A guide for event organisers holding events in Telford and Wrekin











Introduction

There are many different types of public events that take place in Telford & Wrekin every year. These can range from sporting events to musical concerts; some taking place indoors; some outdoors; some are large and some small. It is important to remember that when large groups of people gather together a wide range of dangerous situations can occur. There are also many different factors that can influence crowds.

As an event organiser you are responsible for and have a legal duty to ensure the health, safety and welfare of the people attending your event, as well as that of the employees, volunteers, contractors and sub-contractors working there.

Many public events are not covered by the strict controls that govern sporting events and often take place without consultation with the local authority or emergency services where safety expertise could have been obtained.

Telford & Wrekin Council, together with West Mercia Police, Shropshire Fire and Rescue and West Midlands Ambulance services, have combined their resources to address this issue.

Following the Olympic Torch Relay the Telford & Wrekin Event Safety Advisory Group (ESAG) was formed. The group provides a forum for local authorities and the emergency services to discuss ways in which those events not covered by existing legal arrangements for registration or licensing, can take place in a safe manner.

The group also encourage event organisers to take advantage of the safety advice available and make sure that public safety at their event is always a major priority.

The aims and objectives of ESAG are to provide the above information to event organisers and to foster good working relationships with them; to compile a comprehensive list of events occurring within Telford & Wrekin and to promote best practice and encourage co-operation between members and to make sure that public safety is always in the minds of event organisers. The information given by ESAG is free and is often in addition to any legal requirements or statutory guidance that may apply.

ESAG's do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. They provide independent advice to event organisers who retain the legal responsibility for ensuring a safe event. (Individual representatives or organisations forming the ESAG may have powers to require event organisers to comply with their legal obligations).

If the membership of ESAG identifies public events that are likely to take place with the potential to compromise the safety of the people attending them, then clearly the appropriate member organisation may have to take action to prevent such events from taking place, unless the necessary safety improvements are implemented.

As well as offering guidance to anyone organising a public event, ESAG will endeavour to ensure that such assistance is consistent and will encourage a minimum standard of safety at all events held throughout Telford & Wrekin.

This booklet is a brief guide explaining what to do if you are organising a public event – the guidance is applicable to a wide range of events including fairs, shows, gala's, pop concerts, motor sports, firework displays and religious events, all of which take place in Telford & Wrekin every year. The guidance can

be applied equally to both licensed and non-licensed events. It is not a substitute for existing technical guidance documents. It should, however, be read in conjunction with them and a list can be found in further reading section at the end of the document.

This booklet also contains safety checklists (found in Appendix 1 and Appendix 3 for Fire Safety) and this checklist **should** be used and completed when organising your events.

The information contained in this booklet is designed to guide you towards the safe planning of a wide range of events. It also promotes interagency discussion and involvement in the principles of the 'Safety Advisory Group' as a means of achieving a safe event. In addition you should contact ESAG where you will be able to take advantage of the expertise available and obtain more detailed specific advice on any outstanding issues that you may have.

Which organisations are represented on ESAG?

Telford & Wrekin Councils' Public Protection Team: 01952 381818 environmental.health@telford.gov.uk

West Mercia Police: opsplanning@warwickshireandwestmercia.pnn.police.uk

Shropshire Fire & Rescue: enquiries@shropshirefire.gov.uk West Midlands Ambulance Service: enquiries@WMAS.nhs.uk

Telford & Wrekin Councils' Highways: 01952 384628 traffic@telford.gov.uk

Health & Safety Executive: advice@hse.gsi.gov.uk

Local authority representatives include officers from health and safety, environmental health, food safety, licensing, highways, emergency planning and the councils' event organisers.

What does ESAG do?

As well as producing guidance for event organisers, the Event Safety Advisory Group (ESAG) meet and discuss those public events that are considered to have the potential to present a significant risk to public safety. Events can be brought to the attention of ESAG via a number of routes:

- Direct contact via the event organiser with ESAG or one of its members.
- Direct contact with the local authority who may refer you to ESAG.
- Direct contact by ESAG with the organiser or an event, e.g. when the event is advertised in the press has significant implications for public safety, but has not been notified to ESAG.
- Notification to West Mercia Police email opsplanning@warwickshireandwestmercia.pnn.police.uk

What do you need to do?

We want to help event organisers to make their events as safe as possible. In order to assess the risk presented by your event and thereby determine the level of assistance that can be offered, it is important that you provide the following information:

- The named organiser of the event and their contact details.
- The date and timing of the event.
- The type of event you are planning.
- How many people are expected?
- Details of any special or unusual activities.
- The results of any risk assessments including fire risk assessments that you have carried out.
- If your event is open to the general public.

- If your event will take place on the highway.
- If your event will take place in a public area, such as a park, town centre or open space.
- If your event is in a private venue, but because of its size or type of activity planned, there may be some concern for the safety of those attending and those nearby.
- Availability of alcohol.
- If the event has been held in previous years.

Ideally you should inform ESAG as soon as possible especially if you are intending to stage a major event, when planning is likely to take some time.

What happens next?

Normally we will make note of your plans and possibly send you some safety advice but not take any further action. However, in some cases, the appropriate member organisation may ask you to change some of your plans to improve safety at the event.

For larger or more complex events, ESAG may take a more active role. For example we may wish to meet with you to discuss your plans and arrangements in more detail.

The types of events that the ESAG will be able to provide advice for include, for example:

- large scale outdoor events
- firework displays
- carnivals
- parades
- shows
- music festivals
- events requiring a licence under the Licensing Act 2003

The main focus of the ESAG will be large scale public events where a lot of people are expected to attend but the group will also advise on smaller events where the location, expected attendance profile, previous event history or planned activities warrant this.

Who is responsible for safety at public events?

The organiser and/or landowner are responsible for safety at public events. We strongly recommend that you take out insurance to cover the event that you are organising.

We would expect you to have a named person who is responsible for the safety at your event. For larger events this may be a dedicated safety officer with a support team. All events are different and it is impossible to provide specific guidance for every possible eventuality. However, there are minimum safety standards that must be met.

Useful information for planning your event

The Purple Guide

The Purple Guide to Health, Safety and Welfare at Music and other events, has been drawn up by the Events Industry forum. This publication is designed to replace (HSG 195). The guide can be accessed at http://www.thepurpleguide.co.uk/ there is a fee.

Guidance on running events safely

HSE web pages offer guidance on a number of topics http://www.hse.gov.uk/event-safety/.

CIEH National Guidance for Outdoor and Mobile Catering.

A set of guidance notes that aim to provide a basis of agreed standards in outdoor catering management. www.cieh.org/policy/guidance_outdoor_mobile_catering.html.

Your Event - Things to consider

1. The Site

In choosing a location for the event the organiser should ensure that the site should be big enough for all the planned activities. For all events there must be plenty of space for the public to move around stalls, rides, performance/stage, arena/exhibition areas etc. There must be unobstructed routes to exits. This is particularly important at indoor events to prevent stalls/goods obstructing exit routes and doors. Another important consideration at the planning stage is the access to the site. How easy is it to get to, if the public will use cars is there sufficient on site/ off site parking available? Consider whether the emergency routes will be adequate.

Consider if there are any on site hazards that need to be taken into account such as water hazards, overhead power lines, land used for grazing animals.

The land owners' permission should be obtained.

2. Licensing

2.1 Temporary Event Notices or Time-limited Premises Licence may be required by event organisers. In these circumstances any hire agreement etc. will be conditional on a license being granted. Equally, the issue of a Temporary Event Notice or Time-limited Premises Licence does not in itself constitute permission to use the land.

Depending on the activities being provided at the event, a licence may be required under the Licensing Act, 2003.

Licensable activities are:

- The sale of alcohol by retail
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club
- The provision of 'regulated entertainment'
- The provision of late night refreshment

'Regulated entertainment' means:

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- Boxing or wrestling entertainment (indoor or outdoor)
- a contest, exhibitioner display which combines boxing or wrestling with one or more martial arts ("combined fighting sports")
- A performance of live music
- Playing of recorded music (except incidental and background music)
- A performance of live dance
- Entertainment of a similar description to a performance of live music, any playing of recorded music or a performance of dance

The following licences are needed:

A "Premises Licence" will be required where any of the above activities are going to take place. The
exception to this rule is for small events which last no more than 168 hours and have no more than
499 people attending at any one time. In these cases a Temporary Event Notice (TEN) can be given
by the applicant to the Licensing Authority. There are limits on the number of TEN's that can be
applied for. A TEN notice requires the naming of a Premises User, and supplies of alcohol must be
made 'by or under the authority of a premises user'.

Where alcohol is to be sold in connection with a Premises Licence there must be a Designated Premises Supervisor (DPS) named on the licence. The DPS must be a personal licence holder. If the event takes place under a TEN then a personal licence is not required

- The following are exempt from licensing under the Act :
- activities which involve participation as acts of worship in a religious context;
- activities in places of public religious worship;
- education teaching students to perform music or to dance;
- the demonstration of a product for example, a guitar in a music shop;
- the rehearsal of a play or performance of music for a private audience where no charge is made with a view to making a profit;
- Morris dancing (or similar)16;
- Incidental music the performance of live music or the playing of recorded music if it is incidental to some other activity17;
- Incidental film an exhibition of moving pictures if it is incidental to some other
- activity18:
- A spontaneous performance of music, singing or dancing;
- Garden fetes or similar if not being promoted or held for purposes of private gain;
- Films for advertisement, information, education or in museums or art galleries;
- Television or radio broadcasts as long as the programme is live and simultaneous;
- Vehicles in motion at a time when the vehicle is not permanently or temporarily
- parked;
- Games played in pubs, youth clubs etc. (e.g. pool, darts and table tennis);
- Stand-up comedy: and
- Provision of entertainment facilities (e.g. dance floors)19.
- Plays: no licence is required for performances between 08.00 and 23.00 on any day,
- provided that the audience does not exceed 500.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community
- premises between 08.00 and 23.00 on any day provided that the audience does not
- exceed 500 and the organiser (a) gets consent to the screening from a person who is
- responsible for the premises; and (b) ensures that each such screening abides by age
- classification ratings.
- Indoor sporting events: no licence is required for an event between 08.00 and 23.00 on any day, provided that those present do not exceed 1000.
- Boxing or wrestling entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- For information on these and other exemptions (under certain circumstances) for recorded and live music please contact the Council's Licensing Service on 01952 381818 or email <u>licensing @telford.gov.uk</u>.

- *The sale of alcohol at a private event, or at a garden fete will always require a licence, unless it's a prize in an exempted raffle.
- Street Trading Consents All areas in Telford, to which the public have free access, are designated as Street Trading Consent areas. If you are having stalls at your event, it is likely you will need to apply for a Street Trading Consent.
- **Street Collection Permits** If you are planning to collect money from charity at your event, it is likely that you will need a Street Collection Permit.

*The sale of alcohol at a private event, or at a garden fete will always require a licence, unless it's a prize in an exempted raffle.

3. Insurance Issues/Public Liability Insurance

If you are organising an event it is advisable to have insurance. The extent to which you will need it will depend upon its size and nature. If you are organising a public event you will need to have public liability insurance. Details of insurance brokers can be found in your local Yellow Pages. You will need to ensure that the policy is sufficient to cover the type of event being planned. For large events a minimum of £5 million is recommended. It is also advisable to insure against eventualities such as bad weather and cancellation. If you are employing outside contractors always check their insurance cover. It is also advisable to check the health and safety policy statements of any contractor you employ (businesses with 5 or more employees are required to have one by law), their risk assessments for the tasks to be carried out and the systems of work or method statements that have been put in place as a result of these assessments to ensure they will be working safely. If your event is going to be a large public event consideration should also be given to special security measures necessary for the attendance of VIP's or celebrities. Special measures should also be implemented should large amounts of cash be accumulated at the event. West Mercia Police will be able to advise upon such issues (see contacts section).

4. Health and Safety Risk Assessments

You should carry out and provide a written risk assessment as the first step in planning your event. This will ensure that adequate health and safety measures are put in place.

Every employer (including event organisers) involved in the event is required to carry out a 'suitable and sufficient' assessment of the risks to the health and safety of employees and others, including the audience; collectively known as 'relevant persons'. The assessment should be completed by a competent person. There are certain exceptions to the duty to undertake a risk assessment, it is good practice for any event to adopt risk assessment approach to safety management and this could be incorporated into an operational event assessment.

