**Public Entry and Exit**

This includes vehicles and car parking. You must arrange separate vehicle and pedestrian entrances/exits to the site and arrange entrance queues that do not obstruct access or nearby road junctions. When there is a limit on the number of people that can be accommodated at the event, make sure the entrance is well stewarded and that an accurate form of head counting is operated to prevent overcrowding on site and at exits.

This is important at indoor venues. If you are hiring a venue the owner/operator should have already completed a fire risk assessment, ask to see it and make sure you’re happy with how fire safety is managed, the maximum occupancy levels suit your needs and that the provisions for escape are adequate. You will need to discuss how escape will be managed and what aspects you and the venue operator will be responsible for. There may also be some conditions on activities that will need to be adhered to.

Outdoors, provide at least two pedestrian exits from the site. The number and size of the exits should be large enough to permit an orderly evacuation from the site in less than 8 minutes. Exits should be not less than 1.5m in clear width (which will allow up to 1000 people to pass through in 8 minutes), spaced well apart around the site, clearly marked, kept free from obstructions and well lit where the event is likely to last beyond dusk. Site any car parking well away from the pedestrian areas of the site. Clearly signpost the parking area and do not allow cars to be parked anywhere else. If you are having car parks you need to design and steward them to control risks such as cars reversing.