completed Operational Orders are subject to the EPU quality assurance procedures.

11. Information Sharing Agreement (ISA)

- 11.1 Information Sharing Agreements will be arranged with Event Organisers, if deemed necessary.

12. Command and Control

- 12.1 Events / Operations requiring police resources must have the nationally agreed command structure.
- 12.2 Events / Operations categorised as B and C require a dedicated Gold, Silver and Bronze Commander.
- 12.3 In order to achieve a co-ordinated response to an incident or event, the national structure ensures understanding of responsibilities between

partner agencies which corresponds directly to the three levels of operational management:

- Gold (Strategic)
- Silver (Tactical)
- Bronze (Operational)

12.4 A detailed explanation and responsibility of the roles can be found in CoP Authorised Professional Practice.

12.5 These levels are not rank-specific. They are relevant to decision-making levels and are relevant to the experience and expertise of the role holder. Any individual engaged on any operation / event should be trained to the required level to carry out their role.

12.6 All Commanders should be trained and accredited in policing events (PEC) and, where appropriate, trained further in other specialisms such as Firearms, Police Support Unit (PSU) and Chemical, Biological, Radiological and Nuclear (CBRN), where the role demands. If the duration of the event is likely to be protracted, command resilience must be considered.

12.7 This model of command and control is not only designed to work within 'police only' operations, but enables individuals at all three levels to interact effectively with their counterparts in other services and organisations.

12.8 It is essential that any event or operation should be governed by an unambiguous command structure, which outlines the clarity and accountability of each command position.

12.9 It is good practice for partner organisations (including the event organisation) to follow the same command structure and for the relevant meetings to follow such a structure.

13. Traffic Management

13.1 The Traffic Management Act 2004 places a duty on Local Traffic Authorities (LTA) to manage traffic associated with planned events, e.g. sporting events, carnivals, parades, etc. This should be undertaken in conjunction with the Event Organisers as part of the SAG process.

13.2 It is the responsibility of the Event Organiser to produce a Traffic Management Plan for their event in line with the Act and other legislation.

13.3 The Traffic Regulation Order (TRO) will be processed by the local Highways Agency. The Event Organiser is responsible for the placing of cones and signage.

Events on the Highway

13.4 Event Organisers should:

- Liaise with the relevant highway authority, e.g. to discuss the highway implications of any planned event.
- Identify temporary road closures, traffic restrictions and alternative routes, and apply for the appropriate Temporary Traffic Regulation Orders from the Local Authority Highways.
- Consider including representatives of emergency services in the initial consultation. The Local Authority has responsibilities under The Traffic Management Act 2004 to manage the consultation.

14. Risk Assessment

- 14.1 The risk assessment for any event and its component parts rests with the Event Organiser.
- 14.2 A risk assessment must be undertaken by the police for the deployment of their personnel and, where possible, the findings shared with partners. Care should be taken regarding the use of generic risk assessments.
- 14.3 Pre-planned events will normally have unique risk factors, which should be assessed individually and control measures put in place within the plan, where appropriate, using the partners risk assessment or knowledge.
- 14.4 A copy of the Event Organiser's risk assessment should be attached to any deployment documentation for staff awareness.
- 14.5 Where the event / operation involves personnel that will have unsupervised contact with children, Independent Safeguarding Authority or equivalent checks must be made and it is the responsibility of the Event Organiser to ensure they are completed prior to the event. All costs incurred will be at the Event Organiser's expense.
- 14.6 If there are any concerns about the management of the event, which have not been resolved, the Head of Operational Planning will review the arrangements in conjunction with relevant partners before making a decision concerning police support and involvement. The result of any such review will be communicated to all interested parties.

15. Resource

- 15.1 Resourcing and warnings will be the responsibility of the Resource Management Unit (RMU). Details of staffing will be hyperlinked within the Operational Order to the Resource Management Unit folder. The live document allows last minute resource changes to be made and detected. Allocated resources will need to be printed off by supervisors separate to the Operational Order prior to deployment.

16. Regional Mutual Aid Agreements

- 16.1 Chief Officer Team or Duty Gold can request local Mutual Aid from other forces to help with the management and resolution of an event. Any mutual

aid request that requires support from resources within the Eastern Region (Tier 2 mobilisation) will be coordinated by Essex Police through the Eastern Region Information and Co-ordination Centre (ERICC), which must be notified if local Mutual Aid agreements are activated - this will be done through the Single Point of Contact (SPOC).

16.2 The Inspector in Operational Support will act as the SPOC on behalf of the two forces.

17. National Mobilisation Event

17.1 If an assessment reveals that resources are required that exceed local Mutual Aid capability, the Chief Officer Team must declare a Mobilisation Event. This decision, including the rationale, must be documented through the Duty Officer. This will be classified as a Tier 3 mobilisation and ERICC will make a request for mutual aid support on behalf of the Force to the National Police Coordination Centre (NPoCC).