A risk assessment is simply a careful examination of what could cause harm to people, how serious that harm be and the likelihood that it will occur. By doing this, the organiser will be able to decide what precautions are required. Knowing your event thoroughly is a precursor to conducting risk assessments. A hazard is something with the potential to cause harm, for a hazard to have effect, there has to be hazard event. A risk is both the likelihood of that hazardous event occurring and the seriousness of its impact. While hazards may be common to each event, the management of the risks created by those hazards is unique to each event. Safety management is about risk management not hazard management, putting in place control measures to reduce risks to acceptable levels.

This has clear legal implications for large staged events where several staff are employed on its handling and management. Notwithstanding the legal implications, all event organisers should carry out a risk assessment for all events and ensure all of the 'actions' identified are followed-up. The Risk Assessment should:

- Identify existing and potential hazards
- Define who might be affected by the hazard and how
- Define systems to eradicate, reduce, isolate or control the hazard
- Document all stages of the process
- Review and monitor control systems

Basic Example:

Hazards	Who Might be harmed?	Is the Risk Controlled?	Any Further Action required to Control Risk?
EXAMPLE Crowd Management	Members of the public	Ticketed Event Ticket sales based on entrances and exits and fire risk assessment. Trained Security Marshalls will manage and stewards will support the management of the crowds in and out of the venue and in pinch point areas already identified by Crowd Control Management Plan	Regular communication between pinch points and event control to determine need to prohibit further access to certain areas or restrict movement. Dynamic risk assessment undertaken throughout event.

Guidance on Risk Assessment's can be found at www.hse.gov.uk/risk/

An essential part of preparing your overall risk assessment is to ask those third party trader / exhibitors etc who will be participating / attending your event for their risk assessment. This will help you identify the hazard that others will be importing into the event. You need this information to ensure that your overall risk assessment includes all hazards present. Once completed you should share your assessment with participating traders / exhibitors etc to alert them to other hazards of which they may not be aware, and of the measures that you intend to take, and with which you expect them to comply, to minimise any resulting risks. A risk assessment template can be found in Appendix 2. For further advise please contact the Public Protection on 01952 381818

5. Evacuation

In all cases where a crowd is placed in a confined space, either indoors or outdoors, an evacuation procedure should be part of the risk assessment appraisal and plan. Indoor events will probably have a plan as part of their public entertainments licence. However, this is far less likely for outdoor events. Specialist advice can be sought from various members of ESAG on this issue.

6. Stewards

The primary task of a steward is to minimise the risk of injury to the public and event personnel. It is essential that organisers ensure that their stewards do not exceed their lawful powers and stress that they are not immune from prosecution for their actions. Organisers will be expected to provide enough stewards to cater for the size and nature of the event. Staffing levels may differ if the event is staged inside or where children are involved. The findings of any risk assessment will have a bearing when deciding upon numbers of staff. Where statutory limits for the number of stewards are laid down, each task must be listed and evaluated according to its own risk. There will be an increased need for

supervision during the hours of darkness or if there are unsound surfaces, adverse weather, alcohol, entertainers or crucial times of an event likely to attract large crowd surges or the presence of vulnerable persons. Stewards should only act on instructions given by the organisers or on the instructions of the Police in the event of a critical or major incident. It is also important that stewards are readily identifiable by the use of high visibility jackets, tabards or armbands.

Volunteers employed to carry out crowd management duties should be given a level of training comparable to that of paid stewards and relevant to the event. If the workforce is a mix of paid and volunteer stewards it is important to define roles and responsibilities and how they are supervised and managed.

6.1 Training/Briefing

The principle of training and briefing of stewards is central to the core of event safety. Whether stewards are provided by volunteers for small community and sporting events or professional stewards are being used for large events, they should all have received training and briefing for their role. The organiser must be aware that the stewards are acting on their behalf to ensure safety. At large events it is good practice for the Police to be invited to play a role in the briefing, especially where officers are to assist in the policing of the event.

7. Environmental Issues

Organisers should have regard for environmental issues. Consideration should be given to whether the venue or highway is environmentally suitable for the type of event proposed. Attention should be given to the concerns of local residents in respect of noise, litter and traffic. Consideration should be given to toilets, hot/cold drinks, communication systems, lighting, tents and any other environmental issues. Organisers should at all times comply with statutory requirements.

8. Fire Safety

8.1 Compliance with the Regulatory Reform (Fire Safety) Order 2005: (FSO)

The person responsible for planning public events should be aware of their legislative duties under the above Order. For larger events, in larger buildings or temporary structures or where high risk activities such as fireworks are planned, it may be necessary to employ a 'competent person' who has relevant training and experience in fire safety risk assessment and management, such a person may be needed to assist the organisers in undertaking the following:-

- Fire Risk Assessment
- General fire precautions
- Fire safety management, including testing and maintenance of fire safety provisions
- Assessing the adequacy and requirements for escape routes and exits
- Maximum safe occupancy levels for places of assembly
- Evacuation planning
- Provision of suitable fire alarms and emergency lighting
- Provision and location of suitable fire fighting equipment
- Provision of trained stewards or other staff for fire fighting and evacuation

Shropshire Fire and Rescue Service are able to advise on the steps necessary to achieve compliance with fire safety regulations and to provide the 'responsible person' with relevant guidance on how to prepare and manage events safely but; the Service will not plan it for you.

As an enforcement authority we have a to duty to ensure full compliance with the FSO is achieved, therefore we cannot take "ownership" of any of the Risk Control Measures detailed in your Event Documentation.

At all times it remains the duty of the 'responsible person' to ensure the necessary measures are identified, taken and maintained to ensure the safety of people from fire. A failure to do so, where persons are placed at risk of injury, is a serious criminal offence for which responsible persons may be prosecuted. Guidance for planning fire safety and carrying out effective fire risk assessments at events in places of public assembly or open air events is available for free download on: http://www.communities.gov.uk/publications/fire/firesafetyassessment

Further guidance on fire appliance access requirements and Fire Risk Assessment for Traders Market Stalls and Food Concessions can be found in Appendix 3 a-e

8.2 Emergency Response Planning – Fire

Persons planning events should give detailed consideration to the needs of the fire and rescue service and in particular the following:-

- Liaison with fire and rescue service before the event (directly or through the Safety Advisory Group)
- Summoning the fire and rescue service in event of emergency
- Liaison with the fire and rescue service on arrival at and during an emergency
- Access for fire and rescue service vehicles and equipment (information can be found in Appendix 3a)
- Water Supplies for fire fighting

All considerations must be applied with due regards to, the size of event, numbers of attendees, risk profile of attendees, location of event and be site specific (generic documentation will not be considered acceptable).

9. Communications

A sound reliable system of communication should be in place prior to the commencement of an event. Stewards and organisers must be able to communicate effectively. A jointly staffed office should be established to provide joint communications between all participating organisations. In the event of an evacuation, an effective means of communication to the public is vital.

10. Temporary Structures / Construction (Design and Management) Regulation 2015

Any marquee, tent or temporary structure erected as part of an event should be suitable for the purpose intended, in good condition and erected by competent persons. The Construction (Design and Management) Regulation 2015 (CDM) applies to all construction projects including those undertaken in the entertainment industry. A Project includes all the planning and design and management tasks associated with construction work, for example the building fitting out and taking down of temporary structures for TV, film and theatre productions and live events. This type of work should be notified to the HSE. The responsibility to notify the work lies with the client, except where the client is a domestic client. If you are a volunteer group your duty as the organiser, is to co-operate with and co-ordinate your contractors work by asking them what information they need about the event and what resources they need to help them do their work safely. Provide what information is needed and the resources they require. All parties should co-ordinate their work to ensure health and safety. In practice, this should involve little more than what you normally do in managing health and safety risks

Notification can be done using the online form: https://www.hse.gov.uk/forms/notification/f10.htm

If you don't have access to the online form then you should notify the HSE in writing at the address shown below:

F10 Scanning Clinic
Health and Safety Executive, c/o Central Despatch
Merton Road
Bootle
Merseyside
L20 7HS

Further information can be found on the HSE website : http://www.hse.gov.uk/entertainment/cdm-2015/introduction.htm

Where there is a fire safety implication i.e. outdoor cooking using LPG bottles, Shropshire Fire & Rescue Service should be consulted. Where electricity is required within the event this should be provided by generators. If any mains electricity is used it should be installed by a competent electrical contractor. All electrical systems should be protected by a suitable Residual Current Device (RCD) with a rating of 30mA. The location of any such structures should be identified on the site plan. The event organiser should consider whether barriers will be required to protect the public against specific hazards such as moving machinery, vehicles or dangerous displays. Fire risk assessment templates for temporary structures can be found in Appendix 3e

11. Barriers and Stands

There are many types of barriers available. The erection of barriers on roads is subject to Highway Authority approval. Raised 'concert style' barriers should not be used unless in conjunction with trained experienced stewards familiar with their operation. In some circumstances barriers will need to have specified safety loadings dependent upon the number of people likely to attend. Any temporary structure that is load bearing should be erected in strict compliance with Health and Safety legislation.

12. First Aid

An agreed level of first aid and medical facilities should be provided at the organiser's expense. Organisers should aim to reduce the impact to the local NHS as much as possible.

You should check with the Purple Guide and consult with West Midlands Ambulance Service NHS Trust who can advise you on the appropriate First Aid levels required.

West Midlands Ambulance Service ask all even organisers to complete the document found in Appendix 5. If at all unsure, it is recommended that organisers engage the services of an established medical company, who can advise and assist in the medical planning of the event.

13. People with Disabilities

You should ensure that all arrangements made, including emergency procedures, meet the needs of disabled people.

14. Arrangements for Persons with Impaired Mobility

Effective arrangements must be made for the safe evacuation of persons with impaired mobility from the premises in the event of an emergency.

An evacuation plan or (PEEP) Personal Emergency Evacuation Plan which adequately describes the assistance required and the preferred evacuation route should be provided for all people who may require assistance.

The evacuation plan should **not rely** upon the intervention of the Fire and Rescue Service to make it work.

The applicant is advised to refer to the Fire Safety Risk Assessment supplementary guide which provides guidance on means of escape for disabled people. This publication is available on the Department for Communities and Local Government website at www.communities.gov.uk

15. Food Vendors

Food poisoning is at best unpleasant and at worst extremely hazardous to health, particularly for older people or young children. It is preventable by following some simple rules and planning ahead. When using professional caterers, ensure they are registered under the Food Safety Act 1990 and ask for written evidence. Your caterers must have received some training in food hygiene that should ensure that they are providing and preparing food that is safe. This applies even if food is being given away. All food outlets must by law have a "Food Safety Management System". Consideration must be given to other utilities that may be needed by the food vendor such as sufficient refrigerated storage, provision of hand washing facilities, whether generators will be used and if so what type.

If the organiser is providing water to the catering outlets then they should satisfy themselves that it meets the EU Drinking Water Standard.

When you have this information an outline of the type of catering and facilities should be provided to Public Protection (environmental.health@telford.gov.uk 01952 381818) in advance of the event, they will also be able to provide you with more detailed information.

A detailed guide can be found here www.cieh.org/policy/guidance_outdoor_mobile_catering.html

16. Animals

There are special requirements laid down by DEFRA in respect of agricultural shows where farm and show animals are present. Specialist advice is available from Telford & Wrekin Council, Trading Standards Department.

- The Telford & Wrekin Licensing team will provide further information on considerations of using performing animals at events. Events on Telford & Wrekin land or open spaces may allow animals providing they satisfy requirements for safety and suitability contact the Landscape and Recreation unit for further information.
- Plans for dealing with animals and wildlife which may wander into or be located near to the event will need to be considered.
- If pets are allowed to be present at an event consideration should be given to their location, handling (particularly where food is prepared/served/eaten), security, behaviour, waste clearing and disposal, feeding, welfare, the type of event (i.e. noisy, hot, crowded) as well as human allergies, phobias/dislikes.
- An example of a general animal risk assessment can be found at: http://www.animalworld.org.uk/index_files/Page429.htm

17. Impact of Events on the Public Highway

Any event will have an impact on the public highway whether it is conducted on the highway or on private land. The phrase "Public Highway" includes the carriageway, the footway and the verge. Organisers must ensure that their event is safely managed should aim to minimise its impact on vehicle traffic and pedestrians. Initial discussions should take place with the Police who will supply provisional comments on the potential traffic impact of any event.

