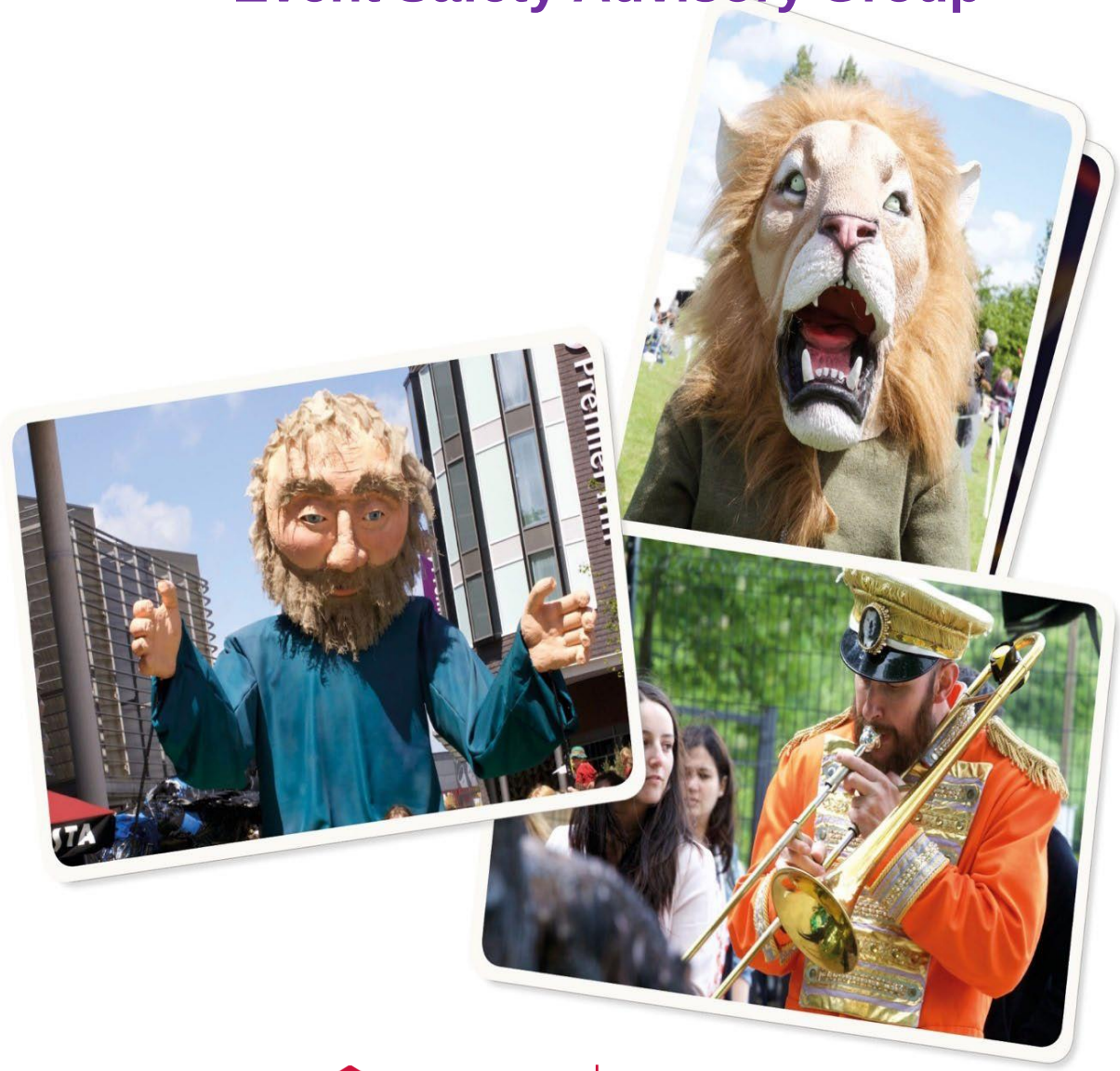
A guide for event organisers holding events in Telford and Wrekin

Event Safety Advisory Group



Telford & Wrekin Co-operative Council

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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 and these checklist's **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.

Section 1 – ESAG

1.1 Which organisations are represented on ESAG?

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

Shropshire Fire & Rescue: enquiries@shropshirefire.gov.uk

West Midlands Ambulance Service: enquiries@WMAS.nhs.uk

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

Telford & Wrekin Council esag@telford.gov.uk

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

1.2 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 via email

1.3 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.

1.4 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.

1.5 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.

1.6 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 www.thepurpleguide.co.uk there is a fee.

Guidance on running events safely

HSE web pages offer guidance on a number of topics: This website will help organisers run events safely. Others may also find the website useful, e.g. contractors, health and safety advisers and workers at events. www.hse.gov.uk/event-safety/index.htm

Guidance on Inflatable Structure Safety www.pipa.org.uk

Guidelines on managing crowds safely www.hse.gov.uk/event-safety/crowd-management.htm

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/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf

Guidance on Temporary Structures, Large Tents and Marquees.

www.muta.org.uk/wp-content/uploads/2022/07/MUTAs-Best-Practice-Guide.pdf

www.hse.gov.uk/event-safety/temporary-demountable-structures.htm

Section 2 – Your event, things to consider, planning ahead

2.1 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. It is essential to understand what the event is and what is involved.

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. So knowing the venue capacity is essential.

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, and land used for grazing animals, ground conditions, and position of noise sensitive properties.

The land owners' permission should be obtained and event organisers are advised to liaise with key stakeholders such as Local Authority and emergency services.
Preparing a detailed site plan that has location of provisions and facilities, including temporary structures. It should be to scale. Large sites may benefit from a numbered grid system on the site plan to assist with referencing and emergencies.

2.2 Licensing

Temporary Event Notices or Time-limited Premises Licence **(Click here for more information)** 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);
- Incidental music – the performance of live music or the playing of recorded music if it is incidental to some other activity;
- Incidental film – an exhibition of moving pictures if it is incidental to some other activity;
- 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).
- 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 licensing@telford.gov.uk.

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 (Click here for more information) 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 (Click here for more information) If you are planning to collect money for charity at your event, it is likely that you will need a Street Collection Permit.

2.3 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.