18. Cost Recovery ([Process Chart 4](#))

18.1 In accordance with Section 25 of the Police Act 1996, the police may charge for the provision of police services if requested by a person or body and the services are not those that are required to be provided by the police – this may include providing additional officers over and above the number required to meet police duties. Charging can only be levied if the organiser has requested the additional services and the services are those that the police are not duty bound to provide. If there is any doubt about what can be charged, advice should be sought from the EPU and / or Legal Services.

18.2 The use of additional police resources will be costed and charged to the Event Organiser in line with the National NPCC charging policy.

18.3 The Silver Commander will determine the number of additional police resources required for an event and agree with Gold. Application for SPS re-charging will be initiated by EPU by completing Assessment Form and forwarding to the relevant Finance Department.

19. Briefing

19.1 Before police personnel are deployed on any pre-planned operation, they must be fully briefed. The content of the briefing must be adequate for purpose and it should take place in suitable surroundings. All personnel involved in an operation must understand their role and there must be no ambiguity.

19.2 A pre-planned operation briefing should be either audio or video recorded, or read from a pre-prepared script which is compliant with the format of the Operational Order. As part of a briefing, consideration should be given to providing resources with any relevant maps that may be required. This is

particularly important when resources from other Departments or other police forces are used in the operation or event.

19.3 Within the briefing all Health and Safety legislation applicable to the event should be covered including all necessary risk assessments.

20. Debriefing

20.1 A suitable structure for capturing organisational learning should be identified within the planning stage of the event.

20.2 A process to identify emerging issues during the event can be captured by the use of the debrief procedure contained within the Operational Order.