However, the Traffic Management Act 2004 places a legal responsibility on Telford & Wrekin council as Highway Authority to control the activities of all third parties whose actions may impact on the highway. Accordingly, in order to ensure that any Highway Authority requirements are discussed as early as possible and to avoid potential conflicts between your event and other activities planned within the area, event organisers should contact Telford & Wrekin Council, Highways and Traffic to register the event or activity before committing themselves to any particular date and ahead of any publicity.

17.1 Temporary Road Closure for an Event

- 1. Applications for road closures MUST be made a minimum of 12 weeks before the event. This allows us to check that you have a suitable location and that the event does not clash with other major events or planned road closures. Please apply using the Council's application form http://www.telford.gov.uk/downloads/file/1718/application form a highway closure for events
- 2. The Council must be satisfied that the road needs to be closed for your event and depending on the circumstances the Council may not grant a closure order. For this reason we recommend that you contact us to check that the event can go ahead before it is publicised.
- 3. The Council will make temporary road closures only where the Police agree to the terms of the proposed order, and the Police consider that an Order is necessary to facilitate the Policing of the event. You will be required to produce a suitable and sufficient Traffic Management Plan
- a plan showing positions of the road closure/route diversion signs/barriers an example can be found here http://www.telford.gov.uk/downloads/file/1721/example_of_a_closure_plan
- a description of wording/size/colour of the road closure/ diversion/signs/barriers
- details of stewards/marshals (how many and where they will be located)

Any signs used on the highway must conform to the Traffic Signs Manual Chapter 8. It may be necessary for the organiser of the event to employ a competent traffic management organisation to prepare the above on their behalf. See examples of signs here http://www.telford.gov.uk/downloads/file/1720/examples of signage

- 4. Advance notification signs warning of the closure as approved by Telford &Wrekin Council are to be erected on site no less than 2 weeks before the event and taken down immediately after the event.
- 5. The event organiser must consult with all residents and businesses which may be affected by the closure.
- 6. Access for emergency vehicles and residents/businesses must be maintained at all times during the closure period.
- 7. The event organiser is required to carry a MINIMUM of £5million Public Liability Insurance and must indemnify the Council against all third party liabilities. The Insurance Certificate must be enclosed with the road closure application; otherwise your application will not be processed.
- 8. All litter, signs, public notices etc must be removed as soon as possible after the event.

The Council charges organisers for this type of Road Closure. The level of the charge depends upon the organisation and the number of people who will be attending. For further information on charging please see

http://www.telford.gov.uk/downloads/file/1722/minimum prices and examples for highway closures for events

17.2. Useful Contacts

Telford & Wrekin Council traffic@telford.gov.uk
01952 384628
Highways & Transport
Telford & Wrekin Council
Darby House
Lawn Central
Telford
TF3 4JA

West Mercia Police rachel.moore@westmercia.pnn.police.uk
01905 332352
Mrs Rachel Moore
West Mercia Constabulary
Events Planning Coordinator
Force Operations Department
Hindlip Hall
Worcester
WR3 8SP.

18. Toilet Facilities

Provide an adequate number and type of toilets for the number of people expected, including provision of accessible toilets and consideration for a "Changing Places" facility wherever possible. Toilet requirements should be based on the number of estimated attendees and the duration of the event. If possible it is best for toilets to be connected to mains services, however due to numbers and site temporary units may have to be provided. Organisers should arrange for the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event. Consideration should be given to directional signage and the provision of adequate lighting should the event continue into the evening. Consider the need for additional washing facilities for certain activities, e.g. exhibits of livestock to be provided, catering equipment.

19. Waste Management

Waste management plays an essential part in ensuring a cleaner and greener borough. The council expects event organisers to be solely responsible for the clearance and maximum avoidance of waste. The council also expects organisers to promote and facilitate recycling methods as its first option of waste management and disposal facilities.

20. Information and Welfare

Organisers should provide sufficient signage to be available around the venue. This should take into account lost/found children; lost/found property; toilets and exits. Consideration should be given to multi-lingual notices. Any temporary signs on the highway will need to be approved by the Highways Authority.

Welfare arrangements should be appropriate to the numbers and length of the event including sufficient sanitary facilities for both the organisers and the public, supplies of food and drink and arrangements for the type of weather like cover for outside events in wet weather or hot sun.

Where children are likely to attend the organiser must consider their needs and ensure that arrangements for any play equipment/areas are properly supervised and suitable for children including those with special needs. There must be arrangements in place for dealing with lost children and for ensuring their safety in all the areas that they are likely to attend. An example of a lost child policy can be found in Appendix 3

The organiser needs to ensure that all arrangements made, including emergency procedures, meet the needs of vulnerable people with special needs likely to be at the event, for example; those with mobility problems and impaired vision or hearing etc. This includes ensuring that support can be provided by the stewards or others to meet these needs for those attending the event/s .Consideration should be given to having a written procedure for handing over of children to adult an example of a lost child policy can be found in Appendix 4

21. Noise Prevention

Code of Practice on Environmental Noise Control at Concerts

This national Code of Practice was issued by the Noise Council and is the most up to date guidance on the control of noise from outdoor concerts. It is available free from the Chartered Institute of Environmental Health website at

http://www.cieh.org/policy/noise_council_environmental_noise.html. The Code of Practice recommends the sound levels that should be achieved at noise sensitive premises for events that take place between the hours of 09:00 hrs and 23:00 hrs. The recommended sound levels are dependent upon the nature of the area and the number of events held in a year. It should be noted that compliance with the Code of Practice does not, of itself, confer immunity from legal obligations. If the event is to continue after 23:00 hrs it should be inaudible at the nearest noise sensitive premises. The table below indicates the maximum Music Noise Levels (MNL) recommended by the code of practice for functions that do not go beyond 23:00 hours.

Concerts days per calendar year at the same venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL expressed as an LAeq should not exceed 75 dB(A) over a minute period
1 to 3	Other urban and rural venues	The MNL expressed as an LAeq should not exceed 65dB(A) over a minute period
4 to 12	All venues	The MNL expressed as an LAeq should not exceed the background noise level by more than 15dB(A) over a 15 minute period

Event Organisers should also consider the noise that staff and volunteers working at the vent will be exposed to. By law employers have a duty to protect their own employees from the risks associated with high noise exposures. In addition there is a duty to other workers who are also put at risk by their noisy activities. Further information can be found on the HSE web site http://www.hse.gov.uk/noise/musicsound.htm

22. Event Security

As an event organiser you are responsible for the safety and security of everyone involved prior to, during, and after the event. The police can offer advice on these matters and will advise on the current security threat level for international terrorism. Clearly, if needed the police will attend and carry out their core responsibilities of:

- Prevent and detect crime
- Prevent and stop breaches of the peace
- Traffic regulations within legal powers
- Activation and coordination of contingency plans

You will be the "eyes and ears" on the ground and we depend on information from yourselves and the public – your support is vital to the success of the event.

Be Vigilant and Report Suspicious Behaviour

Police act on information from the public who report suspicious behaviour. During the event be on the look-out for anything out of the ordinary. You know when something looks unusual, out of place, when someone is behaving as suspiciously, such as;

- Vehicles parked in restricted areas, obstructing the event or driving erratically, especially near 'vulnerable' areas such as the start and finish lines, or where there are large groups of spectators.
- Anyone at the event who is clearly not involved in the event; perhaps they are more interested in you, the police or accomplices?
- Anyone taking notes or photos of security arrangements, or inspecting CCTV cameras before the event.
- Anyone leaving personal items such as rucksacks or bags near to key locations; are they being deliberately hidden from view (see H.O.T principles below)

We advise the public to remain vigilant and <u>report any</u> suspicious behaviour or activity to the local Police on 101or confidential Anti-Terrorist Hotline on 0800 789 321. However in an emergency always call 999.

<u>Suspicious Packages – H.O.T Assessment Principals</u>

In order to establish if an item is suspicious, carry out the following dynamic assessment:

- HIDDEN: It is obviously hidden, has someone deliberately tried to conceal it?
- **OBVIOUS:** Is it obviously out of place and out of context for its environment? Are there any wires, switches, batteries or components visible?
- TYPICAL: It is typical of an item usually seen in the environment?

We advise the public to remain vigilant and <u>report any</u> suspicious behaviour or activity to the local Police on 101 or confidential Anti-Terrorist Hotline on 0800 789 321. However in an **emergency** always call 999.

Plan now what you will do to STAY SAFE - RUN HIDE TELL

Firearms and weapons attacks are rare in the UK. RUN HIDE TELL principles give you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:-

Full guidance is contained on the NaCTSO website.

RUN: If there is a safe route run, if not hide, leave your belongings behind and insist others go with you but don't let them slow you down. Do not congregate at the evacuation points.

HIDE: Find cover from gunfire, lock yourself in a room if you can, move away from the door, be quiet and turn your phone to silent.

TELL: Dial 999 when you can, give location, direction and description of attackers. Keep out of the area and stop others entering if possible. Provide details of casualties, injuries and building or location information if possible.

Watch the RUN, HIDE, TELL online video, to stay safe in the event of a firearms or weapons attack. www.gov.uk/government/publications/stay-safe-film

Vehicles as a weapon information

- Review the sites ability to reduce the speed of **all** vehicles on site.
- Consider the implementation of a speed reduction system which as an example could include a 5mph and hazard lights flashing regime for all legitimate vehicles within site and ensure it is enforced.
- Review your response plans and consider the implementation of measures to separate people (crowds) from vehicles on site and ensure it is enforced.
- Consider the permanent/temporary deployment of physical mitigation (information available from CTSAs) at key locations to prevent vehicles from entering a location to harm crowds.
- Review the response plan annually to ensure it meets the needs of the site/location/event.

Information & Contacts

- Counter Terrorism Security Advisors (CTSA) provide commensurate threat based advice and guidance to businesses and organisations (events under remit of ops planning) to mitigate against the threat from terrorism in its many forms. They can be contacted via:
 - ctsa@westmercia.pnn.police.uk
- If you are planning an event and have concerns please email the Force Operations department on opsplanning@westmerciaandwarwickshire.pnn.police.uk
- For more information the following websites will be able to give advice on protecting events, businesses, organisations and communities

www.gov.uk/ACT www.NaCTSO.gov.uk www.cpni.gov.uk www.m15.gov.uk

23. Advertising (No Fly Posting)

Fly posting on the highway and on property within Telford & Wrekin Council boundaries is illegal and is strictly forbidden in relation to the Event. For certain types of Event official direction signing via the RAC/AA may be accepted.

The Council will look to either issue a Fixed Penalty Notice under the Anti-Social Behaviour Act 2003, Section 43 or prosecute at court Hirers who fly-post. Should fly posting take place, the signage will be removed and disposed of as part of the enforcement process and zero tolerance approach by Telford and Wrekin Council.

All promotional signage must be approved with Telford & Wrekin Council failure to do so will result in fixed penalty fines.

On site signage must be removed within 24 hours of the Event concluding.

24. Crowd Safety - Assessing risks and identifying hazards

If your event has the potential to attract an amount of people you need to consider how you are going to manage the crowd of people attending your event. You must think about what may cause harm to event staff and visitors through crowd movement, dynamics and behaviour as people arrive, enter, move around a venue, exit and disperse.

Don't forget to consider young people and people with disabilities or learning difficulties when deciding the appropriate action to take.

You will need to take reasonable steps to eliminate or reduce the risks that a crowd will bring this process is known as risk assessment and is something event organisers and duty holders are required to do by law. Risk assessment is about identifying and taking proportionate measures to control the risks, not about creating large amounts of paperwork.