- Animals performing at events e.g. pony/donkey rides will need to be licensed under The Animal Welfare (Licensing of Activities Involving Animals)
(England) (Amendment) Regulations 2019. Contact Licensing on 01952-381818 or email licensing@telford.gov.uk for further information.
- 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: Microsoft Word - Risk Assessment 2017.docx (animalexperience.org)

2.4 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 an absolute minimum cover of £5 million is recommended but ideally this should be at least £10million.

There are three key insurances that event organisers generally need to seriously consider:

Public Liability:

While not a legal requirement, this provides third-party cover for property and accidental bodily injury, including protection for members of public/attendees at the event should they get injured and the event organiser is found to be negligent. Local authorities and venue owners will generally not grant a licence to stage an event without seeing a copy of this cover. Also make sure that accurate attendance figures are provided to the insurer, otherwise cover may be affected in the case of a claim.

Employers Liability:

This is generally required in law to cover anyone directly employed by the event and provides legal liability protection against compensation claims for accidental injuries to anyone employed at the event, including temporary staff, freelancers, volunteers and helpers, whether paid or unpaid. Sub-contractors should have their own insurance in place. Cover is usually for around £10 million.

Equipment (Owned/Hired In):

Some companies will not hire their equipment until they see proof that the event organiser has sufficient cover in place for the equipment in event of theft, damage etc. Cover should also be for the full replacement costs of the equipment as specified by the hire company. It is important to ensure that the policy covers goods in the open and in temporary structures. It is also advisable to insure against eventualities such as bad weather and cancellation, nonappearance, national mourning, terrorism, communicable disease, enforced reduced attendance and failure to vacate. 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).

2.5 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.

2.6 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

2.7 Useful Contacts

Telford & Wrekin Council
Highways & Transport
Telford & Wrekin Council
Darby House
Lawn Central
Telford
TF3 4JA

highways@telford.gov.uk

West Mercia Police
Mrs Rachel Moore
Events Planning Coordinator
West Mercia Constabulary
Force Operations Department
Hindlip Hall
Worcester
WR3 8SP

rachel.moore@westmercia.pnn.police.uk

Section 3 – Fire Safety

3.1 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 firefighting equipment
- Provision of trained stewards or other staff for firefighting 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

3.2 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).

Section 4 – Health & Safety

4.1 Event Safety - Health and Safety Risk Assessment Guidance

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

The above principles are dynamic and should be an ongoing process for the event and the document should be dated and signed.

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.

Example can be found below and further information and guidance on risk assessments can be found here: www.hse.gov.uk/risk/_event-safety/ www.hse.gov.uk/event-safety/managing-an-event.htm and in the Purple Guide

4.2 Event Safety - 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

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

Further information and guidance can be found here http://www.hse.gov.uk/entertainment/cdm-2015/introduction.htm and here event-safety and in the Purple Guide

4.3 Event Safety - 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:

- 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).

Further information and guidance can be found here event-safety and in the Purple Guide

4.4 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.

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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
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- 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'

4.5 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.**

The HSE have issued advice 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 bouncy castles and other play inflatables 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)

4.6 Sealed inflatables

The HSE has published guidance 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

4.7 Barriers and Stands

There are many types of barriers available. They can be used for several reasons, e.g. providing physical security, as is the case of perimeter fences at outdoor events, define routes, aid management of attendees and influence their behaviour and to relieve and prevent build-up of audience pressure to name just a few.

Choosing the correct barrier system or fencing is vital to ensure crowd safety therefore it is essential to understand the different types, their strengths and appropriate uses. There use should be considered as part of the risk assessment process and their use should never presents a greater risk than not using them.

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.

HSE Stage Barriers https://www.hse.gov.uk/event-safety/stage-barriers.htm#:~:text=You%20should%20erect%20barriers%20with,the%20audience%20may%20be%20preferable.

Temporary Demountable Structures Guidance on design Procurement and use

http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm

Provision and Use of Work Equipment Regulations 1998
http://www.legislation.gov.uk/uksi/1998/2306/contents/made

Health & Safety at Work etc Act 1974 http://www.legislation.gov.uk/ukpga/1974/37/contents

Managing Crowds Safely: www.hse.gov.uk/event-safety/crowd-management.htm

Section 5 – Event Safety / Evacuation / H.OT. Assessment Principals

5.1 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 **report any** 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.**

a. Suspicious Packages – H.O.T Assessment Principals

Guidance for the public
No unattended item should be ignored, but should always be assessed proportionately, considering what can be seen and anything you know about its discovery. For example, in the case of unattended hand luggage, it may be possible to ask if its owner is nearby.

However, when an item has been hidden from view deliberately, or has visual clues suggesting it may be hazardous – wires, circuit boards, batteries, adhesive tape, liquids, putty-like or unusual substances etc. – or has been found after a suspicious event, an immediate and focused response is required. This will involve telling someone what you have seen and why you think it is suspicious.

If you believe any unattended item represents a potential risk to life, you must report it as soon as possible and alert those nearby.

When dealing with suspicious items, the following steps should be taken:

- do not touch it
- if you are in an owned public space, or a managed building, report it to a member of staff or security, if available. If they are not available, dial 999 but do not use your mobile phone within 15 metres of the suspicious item and place yourself out of sight of the item
- if you believe there may be a risk to life, move away at least 100 metres from the item. Even for a small item, such as a rucksack, 100 metres is the recommended minimum evacuation distance, but always follow any directions given by the police or security staff. See Guidance for Staff for a full breakdown of evacuation distances.
- once at a safe distance, stay behind hard cover and away from secondary hazards, such as glazed areas or parked vehicles, and do not re-enter the evacuated area until the police direct it is safe to do so

Remember: If you think it's suspicious, say something.

Guidance for Staff
Unattended and suspicious items can be encountered in any crowded or public place, such as a football stadium, shopping centre, transport hub or large public event. It is vital that a documented local plan and relevant procedures are in place to deal with the risk.
To make sure the plan is effective, proportionate and takes into account new information, those responsible for assessing unattended items must be briefed accordingly and have received training in what is normal, what is unusual, what is potentially suspicious and what to do about it.

When dealing with suspicious items apply the 4 Cs protocol:

CONFIRM, **CLEAR**, **COMMUNICATE** and **CONTROL**.

CONFIRM

whether or not the item has suspicious characteristics.

The HOT Protocol may assist with the 'confirm' process. In particular, consider whether the item is:

Hidden?

- has the item been deliberately hidden, or has a deliberate attempt been made to conceal it from view?

Obviously suspicious?