20.3 A formal structured debrief can be requested, if appropriate.

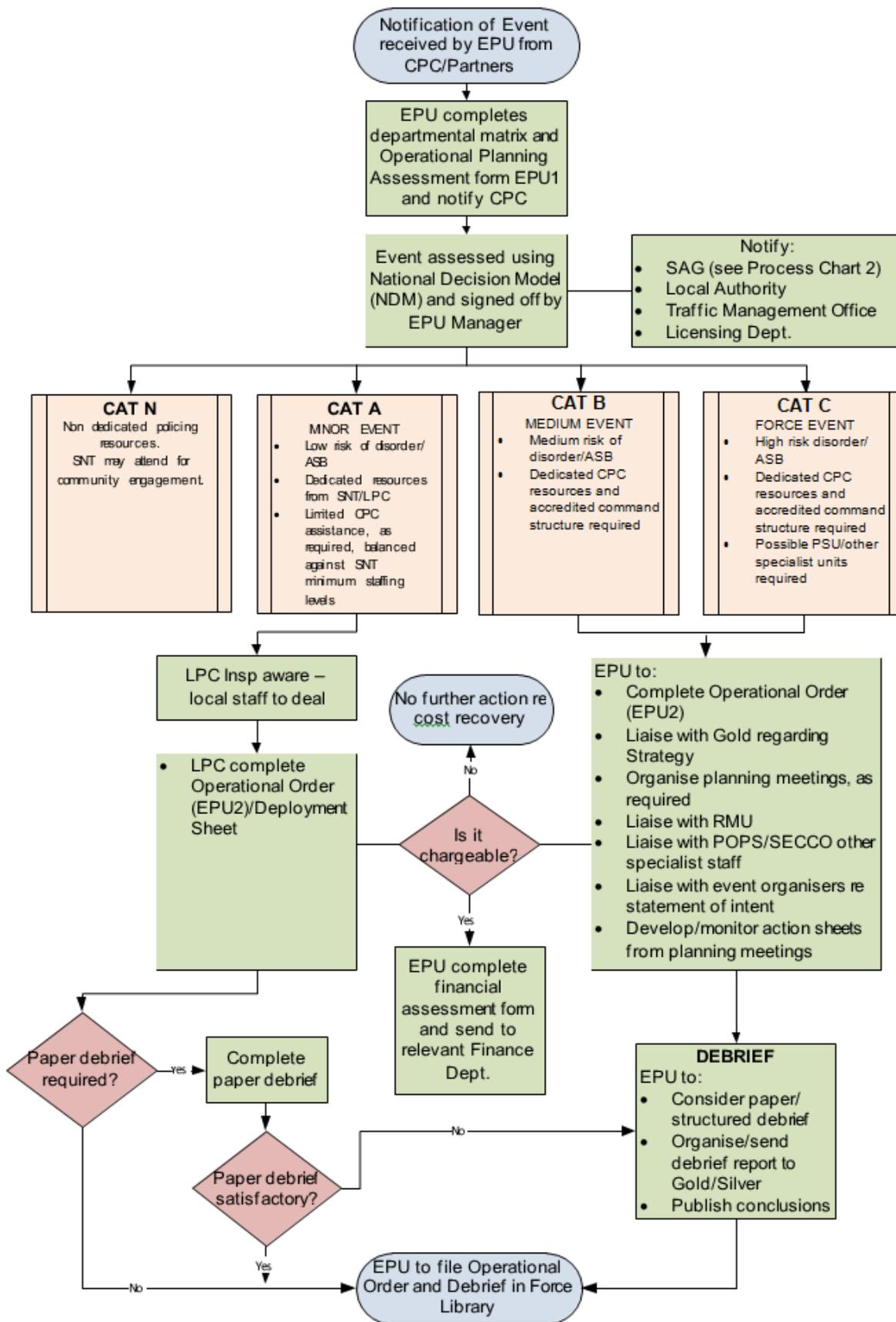
21. Disclosure

21.1 All police personnel must comply with Data Protection Legislation, Information Sharing Protocols and Management of Police Information (MoPI). If in any doubt, contact should be made with the Information Management Department.

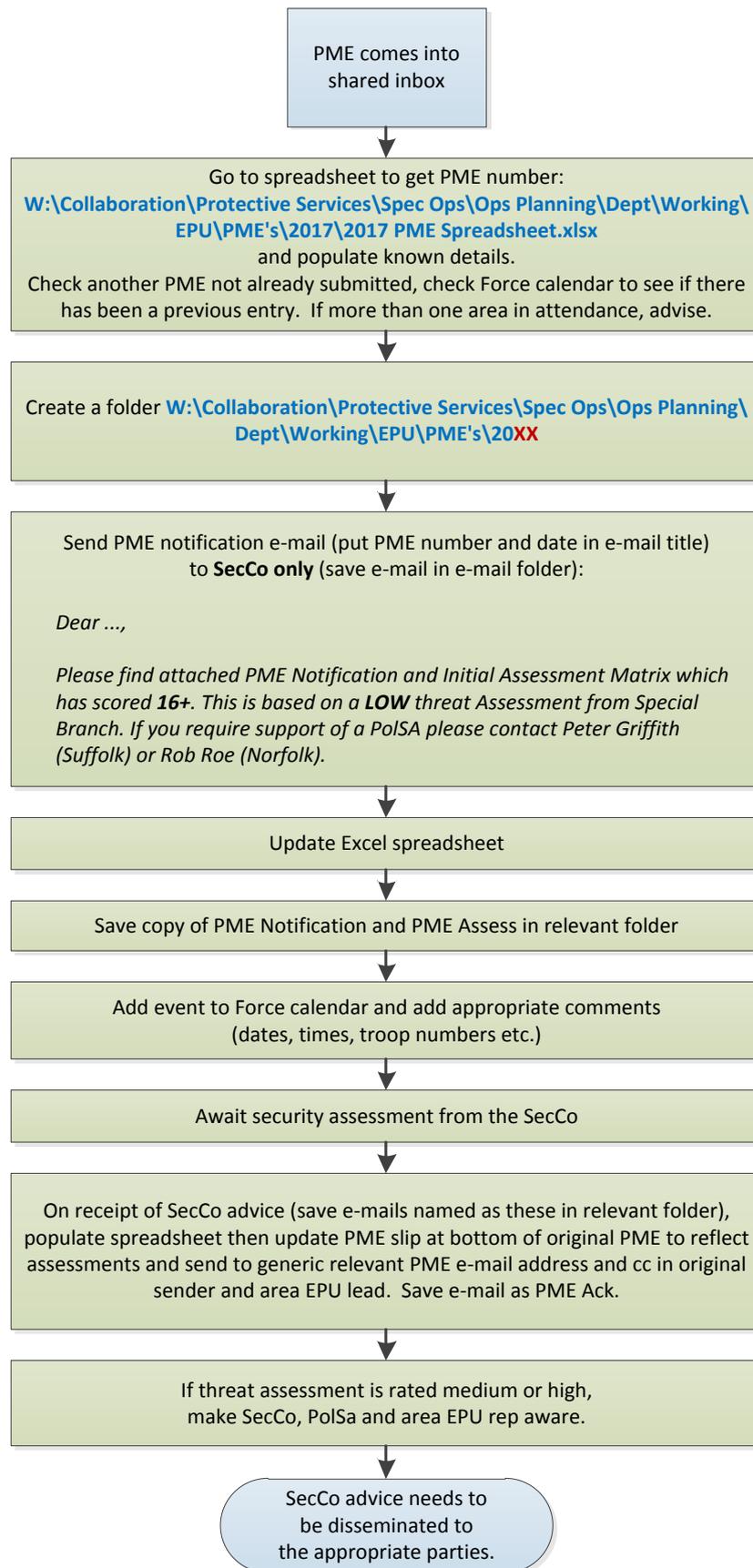
22. Filing System

22.1 The Operational Order / briefing document, policy documents and planning notes must be filed in a retrievable, auditable system. All documents will be filed centrally by EPU. Electronic planning and debriefing data charts will be maintained together with the above documents.

