

BS 8406:2020



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Event stewarding — Code of practice

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Summary of pages

This document comprises a front cover, and inside front cover, pages i to iv, pages 1 to 16, an inside back cover and a back cover.

Foreword

Publishing information

This British Standard is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect on 31 August 2020. It was prepared by Technical Committee GW/3, *Private security management and services*. A list of organizations represented on this committee can be obtained on request to its committee manager.

Supersession

This British Standard supersedes [BS 8406:2009](#), which is withdrawn.

Relationship with other publications

It is intended that organizations follow the recommendations of [BS 10800](#) and this British Standard.

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As a code of practice, this British Standard takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this British Standard is expected to be able to justify any course of action that deviates from its recommendations.

Presentational convention

The provisions of this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is “should”.

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

The word “should” is used to express recommendations of this standard. The word “may” is used in the text to express permissibility, e.g. as an alternative to the primary recommendation of the clause. The word “can” is used to express possibility, e.g. a consequence of an action or an event.

Notes and commentaries are provided throughout the text of this standard. Notes give references and additional information that are important but do not form part of the recommendations. Commentaries give background information.

Where words have alternative spellings, the preferred spelling of the Shorter Oxford English Dictionary is used (e.g. “organization” rather than “organisation”).

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

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0 Introduction

This British Standard details the ways in which an organization manages the service provision of event stewarding. It is intended to be applied in conjunction with [BS 10800](#).

Although this British Standard is aimed at organizations that provide event stewarding services on a contracted basis, its provisions and guidelines could be equally applicable to those companies operating an in-house service provision.

1 Scope

This British Standard gives recommendations for the infrastructure, staffing, training, operation and management of organizations providing stewarding, including the support of safety at events.

NOTE 1 For the definition of event, see [3.4](#).

The recommendations of this British Standard do not apply to the provision of security services, such as static site guarding, mobile patrol services, CCTV, security dogs and door supervision.

NOTE 2 Recommendations for static site guarding, mobile patrol services, CCTV, security dogs and door supervision are given in BS 7499, [BS 7984-3](#), [BS 7958](#), [BS 8517](#) and [BS 7960](#) respectively.

This British Standard is not applicable to locally organized community events; however, it can be used as guidance for organizers or suppliers.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes provisions of this document¹⁾. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

[BS 7858](#), *Screening of individuals working in a secure environment – Code of practice*

[BS 10800:2020](#), *Provision of security services – Code of practice*

3 Terms and definitions

For the purpose of this British Standard, the following terms and definitions apply.

3.1 client

individual or company that employs an organization to carry out the stewarding and crowd safety at an event

3.2 control point

location where operational procedures are monitored and/or managed

NOTE This can also be referred to as control room.

3.3 crowd management

systematic planning for, and supervision of, orderly movement, assembly and dispersal of people

NOTE Crowd management involves the assessment of the people-handling capabilities of a space prior to its use. It includes:

a) *evaluation of projected levels of occupancy;*

¹⁾ Documents that are referred to solely in an informative manner are listed in the Bibliography.