- are there wires, circuit boards, batteries, tape, liquids or putty-like substances visible? Could it be an Improvised Explosive Device (IED)?
- has the item been found after seeing suspicious behaviour? Check with others in the area and use CCTV, if available
- based upon what you can see, do you think the item poses an immediate threat to life?

Typical of what you would expect to find in this location?

- most lost property is found in locations where people congregate or wait, so ask if anyone nearby has left the item or saw who did. Check and see if maintenance staff have been working at the location
- if the item is assessed to be unattended rather than suspicious, then examine further, paying particular attention to the contents, before applying lost property procedures.

However, if you believe the item represents a possible risk to life, then follow the protocol as follows:

CLEAR

the immediate area

- do not touch it further
- take charge and move people away from the hazard. Move at least 100 meters away from a small item, such as a rucksack; at least 200 metres away from a small vehicle or large item, such as a car or a wheelie bin; and at least 400 metres away from a large vehicle, such as a van or lorry
- keep yourself and other people out of line of sight of the item. It is a broad rule, but generally, you are better protected from fragmentation if you are behind hard cover and cannot see the item
- think about what you can shelter behind. Pick something substantial, such as concrete or brick, and keep away from glass such as windows and skylights
- cordon off the area as best you can in advance of police attendance

COMMUNICATE

Call 999

- inform your control room and/or supervisor and be prepared to explain why you consider the item suspicious
- do not use radios or phones within 15 metres of the item and place yourself out of line of sight

CONTROL

access to the cordoned area

- members of the public should not be able to approach the area until it is deemed safe
- try and keep eyewitnesses on hand so they can tell police what they saw, or try and get contact details before witnesses move away

UNATTENDED & SUSPICIOUS ITEMS

IMMEDIATE STEPS

Confirm – whether the item has suspicious characteristics

1. Has the item been deliberately hidden?
2. Is the item obviously suspicious? E.g. visible wires
3. Is the item typical of what you would expect to find in this location?
4. Ask if anyone nearby has left the item

If you believe the item represents a possible risk to life

5. Clear the immediate area, control access to cordon and do not touch the item
6. Call 999
   Do not use radios within 15 metres

ProtectUK

UNATTENDED ITEMS:
LOST... or SUSPICIOUS?

H

Hidden?

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.

O

Obviously suspicious?

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?

T

Typical?

- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

If after applying the HOT protocols you still believe the item to be suspicious, call 999.

NaCTSO NATIONAL COUNTER TERRORISM SECURITY OFFICE

BRITISH TRANSPORT POLICE

b. Stay Safe

Counter Terrorism Policing has released guidance that sets out three key steps for keeping safe in the event of a firearms or weapons attack

RUN HIDE TELL

If you are caught up in an incident our advice is to RUN HIDE TELL – this guidance can be applied to many places and situations. We know from case studies and testimony of people who have survived attacks that this advice can save lives.

Vehicles as a weapon information

The use of vehicles as a weapon remains a realistic possibility. Vehicles are widely available and easy to use with devastating effect. Consequently, driving a vehicle into a queue or crowd is a low complexity attack and easy to initiate.

A Vehicle as a weapon attack can be conducted quickly resulting in a devastating impact on people. Consequently, the terrorist may tend to avoid obstacles, including relatively unsubstantial ones, for fear of rendering the vehicle unusable and bringing the attack to a premature end.

Safety arrangements employed at the entrances to premises or events can include managing social distancing, hygiene measures, and general security procedures. This can lead to queues of people building up in vulnerable areas.

To minimise the risk to queues of people, consider these practical and achievable steps:

- publish information about entry procedures, enabling people to prepare in advance and know what to expect
- create an efficient entry procedure that will enhance the customer experience and enable people to enter more quickly
- ensure staff are trained in all aspects of the entry procedure and are motivated to support and encourage people
- staff should be vigilant and be trained in how to respond to an incident
- queues should not be positioned near live traffic i.e. roads. If they have to be, position away from the kerb edge
- positioning queues near or in between street furniture can provide some protection (e.g. bus stops, signage posts, seating, telephone boxes, fences, walls, gates and trees)
- queue routes should be planned for areas where vehicles don't normally have access, ideally within the curtilage of the site
- close off vehicle access to shared spaces when queues are present
- in car parks, create a pedestrian safety zone by preventing or limiting vehicle parking next to queues of people
- consider enforcing, 'no parking' as far away from the queues as possible with traffic cones, temporary pedestrian rails or more robust barriers
- consider utilising staff vehicles that will remain in position throughout the event to create a sterile area – it is important that any vehicles parked nearby are not identifiable as staff vehicles
- where possible, orientate the queues so people can see hazards approaching and at a right angles to potential vehicle attack routes

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 Operations.Planning@westmercia.pnn.police.uk

5.2 Major incident

A major incident is any incident that requires the implementation of special arrangements by one or more of the emergency services, the Department of Health or a local authority for:

- The initial treatment, rescue and transport of a large number of casualties;
- The involvement either directly or indirectly of large numbers of people;
- The handling of a large number of enquiries likely to be generated from both the public and news media usually to the police;
- The large scale resources of two or more of the emergency services;
- The mobilisation and organisation of the emergency services and supporting organisations, for example, local authority, to cater for threat of death, serious injury or homelessness to a large number of people.

Upon discovering a potential major emergency, personnel should inform the Event Manager as soon as possible, using the M-ETHANE system below.

The Event Manager will inform all personnel of an emergency via radio, Emergency Services must be called immediately.