As an early priority, organisers should establish that they can manage a crowd safely for the type of event and at the venue chosen. Even if the event is free or takes place on urban streets or open spaces, you should still apply the same crowd management principles to help make it as safe as possible. You should consider these key hazards when thinking about crowd safety (for further information see Appendix 6)

- Hazards from crowd dynamics crushing, falling, dangerous behaviour
- Hazards from the venue or event activity movement, ground conditions, busy periods, fire
- Determine the number of people who will attend
- Assess the venue/site suitability
- · What is your audience profile
- What are existing precautions and what more can be done
- Do you need a crowd management plan

The basics of site and crowd management for large events

Here are some of the things you will need to think about when managing your event site and visitors:

- You must have clear access for emergency services.
- You must keep pedestrians and traffic separate.
- What access can you provide for disabled visitors?
- Will you need a one way system for pedestrians at peak times?
- Do any areas need to be cordoned off to prevent public access? Do you need stewards at these barriers?
- The bigger the site, the more signage, barriers and stewards you need.
- If you have a premises license, this will give the maximum number of people you can cater for.
- If your event can only cater for a certain number of people, you need to decide how you will monitor the numbers attending. Will you issue tickets or count people in and out?
- If you will be issuing tickets, make sure they can't be forged. Also think about whether you need to provide wristbands or hand stamps so people can come and go during the event.
- You will need enough emergency exits for the numbers attending, and these should be well signposted and well lit.
- You will need to make safety announcements before any entertainment begins to tell people what to do if there is an emergency.
- All security personnel must be trained and registered with the Security Industry Authority (SIA).

There's more guidance in Managing crowds safely: A guide for organisers at events and venues.

Example Crowd management risk assessment for low risk events

Hazards	Who Might be harmed?	Is the Risk Controlled?	Any Further Action required to Control Risk?
Lack of adequate evacuation procedures leading to crowd crushing and associated injuries	Members of Public Employees Volunteers Contractors	Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc. The Event Safety Guide states that for small events there should be at least two toilets. Ensure adequate access for wheelchair users and pushchairs is provided. Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue. Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system) http://www.hse.gov.uk/event-safety/crowd-management.htm	Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities and that: • All exits are unlocked; • Escape routes are clear; • Emergency lighting works; • Fire-fighting equipment and alarms are in full working order; • A PA system for use in emergencies can be heard clearly in all parts of the venue. For further information and guidance, please refer to the 'Event Safety Guide'

25. Bouncy Castles and other Play Inflatables

If you thinking about hiring a bouncy castle or other play inflatable at your event, you need to follow this advice on how you can avoid serious incidents as some serious incidents have occurred where inflatables have collapsed or blown away in windy conditions.

<u>The HSE have issued advice</u> telling you how simple precautions can help you avoid serious incidents. It summarises the checks suppliers, hires and operators should make to ensure inflatables are safe to use and their updated webpage on <u>bouncy castles and other play inflatables</u> has more detailed guidance.

Buying and hiring: If you're buying or hiring an inflatable for private or public use you should make sure it has either a numbered PIPA tag or an ADiPs declaration of compliance (DoC)

It should also have written documentation from a competent inspection body to show it complies with British Standard BS EN 14960 and instructions on how to operate it safely.

You can check that safety tests have been carried out and to find out what to do if the equipment has no tag on the PIPA website or no DoC on the ADIPs website

Before anyone uses it: When it's inflated and before you use it, carry out safety checks, which include the following:

- when using it outside, all the anchor points must be used, with metal ground stakes at least 380 mm long and 16 mm wide, with a rounded top. They should have a welded metal 'O' or 'D' ring fitted to the end
- all inflatables must have at least 6 anchor points. The operator manual will tell you how many there should be – make sure they are all still in place and have not been removed
- if ground stakes cannot be used because of the surface (eg tarmac) then use ballast weighing at least 163 kg with suitable fixings to attach the guy ropes. The inflatable should be tightly secured to the ground so that the wind cannot get under it and lift it up
- if an inflatable is being used indoors, the operator's manual will tell you what anchorage is needed to maintain the shape of the device and prevent overturn
- no inflatable should be used in winds above 24 mph, which is Force 5 on the Beaufort Scale (small trees in leaf begin to sway)
- some inflatables may have a lower maximum wind speed for operation. Always check the manufacturer's operating manual to confirm the maximum wind speed for the safe operation of the inflatable
- use an anemometer to measure the wind speed at regular intervals. If one of these is not available, the inflatable should not be operated
- there are no holes or rips
- all other equipment is safe, including the blower

Safe use and supervision: The operator should follow the instructions, including making sure:

- users are always supervised
- the number of users does not exceed the limit given in the instructions
- people can get on and off safely, with mats at the entrance
- they regularly check anchor points are still secure
- they use an anemometer to measure wind conditions at regular intervals
- it's safely deflated if the weather becomes unsuitable.

(Hirers and operators must follow our more detailed guidance)

26. Sealed inflatables

The HSE has <u>published guidance</u> on providing advice on what is required to ensure the safe supply, operation and inspection of sealed air inflatables used by the public for leisure and entertainment. Sealed inflatables are becoming more numerous and their range of applications is increasing.

Typical devices include:

- trampolines
- mobile base units for water walkers or battery boats
- crash barriers for battery-operated bumper car devices or go-karts
- floating static platforms
- climbing and jumping frames

They can place users and operators at risk of serious harm in circumstances such as the uncontrolled or explosive release of pressurised air, or losing the device in high winds.

The guidance includes information on:

- legal requirements to make sure that sealed inflatables are correctly designed, maintained and operated safely
- roles involved in keeping sealed inflatables safe
- · essential documentation required
- the responsibilities of controllers, operators and inspection bodies

27. COVID 19 - Event Planning

The government has produced guidance for people who operate within the visitor economy that includes indoor and outdoor attractions, events and shows. This guidance contains the details on how to operate safely within the restrictions <u>guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy</u>

This section provides a quick reference guide for those organising outdoor events such as air shows, agricultural shows, carnivals, funfairs, fetes, steam rallies, community fairs, car boot sales, firework displays, flower shows, gardening events, historical re-enactment events, literature fairs, animal and pet shows etc (further details are in section 8 of the above guidance) It is not intended to replace full guidance and you should also read the full version of the relevant guidance depending on the type of event you are intending to run. This could include <u>outdoor events</u>, <u>funfairs</u>, <u>performing arts</u> or <u>elite sport</u> events

What you should do:

- complete a COVID 19 risk assessment
- · consult with your local authority as early as possible
- Engage with neighbouring businesses, transport operators and local transport authorities.
- · Clean more often.
- Ask your customers to wear face coverings in any indoor space or as required to do so by law.
- Ensure that customers maintain space and legal gathering limits.
- Increase ventilation in enclosed structures such as marquees, .
- Support NHS Test and Trace
- Turn people with coronavirus symptoms away.

The <u>Purple Guide</u> has added a new chapter covering Pandemics titled Keeping workers and Audiences safe, Covering key points:

- Local Directors of Public Health can significantly influence events
- Organisers should appoint a suitably competent health manager
- A health risk assessment should be undertaken.
- Regular cleaning and disinfection are important
- Good ventilation is a key factor in preventing infection
- Avoid Crowding and Pinch Points
- Consider using the NHS Test & Trace and the NHS Pass at times of pandemic such as COVID 19

Telford & Wrekin's ESAG committee will use the guidance to assess applications for such events, including the factors that should be considered.

Appendix 1a

Event Safety & Planning Checklist Event Details

Event Name		
Event Description		
Site		
Proposed Venue or Location (description)		
Location Address		
Proposed Event Date/s	From:	То:
Estimated Attendance		
Total Attendance (multi-day events)		

Event Organiser Details

Service Area/External Group	
Address	
Main Contact Person	
Position	
Phone	Fax:
Mobile	Email:

Key Event Contacts (complete with all relevant contacts – internal and external)

Name	Role	Responsibility	Contact Details
	Event Manager (If different from above)	Overall responsibility for event	
	Health & Safety	Risk assessments, legal compliance, fire points, site inspection	

Other Key Contact	s - Suppliers (e.g. l	Marquees,	caterin	g etc)		
Organisation	Contact Name	Servi	ce	Contact Details	Notes	
Authorities (fire, po	olice, first aid etc)					
Organisation	Contact Name	Servi	ce	Contact Details	Notes	
Artists/Entertainme	ont					
Organisation Organisation	Contact Name	Servi	ce	Contact Details	Notes	
Venue Contact Det	tails – Internal and I	External Vo	enues			
Name:			Email:			
Phone:			Mobile:			
Venue Contact Date:			Venue Contact method:			
Venue Paperwork Sei			Venue Hire Response:			
Additional requiremen	nts/negotiations:					

Event Task List	
LVEIIL TASK LIST	

Production Schedule Event - PRIOR TO EVENT DAY

Date	Task	Start	Finish	Resources/Who	Notes	In Hand	Compl ete

Production Schedule Event – EVENT DAY

Task	Start	Finish	Resources/Who	Notes	In hand	Complete

Production Schedule Event - POST EVENT

Date	Task	Start	Finish	Resources/Who	Notes	In Hand	Compl ete	

Event Run Sheet

Stage and arena programme for event

Time				

Event Costs

Budget:	Service Area/Group:
Budget Cost:	
Service Area/Group approval for event:	Name:
	Signature:
Higher level approval (larger events):	

Signage/Event Marketing

Website information: Yes/No				Date requested/loaded:			
For further information contact			Name:				
Materials required:	Flyer		Poster	Banner	Logo	Other:	
Size:	Quality:						
Poster Creation:	Yes	No	Form Sub	mitted on:			
Date Material required by:			Location c material:	of advertising			

Public Liability Insurance

If any event uses or contracts any external companies/service providers they must provide a copy of their public liability insurance.

Please attach a copy of the certificate of currency

Group:	Certificate attached: ? Yes (Tick)	Date of Issue:
Group:	Certificate attached: ? Yes (Tick)	Date of Issue:
Group:	Certificate attached: ? Yes (Tick)	Date of Issue:
Group:	Certificate attached: ? Yes (Tick)	Date of Issue:
Group:	Certificate attached: ? Yes (Tick)	Date of Issue:

Event Site and Safety Plan:

Details of the requested location of facilities and activities must be presented as part of the Event Application.

The following checklist will provide prompts for what should be considered on site for the event and which must be addressed in your event organising process. It will also enable you to document your event safety plan at the same time.

Details of requests for vehicles on site and parking must be presented to the event organiser. While the safety checklist covers the most common and typical Health and Safety issues that arise during event management, it is not completely exhaustive.

Event organisers should identify, assess and control any additional hazards/risks for each event, and document this information on the Risk Assessment Pages – Appendix 1 – Risk Management.

Safety Checklist for Events:

Hazards/issues or T	asks		Applies/ Checked	Additional Actions required		
1. EVENT ACCESS	AND EGRESS					
Entry/Exits are clear and attendees	d accessible for s	taff and expected				
Entry/Exit area are adec emergency services	quate for emerger	ncy exit and				
Thoroughfares are well	defined and clear	ly marked				
Other:						
2. TRAFFIC FLOW			Applies/ Checked	Additional Actions required		
Vehicle access onto site dismantling (Bump in/ou	•	red for set up and				
Time In:	Time Out:	Vehicle detail	ls:			
Time In:	Time Out:	Vehicle detail	ils:			

Time in:	Time Out:	Vehicle deta	ails:	
Clearly defined areas/pa		arated from		
pedestrian thoroughfare				
Provision for sale passa through pedestrian traffi		ther vehicles		
Controlled traffic flow an		e for traffic		
Traffic management sta	ff wear appropriate	high visibility		
protection and carry con				
Adequate parking areas		ected vehicle		
numbers attending the endequate parking super				
Adequate parking super	V151011			
Adequate training of traf				
traffic management staff	fare positioned in the	ne correct		
location as planned All necessary permits ar	nd certification/licen	sing for traffic		
management obtained	ia certification/ficeri	Sing for traine		
Other:				
3. AMENITIES			Applies/ Checked	
			CHECKE	
Adequate provision/loca facilities -	tion of toilets and h	and washing		
Availability of drinking w	ater for staff and at	tendees		
Adequate facilities for fo	od catering prepara	ation and clean		
up				
Adequate shade from su		nscreen as		
required for staff or atter Other:	ndees			
Outlet.				
4. EVENT SIGNAGE			Applies/	Additional Actions required
			Checked	
Adequate signage for er	ntries, exits, toilet fa	cilities, waste		
or recycling bins etc Adequate signage for ar	nv hazardous/restric	cted areas		
Clearly signed First Aid extinguisher/meeting po				
Other:	int locations			
5. EVENT EMERGEN	NCY PROCEDUR	ES	Applies/ Checked	Additional Actions required
Emanay Danis and S	Non de eure autaul a		Jilookou	
Emergency Response F	rian documented ar	na in piace		
Emergency Response p for event emergency	ersonnel trained to	carry out plan		
Current site maps availa	able to all staff, eme	ergency		
services and other relev	ant parties			
Identify a "Blue Route" f	or on coming emer	gency vehicles.		
Other:				