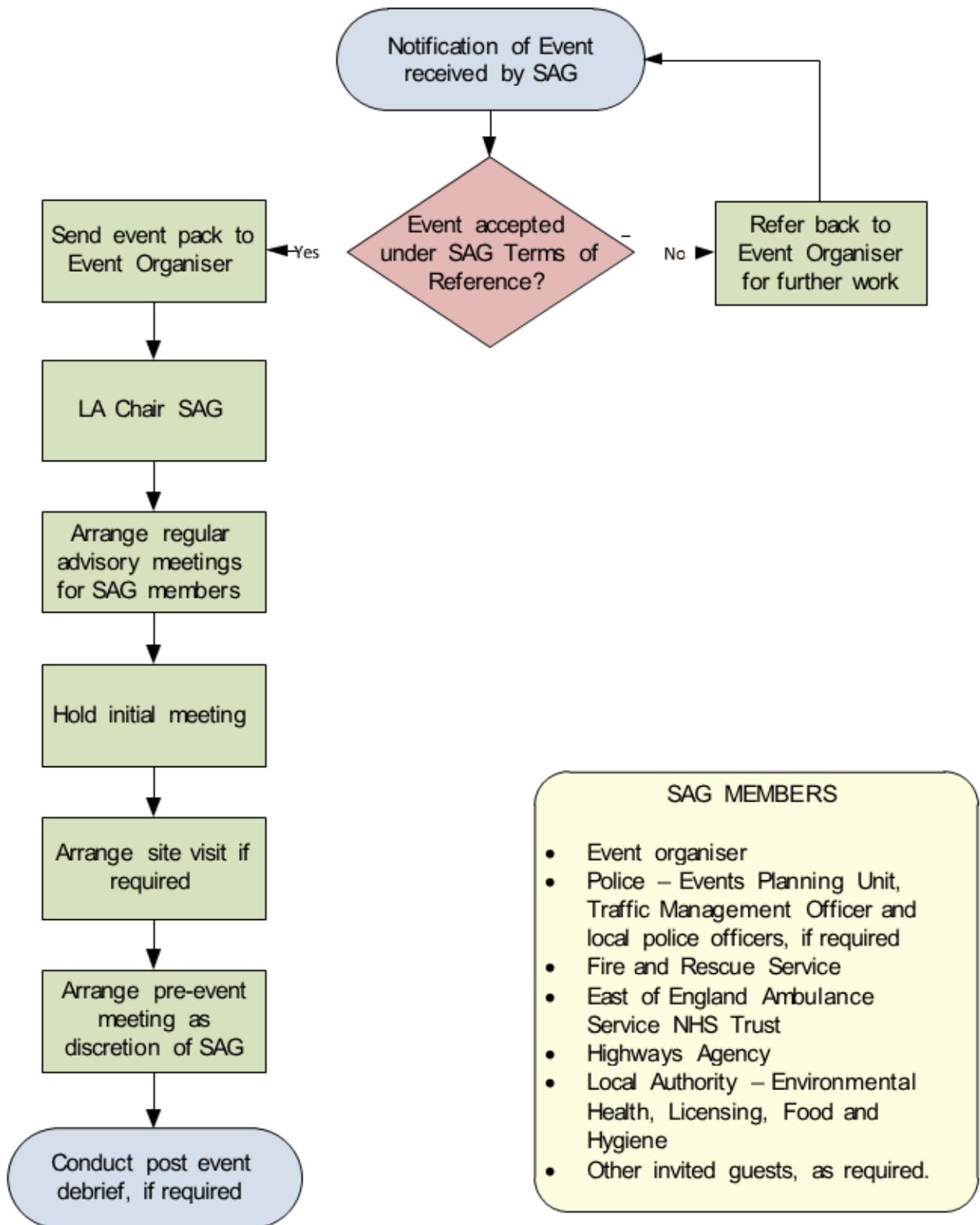
Appendix 1 – Process Chart 1 – Event Assessment and Planning



Appendix 2 – Process Chart 2 – Events Planning Process – PME



Appendix 3 – Process Chart 3 – Safety Advisory Group (SAG)



Appendix 4 – Process Chart 4 – Special Policing Services (SPS) Recharging