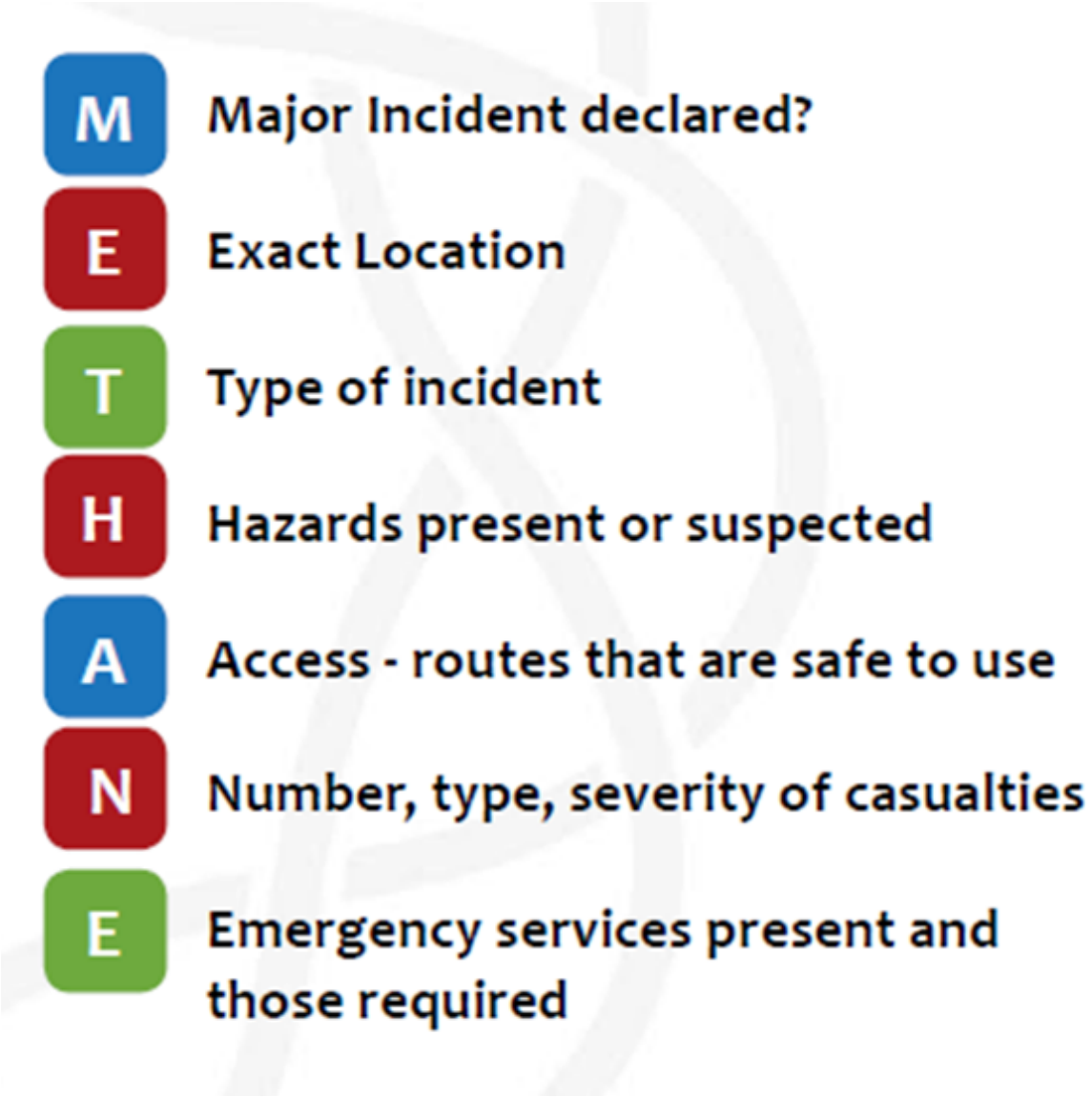
M-ETHANE

M-ETHANE is a mnemonic to assist personnel with reporting a potential major emergency to control. The following information must be given:

Note: **The 'M' Element is only used by personnel trained to identify 'Major Incident Standby' or 'Major Incident Declared'. It is unlikely that personnel will be trained in this assessment methodology.**

M – My call sign, Major Incident 'Declared' or 'Standby'
E – Exact location of incident – include Grid reference or Coordinates if available
T – Type of incident e.g. RTC, Fire, Explosion etc
H – Hazards present e.g. Fire, Gas, unstable infrastructure, overhead power cables
A – Access and egress routes
N – Number and types of casualties e.g. unconscious, major trauma, burns.
E – Emergency services on scene or required.

All M-ETHANE reports must be passed via the Event Control. Event Manager will pass the ETHANE element of the report to Emergency Services via 999.



5.3 Evacuation

Evacuation of a crowd often results from more than one factor and the reason may be unseen by both audience and staff. The decision to evacuate will have a significant impact on crowd safety and therefore should be taken by the event organiser, venue manager or other designated person in authority, in conjunction with the Event Liaison Team, where such a team has been established.

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.
Wherever possible, exit routes should be swept for suspicious people or packages using the HOT principles (Hidden, Obviously suspicious, Typical) before evacuation takes place. This is especially important if the evacuation relates to matters of terrorism.

Crowd Management personnel will require an advanced briefing to ensure they understand their role during a localised, partial or full evacuation to direct and assist members of the audience and staff towards the nearest usable exit, safe area or rendezvous point. Briefings should include their responsibilities, actions they should take and details of any pre-arranged messages, including code words or statements that may be broadcast.

Where the threat is internal but contained e.g. a small fire, relocation of the crowd through evacuation may be appropriate. Where the threat or perceived threat is external, then consideration may be given to a dynamic lockdown: advising persons to not leave the site and declining new attendees. Each option will bring significant challenges, so liaison between parties, careful decision making and log keeping will be essential.

5.4 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. All personnel must be competent to undertake the function they are performing, alongside any emergency roles they may be required to assume. This is particularly relevant for supervisors and managers, who would be expected to manage personnel if such a situation were to occur.

5.5 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. Any person responsible for training stewards or volunteers in crowd management must themselves be competent and be allotted adequate time to conduct the training properly.

The organiser must be aware that the stewards are acting on their behalf to ensure safety.

5.6 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.
Organisers should ensure that the following communication takes place is accounted for:

- Supply employees and others who might be affected by work activities with information on the risks to their health and safety
- Provide staff and visitors information about what to do in an emergency
- Ensure proper co-operation and co-ordination of all those working onsite.
- Assess the communication requirements of all the organisations involved in the event, including handling routine health, safety and welfare information and communicating effectively in the event of an emergency
- Ensure emergency plans include a way to alert staff and visitors, including those with disabilities, to evacuate or take other response, and how to report emergencies.

Section 6 – Food

6.1 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. Also consider waste provisions for General Waste, Waste Oil and Water.

When you have this information an outline of the type of catering and facilities should be provided to Health Protection food@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/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf

Section 7 – Medical Arrangements

7.1 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.