6. FIRE PREVENTION					Applies Checke		Addi	tional Actio	ons require	d
Ensure a suitable & sufficient Fire Risk Assessment is undertaken which identifies risks for the whole event taking into consideration risks that have been highlighted within the individual risks assessments of traders/exhibitors etc. All risk reduction control measures to be communicated to relevant persons.)						
Suitable fire extinguishers/fire areas, tested and in date	blankets are	in ap	opropri	ate						
Event personnel are trained in use where appropriate includir as having a role as a fire mars	ng any stewa hal.	rds i	dentifie	:d						
All staff and volunteers are aw procedures relevant to the plan		e eva	acuatio	n						
Arrangements for smoking are	in place									
Other:										
7. FIRST AID					Applies Checke		Addi	tional Actio	ons require	d
First Aid Stations suitably local accessible First Aid facilities suitable for ty		igne	d and							
Effective means of communication event personnel and First Aid										
Other:										
8. ELECTRICAL POWER/	GENERAT	ORS								
Power access required?	Yes:		No:				1			
Details of power required	Generat	tor			3 phase				240V	
Contact details for power:	Name							Dhana		
	Name:							Phone:		
	Name:							Phone:		
Power site plan attached	Yes:	No	:						•	
Other:					plies/ ecked	Add	ditior	nal Actions	Required	
Portable Residual circuit devic where required No double adapters or piggy b	,									
All portable (specified) electric power leads, power boards ha tested in accordance with Electric Regulation. (Double insulated insulated – every 6 months)	ve been insp trical Safety – annually, r	ecte	d and							
All portable (Specified) electric power leads, power boards are 1 or 2 Safety Switch										

Adequate protection of the public from ele							
and an extended to the company of th	ctric shocl	(
and any trip hazards	ot oro						
All electrical leads and electrical equipment placed in safe locations e.g. on top of uns							
surfaces, across pathways							
All leads, plugs, etc are protected from the weather							
and hazards such as water or other liquids							
Generators (if used) are placed in a safe I							
and are fenced or sectioned off from the p	ublic.						
Exhaust gas is vented to an open area.							
Other:							
9. UTILITIES/SITE SERVICES		Α	pplie	s/	Additi	onal Actions Required	
		C	heck				
Location of all site underground services							
(power/gas/electrical services/mains etc)	and						
overhead power lines have been indentifie							
Relevant personnel or contractors have m							
information indentifying site underground	and						
overhead services							
Any unsafe or restricted area are commur the Event Coordinator	nicated to						
Additional or alternate waste removal serv	ices have						
been arranged							
Adequate number of recycling and genera	al waste						
have been organised and located							
Neighbourhood Cleansing Contacted:		N	ame:				
				ı			
Phone:	Email:					Extra Bins Requested:	
10. PERMITS, LICENSING AND REGIS	TRATION		pplie		Additi	onal Actions Required	
		l C	heck				
1. Fireworks		С	heck				
	used on	С	heck				
If fireworks or pyrotechnic display will be	used on	С	heck				
		С	heck				
If fireworks or pyrotechnic display will be site – separate Risk Assessment needed.	activities	С	heck				
If fireworks or pyrotechnic display will be site – separate Risk Assessment needed. No performances, displays or interactive a involving fire will be permitted on premise eating, fire breathing, fire dancing, walking	activities es e.g. fire g on coals	С	heck				
If fireworks or pyrotechnic display will be site – separate Risk Assessment needed. No performances, displays or interactive a involving fire will be permitted on premise eating, fire breathing, fire dancing, walking 2. Mobile Plant (forklifts, cranes etc) are	activities es e.g. fire g on coals only	С	heck				
If fireworks or pyrotechnic display will be site – separate Risk Assessment needed. No performances, displays or interactive a involving fire will be permitted on premise eating, fire breathing, fire dancing, walking 2. Mobile Plant (forklifts, cranes etc) are operated by licensed or certified operators	activities es e.g. fire g on coals only	C	heck				
If fireworks or pyrotechnic display will be site – separate Risk Assessment needed. No performances, displays or interactive a involving fire will be permitted on premise eating, fire breathing, fire dancing, walking 2. Mobile Plant (forklifts, cranes etc) are operated by licensed or certified operators 3. Event LPG/Dangerous goods storage	activities es e.g. fire g on coals only	C	heck				
If fireworks or pyrotechnic display will be site – separate Risk Assessment needed. No performances, displays or interactive a involving fire will be permitted on premise eating, fire breathing, fire dancing, walking 2. Mobile Plant (forklifts, cranes etc) are operated by licensed or certified operators 3. Event LPG/Dangerous goods storage legal requirements	activities es e.g. fire g on coals only e meets						
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Groups/persons respo	nsible for provision of food							
1. Name:/Group	Holds for			nce/Peri	mit	Yes	No	Attach Licence copy
Contact person:			Phone					
Mobile			Email					
2. Name:/Group		Holds fo	food Licence/Permit			Yes	No	Attach Licence copy
Contact person:			Phone					
Mobile			Email					
What food safety cont	rol measures will be used to en	sure the	health o	f people	e atte	nding the	e event?	
Food Safety Plan to be	e implemented: Attach separate do	ocument if r	needed					
Λ	P (- A	Val				NI.		
Approved: (Event Co-c	•	Yes:				No:		
	measures required (Event Co-c is/Safety Plan is collected fron							
	overing all above permits/licence							
Other:								
STALLS, VANS OR O DEMOUNTABLE STR	UCTURES	Ch	plies/ ecked	Addit	ional	Actions	Required	
	off by a certified rigger/scaffoldersonnel with appropriate training equired)							
Platforms are continuo extreme weather cond	usly monitored particularly in itions.							
	egress around all staging and rons and emergency services							
	vans or other structures are ely and do not encroach on ths							
Other:								
12. Noise			plies/ ecked	Addit	ional	Actions	Required	
The event will include	amplified music, speeches etc	Ye				No)	
Details of expected even	ent Noise:			1		I		

Noise Plan and control measures to be used to minimise	disruption.	
13. WORK AT HEIGHTS – Banner, Flags or Signs	Applies/	Additional Actions Required
Erection	Checked	Additional Actions Required
Ladders are well maintained and suitable for work undertaken & weight – (industrial rated)		
No work done from ladders unless 3 points of contact able to be maintained at all times e.g. 2 feet and 1 hand		
Assistance of a second person is provided where required e.g. holding ladder for stability, carrying and erecting		
Right type of equipment is used for the height access job (i.e. ladder, cherry picker etc)		
Boom lifts (cherry pickers) operators use appropriate safety body harnesses attached to bucket		
Other:		
14. MANUAL HANDLING	Applies/ Checked	Additional Actions Required
All staff and volunteers are trained to assess each task and use safe techniques when lifting or carrying		
Loads are able to be delivered as close as possible to area using vehicle or mechanical aids (e.g. trolley)		
Other:		
15. LIQUID PETROLEUM GAS (LPG) AND HEATERS	Applies/ Checked	Additional Actions Required
Small volume gas cylinders are used wherever possible		
LPG cylinders are secured for stability		
LPG cylinders are used clear of unwanted ignition sources and are only used in well ventilated areas		
LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date		
Safe use of LPG complies - Storage and Handling of LP		
All LPG used for catering is Gas Safe checked and		
appropriate certification is provided Other:		
16. WEATHER CONDITIONS	Applies/	Additional Actions Required
Current Meteorology information is checked for adverse	Checked	
weather conditions www.metoffice.gov.uk/weather/ Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available		
Wind speeds are monitored and amusement structure operation will be ceased in accordance with manufacturers specifications (e.g. inflatable structures must cease operation when wind speed reached 40km per hour)		
Other:		

17. PERSONAL	PROTECTIVE EQUIPMENT		Applies/ Checked	Additiona	l Actior	s Require	d	
checked for the if needed (e.g. g shoes, waterpro assessments ma	ndertaken by staff and volunte right PPE required and PPE is loves, aprons, earplugs, close of jackets etc) – Separate risk ay be required for high risk tas	ers are provided d toe ks.						
the PPE	ained in using, maintaining and							
staff at all times situation to be ea	fety clothing must be worn by when it is important for a persoasily seen							
Other:								
18. SECURITY			Applies/	Additiona	l Action	s Require	d	
10. 0_00			Checked				~- -	
	urity levels have been arrange hally for the event:	d or		Note: 1 se persons	curity pe	erson requi	red per 50	1
Number of secu	rity personnel required:		Provide cop	y of schedu	le:			
Name of externa	al Security company at				Licen No:	се		
Security compar	ny contact name				Phon	e:		
Email Address	.,				Fax:			
Crowd control m	easures to be used:							
Cash handling s implemented	afety procedures or arrangeme	ents have be	en made ar	nd will be				
19. ACCESSIB	ILITY		Applies/ Checked	Additiona	l Actior	s Require	d	
Ramps are in pla	ace to provide access into buil		Checked					
Disabled Access	Parking is available close to t	the event						
	is easily accessible (e.g. for pa n prams, using walking aids et							
	s easily accessible (e.g. for pa n prams, using walking aids)	trons in						
Other:								
	NT DEVICES, STRUCTURES							
	LES & OTHER PLAY INFLAT			* play	Vaa		No	
	nusement devices, structures, ting at this event (tick)	bouncy castie	es and otne	r piay	Yes		No	
(a) Used for cor(b) Used or des persons may	device means a device:- mmercial purposes: and igned to be used for amuseme y be carried, raised, lowered o tform, cage, boat, plant, chair,	r supported b	y any part o	of the device	e (includ	ing, for exa		
	e the additional <i>Amusement</i> s event application	t Device or S	Structure S	afety Chec	klist for	Event Ope	erators, a	nd
Proprietor:	s event application	Structure Type				Reg No.		
		L	l					

Proprietor	tructure ype	Reg No.
Proprietor	tructure ype	Reg No.

Appendix 1b Safety Inspection Checklist

(before, during and after the event)

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and also the remedial action taken. This is not a exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Location:

Before the event

		Prior to	Event
Si	te access/aggress	Yes	No
•	Are entrances/exits clear?		
•	Are staff/stewards in place?		
•	Can emergency vehicles gain access?		
•	Are pedestrians segregated from vehicles?		
•	Are security precautions in place?		
•	Have adequate signs been provided?		
Si	te condition		
•	Is site free from tripping hazards eg cables, potholes, footpaths defects etc?		
•	Are permanent fixtures in good condition eg seats, fencing, signage etc?		
•	Has vegetation been cut back, debris removed and the area made safe?		
•	Have current weather conditions created new hazards to be addressed?		
At	tractions/activities/structures		
•	Have all structures been completed?		
•	Have all structures been inspected and approved by a competent person		

	where required?					
•	Are all activities/attractions sited correctly and checked?					
•	Have all activities/attractions supplied evidence of insurance and health and safety requirements?					
•	Are all potentially hazardous activities segregated and/or fenced as requir	ed?				
•	Have temporary flags/decorations been installed correctly and checked?					
•	Have any unanticipated hazards been introduced?					
Ev	ent provisions	V.				
		Yes	No			
•	Is fire fighting equipment in place?					
•	Is lighting in place where required?					
•	Have electrical supplies/equipment been checked/certified?	П				
•	Have toilets been provided where required?					
•	Are first aid facilities in place?	H				
•	Is control centre in place and public address system working?					
•	Are adequate waste bins in place?					
•	Are stewards in place?					
Defects noted:						
Remedial action taken:						

Drinted Name of Increators						
Printed Name of Inspector:						
Signature:						
Date & Time of Inspection:						
Location:						
During the event						
Sit	e access/aggress	Yes	No			
•	Are entrances/exits clear?					
•	Are staff/stewards in place?					
•	Can emergency vehicles gain access?					
•	Are pedestrians segregated from vehicles?					
•	Are security precautions in place?					
•	Have adequate signs been provided?					
Site condition						
•	Is site free from tripping hazards eg cables, potholes, footpath defects etc?					
•	Are permanent fixtures in good condition eg seats, fencing, signage etc?					
•	Has vegetation been cut back, debris removed and the area made safe?					
•	Have current weather conditions created new hazards to be addressed?					
Attractions/activities/structures						
•	Have all structures been completed?					
•	Have all structures been inspected and approved by a competent person where required?					
•	Are all activities/attractions sited correctly and checked?					
•	Have all activities/attractions supplied evidence of insurance and health and safety requirements?					
•	Are all potentially hazardous activities segregated and/or fenced as required?					
•	Have temporary flags/decorations been installed correctly and checked?					
•	Have any unanticipated hazards been introduced?					