Guidance Notes;

1. You are strongly advised to complete a comprehensive **Medical Risk Assessment** for your event. The level of medical provision your event requires will come from this assessment. You (or your medical provider) should also produce a **Medical Plan** detailing where, when and how you are going to mitigate those risks identified in your risk assessment and provide appropriate medical cover for your event. Further advice on completing the risk assessment and medical plan should be sought from publications such as The Purple Guide, HSE Guidance or professional Health & Safety/Medical advisors (www.thepurpleguide.co.uk) (https://www.hse.gov.uk/simple-health-safety/risk/index.htm)

Failure to complete a Risk Assessment or Medical Plan may leave you open to prosecution and/or litigation should an incident occur.

2. The SAG (or the NHS Ambulance Service) cannot risk assess your event for you. You as the Event Organiser must do this, as it is you that are held legally responsible for your event. If you do not supply a Medical Risk Assessment and Medical Plan, then WMAS cannot assess your event fully and any advice given to you by WMAS may be incomplete.

3. The level of medical cover you supply should be sufficient to minimise the impact on the local NHS. This includes local A&E Departments, GP's and the Ambulance Service. The aim should be to manage casualties on site as far as it is safe and appropriate to do so and to arrange off-site transfer within a satisfactory timeframe when it is not.

4. Transporting patients from an event to definitive care (hospital) is a regulated activity by law and as such, can only be provided by a company registered with the Care Quality Commission (CQC). (www.cqc.org.uk). If your event requires an Ambulance to transport offsite, then this must be supplied by a company registered by the CQC.

5. If your event is being held under the authority of a governing body (UK Athletics, Motorsport, Equestrian etc) then please refer to that organisation for the level of medical cover that they stipulate. Failure to adhere to their requirements could invalidate your event insurance.

6. Medical cover should be provided for the entire duration of your event, from build up to breakdown. The level of this cover will be determined by your Medical Risk Assessment, taking into account guidance and legislation.
If you are providing accommodation and/or camping for your event, then you have a duty of care to those staying and you should provide overnight medical cover.

7. The qualification of First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) are NOT suitable for providing first aid at events. First Aiders should be at least First Response Emergency Care Level 3 (FREC3) or First Person On Scene (FPOS). They should be trained in

Basic Life Support (Both Adult and Paediatric), the use of automated defibrillators and are all required to be Enhanced DBS checked.

8. It is now expected that most events (and ALL public events) should have immediate access to an Automated External Defibrillator (AED) and trained personnel.

9. Medical providers can vary in quality and capability and event organisers should exercise due diligence in selecting a competent and reliable service. It is good practice to take up references from other customers who have used the provider for similar events and personal recommendation from peers within the event industry may also be useful. Check that they hold appropriate medical defence and public liability insurances and have rigorous clinical governance procedures in place.

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.

Section 8 – Noise

8.1 Noise Prevention

Code of Practice on Environmental Noise Control at Concerts

This national Code of Practice was issued by the Noise Council in 1995 and is the most up to date guidance on the control of noise from outdoor concerts and can be found here.

The Code of Practice recommends the sound levels that should be achieved at noise sensitive premises such as peoples' homes for events that take place between the hours of 09:00 hrs and 23:00 hrs. If the event is to continue after 23:00 hrs it should be inaudible at the nearest noise sensitive premises. The recommended sound levels are dependent upon the nature of the area (see venue category in table below) and the number of events held in a year. It should be noted that compliance with the Code of Practice does not, of itself mean a nuisance will not be caused.

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 www.hse.gov.uk/noise/goodpractice/music-and-entertainment.htm

Section 9 – Other Site Considerations

9.1 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.

9.2 Toilet Facilities

Provide an adequate number and type of toilets for the number of people expected, Consider the number and type of toilets and washing facilities as part of an assessment of needs. Key factors to take into account include: audience size and demographics, e.g. provision of suitable facilities for children, elderly or disabled and wheelchair users attending, who may take longer to use a facility. Consideration should also be given to offering provisions for non-gender specific facilities and for attendees who may require a “Changing Places” (Or high dependency) facility. 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.

9.3 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.
Failure to effectively manage waste at events presents direct and indirect risks to the health and safety to workers and those attending the event. Event organisers should think about the waste that will be generated during the course of the event not just by attendees but by traders. Waste will not be generated evenly across the site and therefore organisers should pay special attention to the following areas:

- entrances and exits
- arenas and stages
- sanitary areas
- animal areas
- first-aid areas and health-care waste
- catering areas
- camping areas

Organisers should ensure that contractors appointed to handle, remove or dispose of waste are competent and licensed to undertake the activities that they are being engaged to do.

9.4 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.

Introduction - Fly-posting - Telford & Wrekin Council

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.

Section 10 – Audience Consideration

10.1 People with Disabilities and Vulnerabilities

You should ensure that all arrangements made, including emergency procedures, meet the needs of disabled and vulnerable people. This includes access to the venue and arrangements within the venue such as welfare facilities.

- The provision of clear access information is important
- Consider whether your booking system is accessible to all, taking account of the needs of deaf and disabled people
- Consider the transport needs of deaf and disabled people
- Box office and wristband exchange services should be physically accessible
- It is important that accessible toilets and changing facilities are provided and clearly signposted
- Level access to the event and onsite facilities, including the use of ramps and lifts, need to be considered for wheelchairs etc.
- The provision of dedicated viewing platforms or areas with clear sight lines is a key access provision for any event.
- Consider the needs of workers and artists/performers who may require disabled assistance.
- Consider the needs of deaf and disabled people in emergency evacuation plans
- Ensure that those working on the event site are trained in disability awareness
- Consider respite or quiet areas

10.2 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. A documented evacuation policy should be in place and staff should be trained in how to assist Deaf and disabled people during an evacuation of the event.

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:
www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people

10.3 Information and Welfare

Locate information and welfare services in suitable accommodation, easily accessible, well signed, properly lit and quiet enough for face-to-face communications. Make sure that they are open for the whole time the audience is on site. On site signage is an aid to the provision of information. An example of good practice is a finger post signage which is an excellent aid to directional information on a larger event site where not all the services/facilities/attractions are visible.

Once the basic outline of the site has been determined a detailed site plan should be produced in relation to the location of provisions and facilities, including temporary structures. It should be to scale and a CAD (computer aided design drawing) may be beneficial. Large sites may benefit from a clearly numbered grid system to assist in referencing locations. Many versions may be produced, as amendments are made when further information is obtained.

Gridded plans can assist in identifying locations on site in an emergency; a grid should be overlaid onto the final plan.

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.

Provide advance information about the site layout and facilities on the event website and at the point-of-sale of tickets, preferably in the form of a leaflet. This could include welfare provision, crime prevention advice, suggestions for clothing, food and shelter, personal security, essential health and safety measures, a site map, meeting-up arrangements, pass out details transport and parking details, information about any prohibited items or practices, and details about how changes in event information (e.g. line-up, transport, location of services) will be relayed during the event. Social media e.g. Facebook and Twitter, is an immediate way to communicate with those at the event and those at home. The information can be very up-to-the-minute and reach a wide demographic. Ensure that official sites are used for communicating event information via social media, as your audience may also be communicating their opinion by these methods. Brief the workers in the information and welfare services about the site services and layout, as well as emergency procedures and systems for assisting with lost or distressed people, including children.

Consider provision for children, even if the event itself is not necessarily aimed at them, as children may accompany adults. Publicity material should indicate whether the event is suitable for children and if an adult needs to accompany them; or if children under a certain age are not allowed entry. An adult, preferably over 21 years, should take responsibility for children and young people, including a means of contacting them at the event and off-site.

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 4

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.

Section 11 – Protests Guidance for Oranisers

11.1 Responsibilities

It's important for you to be aware of the provisions of the 1986 Public Order Act , Public Order Act 2023 (legislation.gov.uk) and Police, Crime, Sentencing and Courts Act 2022 (legislation.gov.uk)

Failing to provide the West Mercia Police (WMP) advance notice of the date, time and venue/route of a procession; changes to these details without updating the police or other involved agencies; or failure to comply with changes, conditions or prohibitions set by the police may constitute criminal offences. The amendments within the Public Order Act 2023 allow the Police to impose conditions which are considered to be causing 'serious disruption to the life of the community.

In addition to carrying moral and social responsibilities, organisers have civil, common and criminal law responsibilities.

You may be liable for the consequences when things go wrong, particularly if there are issues in the planning or control of an event.

One of the main responsibilities of the organiser is concern for the safety of the public taking part, as well as for those in any way affected by it. This responsibility extends to avoiding damage to property, fear or alarm to the public, or disruption to the local community. Ensuring public safety at a public event is not the first responsibility of the police or Local Authority.

Organisers should have risk assessments and Event safety plans / operating procedures

11.2 Protests that involve a March or Procession

Event organisers must be aware that pedestrians on a highway are always in a position of high potential danger. Telford & Wrekin (T&W) and the WMP expect that event organisers fully explore alternatives to any proposed highway march or parade etc. We suggest that a March or parade is only included if it is an essential element of the march. Where a procession or parade on the highway is planned, consultation with WMP, the T&W Highways Section and other agencies is essential at an early-stage. Agreement on traffic management may require designated road closures and will always include the use of safety vehicles at the head and rear of the parade and competent persons as pedestrian steward.

Proposed routes should be chosen carefully, your risk assessment should give regard to:

- Number and safety of participants on the route.
- Traffic congestion, diversions and access for emergency services vehicles.
- Length of route and traffic implications.
- Exposure to the elements (time factor).
- Availability of refreshments.
- Opportunity for the elderly and young to obtain a rest period.
- First aid facilities throughout.
- Number, make up and duties of stewards.
- Unnecessary detours (make it as direct as possible).
- The effects on residential properties and businesses.
- Toilet facilities on route.
- Participants travel to and from the protest/ March – will this involve any local disruption?
- Suitable and sufficient clearly identifiable Stewards that are given adequate safety briefings including contingency plans
- Do you need any other special arrangements such as lost found children, people with vulnerabilities

Locations

The use of certain locations for assemblies (including the places people will need to use to get to and from the gathering) require permission from Telford & Wrekin Council.

Not all locations on T&W land have been deemed suitable for protests. Two locations that have been deemed suitable are;

- Hall Court Car Park
- Wrekin Road Car Park Wellington

11.3 Safety Considerations

Stewards

It is vital that the organisers keep control throughout the entire event.

This is normally achieved by using stewards who act as agents of the organisers to ensure that the participants adhere to what has been agreed. They must carry out decisions made by the organisers as the event proceeds, through a clearly defined chain of command.

Their roles will also include the implementation of the event contingency plans, a set of plans and actions to cope with any likely occurrence, emergency or not, which may happen as a result of the event taking place (these plans must be compiled by an event organiser).

There must be sufficient stewards to communicate the organisers' intentions and directions to all participants in the event. A risk assessment will help to establish the number of stewards necessary to manage the crowd safely. When preparing a risk assessment, it may be necessary to carry out a comprehensive survey to assess the various parts of the site and consider the size and profile of the crowd.

Assessing the number of stewards based on the risk assessment rather than on a precise mathematical formula will allow a full account to be taken of all relevant circumstances, including previous experience, managing the crowd and locating stewards at key points.

Adequate stewards at public events should be provided by the organiser without the use of Police officers. Stewards must be briefed so that they are fully conversant with the organisers' intentions and directions, and a copy of the briefing should be recorded by the event organiser.

Stewards should be fit, both physically and temperamentally, to carry out the organisers' wishes and to ensure that the participants comply with them. It is advised that stewards should be over 18 years of age.

The selection of stewards is extremely important. They need the ability to be firm, but in a tactful, friendly and good-humoured way. Effective stewards develop sufficient rapport with the participants for whom they are responsible to enable them to identify and defuse potentially difficult situations and promote an atmosphere of goodwill.

Stewards must be easily identified so that participants and others know that they are acting in an official capacity. Experience has shown that items such as lapel badges are insufficient for this purpose. A distinctive garment should be worn. Ideally this should be a coloured tabard, with a clearly identifiable number on it and comply with Health and Safety legislation.

Stewards must immediately inform the Police of any matter that requires police attention such as anything that may lead to a criminal offence or breach of the peace or an immediate risk to public safety.

Stewards must monitor the crowd and not watch the event. It must be stressed that stewards are agents of the organisers. They are not police officers and therefore: Although they should take all reasonable steps to prevent disorder or breaches of the peace, they must not exceed the powers of the ordinary private person.

They must not carry or have near them any weapon; carrying a weapon in public is prohibited by law, unless there is lawful authority or reasonable excuse. Appointment as a steward carries no such authority and gives no ‘reasonable excuse’ in law. The possession of a weapon as a deterrent is also prohibited.

11.4 Crowd & Vehicle Control

You must make suitable arrangements to steward the event to ensure public safety. As far as possible vehicles should be kept out of areas where the public have access. For events with an expected attendance of over 100 people, a public address system should be considered to communicate any safety messages.