Event provisions Is fire fighting equipment in place? Is lighting in place where required? Have electrical supplies/equipment been checked/certified? Have toilets been provided where required? Are first aid facilities in place? Is control centre in place and public address system working? Are adequate waste bins in place? Are stewards in place? Defects noted: Remedial action taken: Printed Name of Inspector: Signature: Date & Time of Inspection: Hours

Lo	cation:		
Ex	hibitors/attractions	Yes	No
•	Have all attractions been dismantled and removed?		
•	Have all exhibitors vacated the venue?		
•	Have all vehicles left the venue?		
Те	mporary facilities		
•	Has all equipment been dismantled and removed?		
•	Have all structures been dismantled and removed?		
•	Have temporary markers such as stakes, ropes, flats etc been removed?	H	
•	Have any holes/trenches etc been made good?		
•	Have all temporary electric installations been isolated and made safe?		
W	aste collection		
•	Has all waste been collected satisfactorily?		
•	Has all waste been removed from the site?		
•	Have all residue fire hazards been checked eg. fireworks, bonfires?		
Ve	nue condition		
•	Has any damage to permanent facilities, buildings or the ground been reported?		
•	Has any damage been found during inspection?		
lf t	he answer to either of the above is yes then describe briefly below		

Incidents/accidents Yes No
Were any incidents/accidents reported during the event?
If yes describe briefly below. (If there was personal injury then please complete accident report form and return to the Council)
Remedial action taken: (please advise the Council of any damage found and remedial action taken)

Date & Time of inspection:	Hours:	
Signature:		
Printed name of Inspector:		

Appendix 2 - Health and Safety Risk Assessment

Examples of Event Hazards

Security

Bomb Threat Cash handling

People

Security staff numbers
Patron demographics
Inappropriate use of staff
Alcohol
Training/induction
Certification/licences
Background checks of staff

Plant

Training
Certification
Supervision of operation
Poor or absent maintenance
Isolation/segregation - people

Hazardous Substances / Dangerous Goods

Fuel Storage
Cleaning products
Water/waste water
Pyrotechnics, explosives
Inappropriate labelling
Poisons

The Event

Interaction with law enforcement agencies
Unsolicited acts of violence, theft

Planning

Possible acts of terrorism Emergency management Contingency planning

Accessibility

Ramps
Parking
Public transport
Signage
Access to venues
Egress
Seating

Manual Handling

Mechanical handling Food handling safety Furniture fixture and equipment Transport between venues/location/ storage Weight, height, dimensions Conditions of terrain, path of travel

Contractors

Co-ordinating contractors
Communication
Legal compliance
Contracts
Job safety analysis/risk
assessment and safety plans
Training/licensing
Accreditation

Vehicle Safety

Maintenance
Security of vehicles
Vehicle/people segregation
Speed
Refuelling
Parking supervision
Lack of supervision
Permits and certification/licensing
Outdoor broadcast vehicles
Accessibility during emergency
Management
Loading operations – docks and
people

Staff

First aid

Conditions – excessive heat/cold Competency/suitability Violence Crowd misbehaviour Welfare – breaks Sun exposure – sunscreen Temperature extremes – heat/cold Cultural issues Transport

Food preparation/safety

Working at height

Unsafe use of winches
Unsafe use of ladders
Proximity to overhead power lines
Edge protection (off roofs or
platforms)
Camera platforms
Rigging/lighting
Improper use of safety harnesses

Scaffolds - licenced/trained erectors

Slips and Trips

Electrical cables across pathways Uneven ground, loose surfaces

Adverse weather
Flooring design/surfaces
Poor design or placement of barriers
Inadequate queuing systems
Edge protection
Climbing for vantage points
Inappropriate footwear

Electrical safety

Qualification of contractors
Power supply – no spiking
Overloading system/switchboards
Faulty power tools
Faulty insulation
Underground services
Protection of leads
Cables/height/pathways
Location in relation to other
equipment

Set up stage

Erection of temporary structures
Unauthorised access
Maintaining public access
Plant
Facilities management approval
Electrical safety
Slips/trips
Interface with normal business
activities
Weather

Fire safety

Evacuation plans
Fire prevention plan
Dangerous goods storage
Knowledge and use of equipment
Appropriate fire fighting equipment
Obstruction and security of fire
fighting equipment
Pyrotechnics (fireworks or fire
amusement displays)
Warning and communication system
Fire ban days

Manual handling

Excessive weight or awkward dimensions
Lack of mechanical aids
Poor packaging by suppliers
Time lines/lead times
Lack of staff
Crowd control – security training

RISK MANAGEMENT - IT'S A MUST

As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm.

Events vary in size, nature and type, but all events require assessment, control and monitoring of risks. When conducting a risk assessment, include the people who are actually involved in undertaking the task.

Experience is important as a fresh perspective when undertaking risk assessment.

HAZARD IDENTIFICATION

This is the process of recognising hazards associated with an event and identifying the subsequent risks to those people involved or likely to be exposed. Look for hazards (other than those on the Event Safety Checklist) by considering them in groupings – Human; Technological/Mechanical; Natural or Built Environment or by Activity or Task.

RISK ASSESSMENT

Risk assessment is the next step of estimating the potential effects or harm of a hazard to determine its risk and an appropriate rating. By allocating a risk rating, event organisers can prioritise risks in order of likely severity to ensure that they deal with all risks systematically – eliminating or minimising them.

To determine a risk rating consider:

- The consequence what will happen, the extent of harm; and
- The likelihood chances or possibility of it occurring given the current level of controls in place.

A risk assessment matrix on the following page provides some descriptor for risk factors in regards to events.

RISK CONTROL

In order to control the risk, work out the best method/s of treating the risk. Look at the following methods, which are referred to as the 'hierarchy of controls', to see if you can eliminate or reduce the risk.

- **Elimination** by removing the hazard entirely through new design or implementing a new process.
- **Substitution** by replacing hazardous materials or methods with less hazardous alternatives.
- **Engineering** by isolating, enclosing or containing the hazards or through design improvements.
- Administrative by ensuring safe operating procedures are in place and that effective training, induction and monitoring is available to all in the workplace.
- Personal Protective Equipment (PPE) by making sure that appropriate safety equipment, such as gloves, hats, sunscreen etc are available.
- Training, information, instruction and supervision

Other people pick the 'easier' option by going straight to administrative controls or PPE, but there are often more effective ways to control the hazard. In many cases consultation and discussion with people involved reveals new ideas or better ways of handling hazards and reducing the risks of injury.

Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It may require more than 1 type of control to do the job, but that's ok. It is vital to ensure that your additional risk assessment covers hazards during the entire event – from set up to dismantling, not just during the event itself. Most importantly, consult with those involved.

RISK DESCRIPTORS:

CONSEQUENCE – What is likely to be the impact on the Event?

Level	Descriptor	Example description of Likelihood of occurrence for the event		
A	Almost certain	Its expected to occur in most circumstances		
В	Likely	Will probably occur in most circumstances		
С	Possible	Might occur at some time		
D	Unlikely	Could occur at some time		
E	Rare	May occur but only in exceptional circumstances		

Level	Descriptor	Example Detail Description Likely Impacts on Event
1	Insignificant	No injuries Low financial loss
2	Minor	First aid treatment On-site release of chemical immediately contained Temporary halt of event Medium financial loss
3	Moderate	Medical treatment required On-site release of chemical contained with outside assistance Temporary halt of event requiring outside assistance (e.g. fire, police, ambulance) Major financial loss
4	Major	Extensive injuries Off-site release of chemical with no detrimental effects Complete halt of event requiring investigation and outside assistance (e.g. fire, police, ambulance) Major financial loss
5	Catastrophe	Death Toxic release off –site with detrimental effect Complete halt of event with investigation and potential prosecution (e.g. fire, police, ambulance) Catastrophic financial loss

RISK RATING

The risk matrix determines a 'risk rating' based on the likelihood and consequences of risk

CONSEQUENCES								
LIKELIHOOD*	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5			
A (Almost certain)	Н	Н	Е	Е	E			
B (Likely)	М	Н	н	Е	E			
C (Possible)	L	M	н	E	E			
D (Unlikely)	L	L	М	н	E			
E (Rare)	L	L	М	н	н			

RATINGS

E = Extreme risk: immediate action required

H = High risk: senior management attention needed

M = Moderate risk: management responsibility must be specified

L = Low risk: manage by routine procedures

Risk rating enable organisers to allocate priorities to hazards so they can address them in a systematic way. An example is shown below, where the risk assessment process results in a Risk Control Plan or Risk Register.

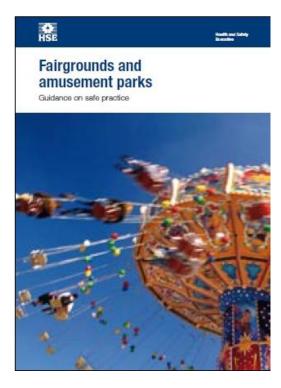
Task or Issue/Hazard	Person affected/ location	Risk Rating	Risk Control Measures	By who & When	Notes/Additional Planned Controls
Task/Hazard: Animal parading/showing Risk: Injury to member of public if they come into contact with animal/injury to handler if animal uncontrollable	Animal handler/ member of public Main Arena	C 2 MEDIUM	Currently: ✓ Areas roped and fenced off to keep patron distance ✓ Signage advising patrons not to enter area ✓ Only competent handlers allowed to enter arena ✓ Supervisor located inside arena with walkie-talkie	John Doe 1/11/06	Loudspeakers announcement advising member of public event about to commence and to keep behind the fenced and roped areas (5 minutes prior and just before). Supervisor to be appointed to stand security for event Handler meeting prior to event to advise of new changes

Additional Event Risk

Register:

Task or Issue/Hazard	Person affected and Location	Risk Rating	Risk Control Measures	By Who & When	Notes/Additional Planned Controls
Task/Hazard:	Who:		Currently:	John Doe 1/11/06	Extra:
Risk:	Where:				

Appendix 3 – Fire Safety Guidance 3a Vehicular Access Requirements



HSG175

Access routes to and within the site should be checked to make sure that they can take the maximum weight and wheelbase of fire engines (see Table 4). Routes will not be adequate for emergency access if they have:

- bridges or other features which make them unusable by fire engines;
- manhole covers not designed for heavy vehicles;
- deteriorated due to bad weather conditions.

Table 4 Typical access requirements for fire engines							
Appliance Width of type road gateway circle e height (ton (metres) (metres)							
Pump	3.7	3.1	16.8	3.7	12.5		
High Reach	3.7	3.1	29.0	4.0	17–25		

Wherever practicable, roads likely to be used by emergency vehicles are best kept free of parked vehicles. This should be discussed with the police at the planning stage.

Fire engines need to be able to get to within 50 m of any structure, including fuel stores. Turning areas are needed in dead-end access routes longer than 20 m.

3b Fire-fighting equipment and facilities



CLG Guide to Open Air Events & Venues

Facilities for fire fighting also include the access routes for fire and rescue service and other emergency service vehicles. At all outdoor venues you must ensure that you have provided adequate and appropriate vehicle access to all parts of the venue. You should also consider how these routes would be affected by the people at your site or event.