Emergency Procedures
As the event organiser you have a duty of care to ensure that emergency procedures for evacuation of any area of the event are included in the planning process. Stewards/security must be briefed on their role.

Routes/Course
Routes/Courses should be examined carefully relative to the amount of runners and expected crowd attendance. Age and ability should form part of the initial safety deliberations. For example looking for crowd/march pinch points.

Weather Conditions
Your plan should include mitigations for bad weather and detail the event stop criteria.

Counter Protests
As an organiser you should also consider any potential counter protests and ensure that you have adequate plans and stewards in place to deal with these.

First Aid
First Aid The event organiser should make necessary arrangements for first aid provision.

Public Liability Insurance (PLI)
You will need to ensure your event is covered by PLI, the minimum cover for a small event is £1,000,000 (one million pounds) and up to £5,000,000 (5 million pounds) for larger events. The Insurance Company will issue a certificate of Insurance which, in law, confirms insurance cover is in place. T&W will ask for a copy of your insurance certificate if you are planning road closure and or planning to demonstrate on T&W land.

Other Guidance

People should not be allowed to leave a procession to distribute leaflets.

If you’re intending to present a petition, you’ll need to let the Police know as special arrangements usually need to be made with the recipient.

Ideally collections shouldn't be made during processions. However if money is to be collected, you may need to https://www.telford.gov.uk/info/20355/licensing/727/street_collections

If banners are to be used it’s sensible to design them with a hole to reduce the risk of danger when they're used in high winds.

Control the use of PA (public address) systems so you don't disturb the local community.

Ensure that children under the age of 16 are accompanied by an adult and are kept away from any roads on the edges of procession routes where there might be traffic.

APPENDIX 1 EVENT SAFETY AND PLANNING CHECKLIST

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:	To:
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 Contacts - Suppliers (e.g. Marquees, catering etc)

Organisation	Contact Name	Service	Contact Details	Notes

Authorities (fire, police, first aid etc)

Organisation	Contact Name	Service	Contact Details	Notes

Artists/Entertainment

Organisation	Contact Name	Service	Contact Details	Notes

Venue Contact Details – Internal and External Venues

Name:	Email:
Phone:	Mobile:
Venue Contact Date:	Venue Contact method:
Venue Paperwork Sent:	Venue Hire Response:
Additional requirements/negotiations:	

Event 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 Submitted on:		
Date Material required by:		Location of advertising material:			

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:

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 Tasks			**Applies/ Checked**	**Additional Actions required**
1. EVENT ACCESS AND EGRESS				
Entry/Exits are clear and accessible for staff and expected attendees				
Entry/Exit area are adequate for emergency exit and emergency services				
Thoroughfares are well defined and clearly marked				
Other:				
2. TRAFFIC FLOW			**Applies/ Checked**	**Additional Actions required**
Vehicle access onto site grounds is required for set up and dismantling (Bump in/out)				
Time In:	Time Out:	Vehicle details:		
Time In:	Time Out:	Vehicle details:		
Time in:	Time Out:	Vehicle details:		
Clearly defined areas/paths for traffic – separated from pedestrian thoroughfare				
Provision for sale passage of emergency/other vehicles through pedestrian traffic				
Controlled traffic flow and adequate signage for traffic erected				
Traffic management staff wear appropriate high visibility protection and carry communication devices				

Adequate parking areas to cater for the expected vehicle numbers attending the event		
Adequate parking supervision		
Adequate training of traffic management staff, and are traffic management staff are positioned in the correct location as planned		
All necessary permits and certification/licensing for traffic management obtained		
Other:		
3. AMENITIES	**Applies/ Checked**	**Additional Actions required**
Adequate provision/location of toilets and hand washing facilities -		
Availability of drinking water for staff and attendees		
Adequate facilities for food catering preparation and clean up		
Adequate shade from sun/availability of sunscreen as required for staff or attendees		
Other:		
4. EVENT SIGNAGE	**Applies/ Checked**	**Additional Actions required**
Adequate signage for entries, exits, toilet facilities, waste or recycling bins etc		
Adequate signage for any hazardous/restricted areas		
Clearly signed First Aid services and fire extinguisher/meeting point locations		
Other:		
5. EVENT EMERGENCY PROCEDURES	**Applies/ Checked**	**Additional Actions required**
Emergency Response Plan documented and in place		
Emergency Response personnel trained to carry out plan for event emergency		
Current site maps available to all staff, emergency services and other relevant parties		
Identify a “Blue Route” for on coming emergency vehicles.		
Other:		
6. FIRE PREVENTION	**Applies/ Checked**	**Additional Actions required**
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 blankets are in appropriate areas, tested and in date		
Event personnel are trained in extinguisher/fire blanket use where appropriate including any stewards identified as having a role as a fire marshal.		

All staff and volunteers are aware of the fire evacuation procedures relevant to the planned event		
Arrangements for smoking are in place		
Other:		
7. FIRST AID	**Applies/ Checked**	**Additional Actions required**
First Aid Stations suitably located, clearly signed and accessible		
First Aid facilities suitable for type of event		
Effective means of communication provided between event personnel and First Aid facilities or personnel		
Other:		

8. ELECTRICAL POWER/GENERATORS						
Power access required?	Yes:	No:				
Details of power required	Generator		3 phase		240V	

Contact details for power:

	Name:		Phone:	
	Name:		Phone:	
	Name:		Phone:	
Power site plan attached	Yes:	No:		

Other:	**Applies/ Checked**	**Additional Actions Required**
Portable Residual circuit devices (RCDs) are used where required		
No double adapters or piggy back plugs are used		
All portable (specified) electrical equipment including power leads, power boards have been inspected and tested in accordance with Electrical Safety Regulation. (Double insulated – annually, not double insulated – every 6 months)		
All portable (Specified) electrical equipment including power leads, power boards are connected to a Type 1 or 2 Safety Switch		
Adequate protection of the public from electric shock and any trip hazards		
All electrical leads and electrical equipment are placed in safe locations e.g. on top of unstable surfaces, across pathways		
All leads, plugs, etc are protected from the weather and hazards such as water or other liquids etc		
Generators (if used) are placed in a safe location and are fenced or sectioned off from the public. Exhaust gas is vented to an open area.		
Other:		
9. UTILITIES/SITE SERVICES	**Applies/ Check**	**Additional Actions Required**
Location of all site underground services (power/gas/electrical services/mains etc) and overhead power lines have been indentified		