"Should you, as the 'Event Organiser' fail to meet the requirements of these guidance documents, or provide measures to enable vehicles (with the dimensions relating to Table 4) suitable access and then, should an incident occur; whereby firefighting operations are hampered or delayed, leading to additional fire losses then you, as the 'Event Organiser' and/or your 'Event Management Team' may be considered as responsible for these losses, your public liability insurance company may invalidate your cover....." You may also be prosecuted under the:

- Emergency Workers (Obstruction) Act 2006
- Fire Services Act 2004
- Regulatory Reform (fire safety) Order 2005

3c The Chief Fire Officers Association

The Professional Voice of the UK Fire and Rescue Service

Fire Risk Assessment - Traders and Market Stalls

Name (e of Unit / Stall								
Contac	act No. on site								
Location	Location on site								
	In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endevour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.								
	This signed and completed form must be maintained available for i Fire & Rescue Service / Event Organiser / Council Officers at		e						
	ust undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances d may use another method if you wish, however, this form is considered to be suitable for most s								
1.	Are adequate exits provided for the numbers of persons within the unit or s (Are your staff and customers able to evacuate easily if the normal exit is blocked?)	stall?	No						
2.	Where necessary, are there sufficient directional signs indicating the appropriate and do they comply with current regulations?	opriate Yes	No						
3.	Are the exits maintained available, unobstructed, and unlocked at all times premises are in use.	the Yes	No						
4.	If the normal lighting failed would the occupants be able to make a safe ex (Consider back up lighting)	it? Yes	No						
5.	Do you have an adequate number of fire extinguishers/fire blankets available prominent positions and easily available for use?	ole in Yes	No						
6.	Has the fire-fighting equipment been tested within the last 12 months? Note: a certificate of compliance will normally be required	Yes	No						
7.	Have your staff been instructed on how to operate the fire-fighting equipme provided?	ent Yes	No						
8.	Have your staff been made aware of what to do should an incident occur, I raise the alarm, evacuate the unit, and the exit locations?	now to Yes	No						

9.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident?	Yes	No
10.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No
11.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? Note: certificates of compliance will normally be required	Yes	No
12.	If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? Note: Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.	Yes	No
13.	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?	Yes	No
14.	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	Yes	No
15.	Are you aware that petrol generators are not permitted on site?	Yes	No
	If you use LPG		
16.	Do you have an inspection / gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?	Yes	No
17.	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No
18.	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No
19.	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No
20.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No
21.	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No
22.	Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event)	Yes	No
23.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	Yes	No
	If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.		

			Continuo on conora	te sheet if necessary
			Continue on Separa	te sheet ii hecessary
Stallholder /				
	Cianoturo	 Print Name		Doto
Responsible Person :	Signature	riiii name		Date
Decimation :				
Designation :		 		
0				
Company :				

PLEASE NOTE

THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION OR REMOVAL FROM THE SITE BY THE ORGANISERS SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.

3d The Chief Fire Officers Association

The Professional Voice of the UK Fire and Rescue Service

Fire Risk Assessment - Food Concessions

Contact No. on site							
Location on site							
	In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endevour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.						
	_	ompleted form must be maintained available for inspection base Service / Event Organiser / Council Officers at all times.	y ine				
You c		a Fire Risk Assessment for your unit, which must be suitable for the circumstance and may use another method if you wish, however, this form is considered to be standard food units where customers do not enter the unit		r most			
1.		ection / gas safety certificate for the appliances and pipe work for inspection) and are all hose connections made with	Yes	No			
2.	- · · ·	es fixed securely on a firm non-combustible heat insulating by shields of similar material on three sides?	Yes	No			
3.	· ·	e an adequate and effective barrier of at least 600 mm between any combustible material?	Yes	No			
4.	Have you ensured that the apparatus?	at no combustible materials can be blown against, or fall onto	Yes	No			
5.	•	s kept outside, or within a specific ventilated unit, secured in the out of the reach of the general public?	Yes	No			
6.	•	nly those cylinders in use are kept at your unit/stall? to a minimum and in line with any specific conditions for the event)	Yes	No			
7.	Are the gas cylinders emergency?	readily accessible to enable easy isolation in case of an	Yes	No			
8.	Are the cylinders loca areas?	ted away from entrances, emergency exits and circulation	Yes	No			
9.	when the apparatus is	as supplied is isolated at the cylinder, as well as the appliance is not in use and appliances are fitted with full flame safety is that are not readily visible?	Yes	No			

Name of Unit / Stall

10.	Do you ensure replacement cylinders are fitted in the open air away from any sources of ignition?	Yes	No
11.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	Yes	No
12.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? (Certificates of compliance will normally be required)	Yes	No
13.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No
14.	Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use.	Yes	No
15.	If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit?	Yes	No
16.	If the normal lighting failed would the occupants be able to make a safe exit? (Consider back up lighting)	Yes	No
17.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	Yes	No
18.	Has the fire-fighting equipment been tested within the last 12 months? Note: a certificate of compliance will normally be required	Yes	No
19.	Have staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No
20.	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit and the exit locations?	Yes	No
21.	Are you aware that petrol generators are not permitted on site?	Yes	No
22.	Have you identified all ignition sources and ensured that they are kept away from combustible materials?	Yes	No
23.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident?	Yes	No
24.	Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public?	Yes	No
25.	If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? Note: Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units	Yes	No
	If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.		

			Continue on separate	e sheet if necessary
Stallholder /				
Responsible Person :	Signature	Print Name		Date
Designation :				
Company :				

PLEASE NOTE

THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION OR REMOVAL FROM THE SITE BY THE ORGANISERS SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.

3e CFOA Temporary Structures - Fire Risk Assessment

TO BE COMPLETED FOR EACH STRUCTURE IN LINE WITH NATIONALLY RECOGNISED FIRE RISK ASSESSMENT GUIDES In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your venue. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in your venue being prohibited from use. You must be able to answer YES to the following questions. This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You <u>must</u> undertake a Fire Risk Assessment for each structure, which must be suitable for the circumstances. You do not need to use this form and may use another method if you wish, however, this form is considered to be suitable for most standard temporary structures.

EVENT							
VENUE NAME							
AND LOCATION							
DATE/TIME	START				FINISH		
VENUE DETAILS	PERSON I	N					
VEIVOL BE 174120	CHARGE	. ,					
	TYPE AND	USE OF					
	STRUCTU	RE					
	NO. OF STOREYS						
	SIZE (m2)	SIZE (m2)					
	MAXIMUM		STAFF				
	OCCUPAN	OCCUPANCY		<u>, </u>		TOTAL	
					A	CTION/COMMEN	ĪΤ
1. Is there an effecti the venue?	ve emerger	cy plan for	YES	NO			
2. Are there sufficient to manage the even		nt people	YES	NO			
3. Is there means of occupancy numbers		the	YES	NO			
4. Is there adequate in case of fire?	provision o	f warning	YES	NO			
5. Are suitable fire exits available? e.g. Do they open in the direction of escape?			YES	NO			
6. Are there adequate numbers of fire exits for occupancy numbers?			YES	NO			
7. Are the fire exits adequately indicated with correct signage?			YES	NO			
8. Are the internal escape routes clearly indicated?			YES	NO			
9. Are the escape routes clear from obstructions?			YES	NO			
10. Is adequate emergency lighting available?			YES	NO			
11. Have all ignition sources been identified?		YES	NO				
12. Are suitable control measures in place to reduce/control the ignition sources?		YES	NO				

13. Are Liquid Petro cylinders being used venue? (If N/A go to	d and/or stored at the	YES	N/A		
14. Are there suitable control measures in place for LPG?		YES	NO		
15. Is adequate and equipment provided		YES	NO		
16. Are staff trained equipment?	to use firefighting	YES	NO		
17. Are the structura decorations/hanging		YES	NO		
18. Is there suitable to venue?	fire appliance access	YES	NO		
between structures?		YES	NO		
20. Are provisions in persons especially a disabled.	•	YES	NO		
considered?	f young persons been	YES	NO		
22. Has the possible effects of arson been considered? e.g. secure rubbish compound.		YES	NO		
If answe	er to any question is "NO", ple	ease detail	actions t	taken to remedy the situation	ո.
				Continue on separate	sheet if necessarv
				,	
Responsible Person:	Signature		Pri	int Name	 Date
Designation:					
Company:					

PLEASE NOTE: This document does not preclude you from prosecution or removal from the site should a subsequent inspection reveal unsatisfactory standards.

Fire Safety Guidance

Fire Risk Assessment Guidance for Open Air Events and Venues. www.gov.uk/government/uploads/system/uploads/s

Guidance on Temporary Structures, Large Tents and Marquees.
www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf

Code of Practice 24: Part 4 - Use of LPG Cylinders: The Use of LPG for Catering at Outdoor Functions (March 1999)

www.uklpg.org/shop/codes-of-practice/use-of-lpg-cylinders-the-use-of-lpg-for-catering-at-outdoor-functions-march-1999/

Appendix 4 – Suggested Lost/Found Children's Policy

Lost and Found Children Policy

The goal of the Lost and Found Children Policy is to reunite each lost or found child with their parents or guardians. Please read this policy carefully –

The Lost and Found Children service will be provided throughout the event while ticket holders are onsite. All enquiries and dealings regarding lost and found children will be co-ordinated by the Lost Child Tent/Area and all staff onsite will be briefed about this.

Throughout this policy the term "parent" also includes "guardian".

Please note that no use is to be made of any code words at the event other those that <u>describe the fact that a child has been lost.</u> This is to ensure that all terms used onsite are standardised.

Further procedures re Found Children:

If onsite staff find a child that is under 16 unaccompanied onsite and showing signs of distress, <u>2</u> members of staff, will escort the child to the Lost Child Tent/area at all times.

As children enter the site with their parents, they are offered a wristband on which the parent's mobile number can be written. Lost child tent staff will try to contact the child's parent by using this mobile phone contact wristband. Given the size of the site we would expect that the vast majority of found children will be reunited with their parents while at the Lost Child Tent using the mobile phone wristband system in under 10 minutes. Control Tent should be alerted as soon as a child is presented at Lost Child Tent, in situations where 30 minutes has passed and the child has not been reunited with their parents West Mercia Police should be notified.

The staff at the Lost Child Area will have a current DBS check (Disclosure and Barring Service).

Lost Children

If on-site staff are approached by a parent who has lost a child, they will escort the parent immediately to the Lost Child Tent/Area and will alert the staff. The Lost Child Tent/Area staff will collect and record the information regarding the description of the child and will then contact Control who will then co-ordinate information out to all security and stewards.

We understand that speed of communication is of paramount importance and the briefing of all onsite staff will be co-ordinated by the Control Tent/Area staff. If the child is still not reunited with their parents within a relatively short time after Security Personnel are alerted then consideration should be given to notifying West Mercia Police. (This will depend on the circumstances of the incident, age of child etc. If there are suspicious circumstances or any doubt, the police should be called).

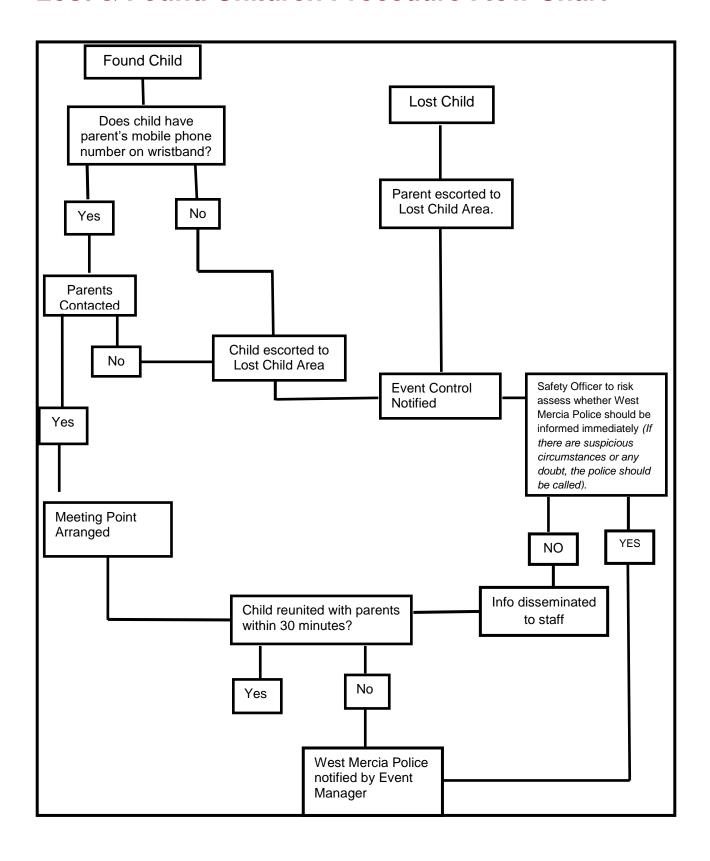
If deemed necessary announcements can be made at the stage. These announcements will be treated as a priority and will be broadcast at the earliest opportunity. Announcements will not refer to the child specifically or give personal details, descriptions or names

The Lost Child Staff will look after the parents / guardians and siblings of lost children; and all details will be recorded in writing.

Welfare

Once the Lost Children service establishes that the parents or guardians are bona fide, are fit to be in charge of a child (for example are not under the influence of alcohol) and that they have a child matching the description, they will be reunited with their child. Before a child is allowed to leave, their parent / guardian should have to sign a form and provide some form of identification. If a child is reluctant to go with a parent or guardian then a second opinion will be sought from West Mercia Police. Once a child has been reunited with their parent or guardian, all agencies that have been involved will be informed. The Lost Children policy will also extend to looking after the parents / guardians and siblings of lost children.

Lost & Found Children Procedure Flow Chart



Appendix 5





<u>Safety Advisory Group - Medical Specification Details Request Herefordshire,</u> <u>Worcestershire & Shropshire</u>

In order to assess the medical provision for your event, you are requested to complete the details below and return to : robert.stevens@wmas.nhs.uk

	robert.stevens@wmas.nns.uk	
Date of Event	Name of Event	
Timings of Event	Type of Event	
Where will your event take place	Standing / seated / mixed	
Audience / Crowd mix (Family / Young Adults etc)	Maximum number of attendees at any one time	
Additional Hazards (Fireworks / stage / catering / temporary bar / other	Anticipated Waiting time for entry	
Medical Provider Company Name		
CQC Registration Details		
Contact details of Medical Provider Telephone / Email		
Contact details of medical provider on day of event		
•	Details of Medical Provision	
Number of First Aiders		State if only First Aid at Work
Number of Cycle Responders		State skill set they will have
Number of Paramedics		Must be HCPC registered
Number of Technicians		
Number of Ambulances on site		State if A&E / 4x4 capability
N		
Number of Response Cars on site		
Number of Response Cars on site Number of Doctors		Experienced in pre-hospital care environment?
Number of Doctors Number of Nurses		
Number of Doctors Number of Nurses Other medical skill set – provide details		care environment? Experienced in pre-hospital
Number of Doctors Number of Nurses		care environment? Experienced in pre-hospital
Number of Doctors Number of Nurses Other medical skill set – provide details Will you have AED / Defibs on Site -	Will you be conveying patients within your staffs' skill set to hospital in your own vehicles?	care environment? Experienced in pre-hospital

Thank you for your co-operation in completing this form. Should WMAS have any additional queries or seek clarification, we will contact you.

Appendix 6 - Crowd Safety - Key Hazards

Hazards from crowd dynamics

- Surging and swaying leading to crushing between people and against fixed structures
- Falling and being trampled underfoot
- Dangerous behaviour, such as climbing onto equipment/structures or throwing objects

Hazards from venue or event activity

- Pedestrians and moving vehicles sharing the same space
- Audience being close to an activity, for example in motorsport or at an air show
- Collapse of a temporary structure
- Poorly maintained and inadequately lit pedestrian routes
- Poor ground conditions
- Lack of suitable entrances and exits
- Stalls and concessions obstructing crowd movement and leading to congestion at entrances and exits during busy periods
- Inadequate site design, leading to crossflow of people
- Failure of equipment, such as turnstiles
- Sources of fire, such as cooking equipment

Determine the number of people who will attend

Many arrangements will depend on the size of the crowd. When forecasting the expected turnout, you could consider:

- previous attendance figures
- numbers visiting similar events (speak to other organisers)
- pre-event registration and participation entries
- advance ticket sales
- the level of publicity and popularity of the activity or performers
- which days are going to be particularly busy, eg first or final days
- whether any extra visitors will attend special activities taking place at the event
- variable factors, such as the likely effects of good or bad weather, local economy, transport problems, public holidays etc

Assess the venue/site suitability

The event venue/site, whether permanent or temporary, should be designed so that people can assemble, enter, move around and exit the space safely. In an emergency, they should also be able to <u>evacuate</u> quickly to a safe place.

A key part of your assessment will be to determine the venue's safe capacity. For outdoor spaces, where the boundaries of an event are less well-defined, break the task down into zones, such as arrival and exit points, viewing areas and the spaces inland around attractions or structures like bars and stages. Visit the venue to help you predict and deal proactively with a crowd's likely actions. For example, people may:

- park illegally so that they can make a quick getaway, but obstruct access for emergency vehicles
- wait for friends/family at or near entrances/exits and obstruct the flow of people
- suddenly change direction and obstruct the flow of people, eg fans leaving a concert early may rush back if they hear a favourite song during the encore
- congregate in prohibited areas and be reluctant to move away, even if asked to do so

You can find more detailed guidance on assessing venue/site suitability, including determining a safe capacity, in our advice on <u>venue and site design</u>.

Do an audience profile

A number of factors can influence how a crowd behaves. For example, the age range of a performer and the type of performance can help you predict behaviour and make appropriate arrangements for it. Visitors may be unfamiliar with venue layout and its facilities. People may even become disorientated if they arrive in the light and leave in the dark so ensure there is enough lighting to help them.

Inadequate management of queues or delays may cause people to surge towards the doors when they are opened or climb over barriers, leading to overcrowding problems in other areas. People may climb onto structures, such as scaffolding, to get a better view and encourage others to follow, putting them at risk of a fall. Assess the likelihood of this happening and take steps to manage it.

You may be able to use certain forms of behaviour to your advantage. For example, once an orderly queue is set up, it tends to attract people and introduce some order into crowd patterns. Several acts performing at the same time may result in considerable crowd movement. For example, where one particular performer has a large or enthusiastic following, the audience may suddenly surge forward and crushing could result. Smoke or similar effects (eg dry ice effects at a concert) can mean people are likely to respond more slowly to smoke generated by a fire.

Those not satisfied with the quality of a performance or outcome of a sporting fixture may become aggressive, offensive and uncooperative. Being intoxicated and/or recreational drugs can of course exacerbate this behaviour.

Assess existing precautions – what more should be done?

Some hazards may already be controlled, whether by deliberate measures (recently improved lighting on stairways) or by the circumstances in which they are found (eg street lighting outside the venue may incidentally light the venue entrance stairs). You should therefore identify the precautions and decide whether they are adequate or whether more should be done.

Examples of <u>putting controls in place</u> show additional steps you might take to address risks you have identified.

Create a crowd management plan

Once you have assessed the risks, you should create a crowd management plan. Use any <u>venue/site</u> <u>design drawings</u> to help you with this. Your plan should also include how you will respond effectively to <u>accidents and other emergencies</u>.

Review your plan

Organisers, their stewarding contractors and other agencies involved should periodically check the methods for managing crowd safety to ensure they are working and being followed.

After an event

It is also good practice to debrief after an event and certainly after any significant incident/emergency or when any changes in venue design or procedures are considered. Include other agencies like the police and local authority in the debrief process. Listen to problems and successes and make improvements for future events.

Find out more:

Put crowd controls in place

See the HSE's site for further advice on Crowd Management

HSG 195 The Event Safety Guide and HSG 154 Managing Crowds Safely.

Managing crowds safely: A guide for organisers at events and venues.

Further Reading

Cabinet Office *Dealing with Disaster* Revised Third Edition, Brodie Publishing 2001, ISBN 187444742X

http://webarchive.nationalarchives.gov.uk/20050523205851/ukresilience.info/contingencies/dwd/index.htm

"The Local Authority Guidance Package for the Management of Safety at Events," Produced by Zurich Municipal, Southwood Crescent, Farnborough, Hampshire, GU14 ONJ.

Managing Crowds Safely HSG 154, ISBN 071761834X. www.hse.gov.uk/pubns/books/hsg154.htm

Protecting the public: Your next move HSG 151, www.hse.gov.uk/pubns/books/hsg151.htm

Code of practice for outdoor events, National Outdoor Events Association 1993 plus amendments 1997. http://www.noea.org.uk/content2.asp?pageId=32

A Guide to Safety at Sports Grounds, Fourth Edition, The Stationery Office 1999, ISBN 0113000952 www.hse.gov.uk/pubns/books/hsg151.htm

The amusement devices inspection procedures scheme (ADIPS). Health & Safety Executive. www.hse.gov.uk/entertainment/fairgrounds/adsc.htm

Guidelines for good practice at dance events, Scottish Drugs Forum 1995, ISBN 0951976125.

Stating Your Business – Guidance on preparing a health and safety policy document for Small businesses. INDG 324 HSE Books. http://www.niceic.com/Uploads/File1908.pdf

A Guide to Risk Assessment Requirements, INDG 218, HSE Books. http://www.housingcare.org/downloads/kbase/2167.pdf

5 steps to risk assessment, INDG 163 (Rev 1), HSE Books 5 http://www.hse.gov.uk/risk/controlling-risks.htm

Managing health & safety: Five steps to success INDG 275 HSE Books 1998 http://www.hse.gov.uk/pubns/indg275.pdf

Successful health & safety management HSG65 HSE Books
http://www.qub.ac.uk/safety-reps/sr_webpages/safety_downloads/successful_h&S_management.pdf

A guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR_ 1995 HSE http://www.hse.gov.uk/riddor/

A step-by-step guide to COSHH Assessment HSE Books http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717627851

COSSH and peripatetic workers, HSG 77, HSE Books 1992, ISBN 0118857339. Regulatory Reform (Fire Safety) Order 2005 Guidance Books, available to download for free at http://www.hse.gov.uk/toolbox/fire.htm

Working together on Firework Displays, HSG 123, HSE Books 1999, ISBN 0717624781 http://www.hse.gov.uk/pubns/priced/hsg123.pdf

Giving your own Fireworks Display, HSG 124, HSE Books 1995, ISBN 0717608360. http://www.hse.gov.uk/pubns/books/hsg124.htm

A short guide to the Personal Protective Equipment at Work Regulations 1992, INDG 174, HSE Books 1995, http://www.hse.gov.uk/pubns/indg174.pdf

Safe erection of structures Part 2 site management and procedures, GS28/2, HSE Books 1985, ISBN 0118836056.

http://regulations.completepicture.co.uk/pdf/Health%20and%20Safety/Safe%20erection%20of%20structures%20Part%202-%20site%20management%20and%20procedures..pdf

Safe erection of structures Part 3 working places and access, GS38/3, HSE Books 1986, ISBN 0118835300.

http://regulations.completepicture.co.uk/pdf/Health%20and%20Safety/Safe%20erection%20of%20structures%20Part%203-%20working%20places%20and%20access..pdf

Technical standards for marguees and large tents, DOC14, Home Office 1995.

Safety Signs and Signals Regulations 1996, HSE Books, ISBN 0717608700. http://www.hse.gov.uk/pubns/books/l64.htm

Managing vehicle safety at the workplace: Leaflet for employers, INDG 199, HSE Books 1999, ISBN 0717609820. http://www.hse.gov.uk/workplacetransport/

Electricity at work: Safe working practices, HSG85 2003, ISBN 0717621642. http://www.hse.gov.uk/pubns/books/hsg85.htm

Electrical safety and you, INDG 231, HSE Books 1996, ISBN 0717612074 http://www.hse.gov.uk/electricity/

Charity and Voluntary Workers: A guide to Health and Safety at Work, HSG192, ISBN 9780 7176 6185 5 http://www.healthandsafetyworksni.gov.uk/charity_and_voluntary_organisations-a_health_and_safety_guide.pdf

An index of health and safety guidance for the catering industry, CAI 57, HSE Books 1996. http://www.hse.gov.uk/catering/

Assured safe catering: A management system for hazard analysis 1993, Department of Health, ISBN 0113216882. http://www.food.gov.uk/sites/default/files/multimedia/pdfs/pdf-ni/safe-catering.pdf

Use of LPG cylinders in mobile catering vehicles and similar commercial units, LG Gas Association Code of Practice 24 Part 3 1996, ISBN 187391180. http://www.hse.gov.uk/pubns/cais23.pdf

HSE Guide HS(G) 123 - Working together on firework displays http://www.hse.gov.uk/pubns/books/hsg123.htm

HSE Guide HS(G) 124 - Giving your own firework display http://www.hse.gov.uk/pubns/books/hsg124.htm

A guide for event organisers holding events in Telford and Wrekin	
Event safety advisory group	
Telford & Wrekin Council	