Relevant personnel or contractors have maps or information indentifying site underground and overhead services		
Any unsafe or restricted area are communicated to the Event Coordinator		
Additional or alternate waste removal services have been arranged		
Adequate number of recycling and general waste have been organised and located		
Neighbourhood Cleansing Contacted:	Name:	

Phone:	Email:	Extra Bins Requested:

10. PERMITS, LICENSING AND REGISTRATIONS	**Applies/ Check**	**Additional Actions Required**
1. Fireworks If fireworks or pyrotechnic display will be used on site – separate Risk Assessment needed. No performances, displays or interactive activities involving fire will be permitted on premises e.g. fire eating, fire breathing, fire dancing, walking on coals		
2. Mobile Plant (forklifts, cranes etc) are only operated by licensed or certified operators		
3. Event **LPG/Dangerous goods** storage meets legal requirements		

4. **Alcohol** *consumption for events on T&W sites is prohibited unless prior approval has been obtained from T&W licensing. A temporary alcohol permit is required or existing facility licences are extended for the event.*

Alcohol will be provided for this event:	Yes:	No:	
If **yes**, has an application for alcohol Licence been made?	Yes:	No:	Attach a copy of the application. Date of application.

What non alcoholic options will be made available for attendees?
Alcohol Management Plan Implemented – Responsible Service of Alcohol practices in place
Details:

5. **Food** will be served for this event:	Yes:	No:	
Groups/persons responsible for provision of food			

1. Name:/Group		Holds food Licence/Permit	Yes	No	Attach Licence copy
Contact person:		Phone			
Mobile		Email			
2. Name:/Group		Holds food Licence/Permit	Yes	No	Attach Licence copy
Contact person:		Phone			
Mobile		Email			

What food safety control measures will be used to ensure the health of people attending the event?
Food Safety Plan to be implemented: Attach separate document if needed

Approved: (Event Co-ordinator)	Yes:	No:
Additional food safety measures required (Event Co-ordinator)		
6. **Job Safety Analysis/Safety Plan** is collected from relevant contractors covering all above permits/licences and plan registration		
Other:		
11. STAGING AND PLATFORMS, MARQUEES, STALLS, VANS OR OTHER TEMPORARY DEMOUNTABLE STRUCTURES	**Applies/ Checked**	**Additional Actions Required**
All stages are signed off by a certified rigger/scaffolder and are erected by personnel with appropriate training and certifications (as required)		
Platforms are continuously monitored particularly in extreme weather conditions.		
Adequate access and egress around all staging and platforms for event patrons and emergency services		
Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/clear paths		
Other:		

12. Noise	**Applies/ Checked**	**Additional Actions Required**		
The event will include amplified music, speeches etc	**Yes**		**No**	
Details of expected event Noise:				

13. WORK AT HEIGHTS – Banner, Flags or Signs Erection	**Applies/ 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 Gas*		
All LPG used for catering is Gas Safe checked and appropriate certification is provided		
Other:		

16. WEATHER CONDITIONS	Applies/ Checked	Additional Actions Required
Current Meteorology information is checked for adverse 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 (PPE)	Applies/ Checked	Additional Actions Required
All tasks to be undertaken by staff and volunteers are checked for the right PPE required and PPE is provided if needed (e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jackets etc) – Separate risk assessments may be required for high risk tasks.		
Personnel are trained in using, maintaining and storing the PPE		
High visibility safety clothing must be worn by event staff at all times when it is important for a person in a situation to be easily seen		
Other:		

18. SECURITY	Applies/ Checked	Additional Actions Required
Appropriate security levels have been arranged or organised externally for the event:		Note: 1 security person required per 50 persons

Number of security personnel required:		Provide copy of schedule:	
Name of external Security company at event		Licence No:	
Security company contact name		Phone:	
Email Address		Fax:	

Crowd control measures to be used:	
Cash handling safety procedures or arrangements have been made and will be implemented	

19. ACCESSIBILITY	**Applies/ Checked**	**Additional Actions Required**
Ramps are in place to provide access into buildings		
Disabled Access Parking is available close to the event		
The event itself is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids etc)		
Entry/Exit area is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids)		
Other:		
20. AMUSEMENT DEVICES, STRUCTURES and BOUNCY CASTLES & OTHER PLAY INFLATABLES		

There will be amusement devices, structures, bouncy castles and other play inflatables operating at this event (tick)	Yes		No	

An amusement device means a device:-
(a) Used for commercial purposes: and
(b) Used or designed to be used for amusement, games, recreation, sightseeing or entertainment and on which persons may be carried, raised, lowered or supported by any part of the device (including, for example, any car, carriage, platform, cage, boat, plant, chair, seat or thing) while the part of the device is in motion.

Please complete the additional *Amusement Device or Structure Safety Checklist for Event Operators*, and submit with this event application

Proprietor:		Structure Type		Reg No.	
Proprietor		Structure Type		Reg No.	
Proprietor		Structure Type		Reg No.	

Appendix 1b
Safety Inspection Checklist

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	
Site 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, 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?	☐	☐
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	**Yes**	**No**
• 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: ……

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Remedial action taken: ……

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Printed Name of Inspector: ……

Signature: ……

Date & Time of Inspection: ……

Location: ……

During the event

Site 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: ……

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Remedial action taken: ……

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Printed Name of Inspector: …….....……

Signature: ……..……..……

Date & Time of Inspection: …….....….. **Hours** ….……..……

Location: …….....…….……...

Exhibitors/attractions

	Yes	No
• Have all attractions been dismantled and removed?	☐	☐
• Have all exhibitors vacated the venue?	☐	☐
• Have all vehicles left the venue?	☐	☐

Temporary 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?	☐	☐
• Have any holes/trenches etc been made good?	☐	☐
• Have all temporary electric installations been isolated and made safe?	☐	☐

Waste 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?	☐	☐

Venue condition

• Has any damage to permanent facilities, buildings or the ground been reported?	☐	☐
• Has any damage been found during inspection?	☐	☐

If the answer to either of the above is yes then describe briefly below

……..

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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)

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Remedial action taken:
(please advise the Council of any damage found and remedial action taken)

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Printed name of Inspector: …….....……

Signature: …….

Date & Time of inspection: ……....……..…….. **Hours:** ..……...….....……..…

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

Working at height
Scaffolds – licenced/trained erectors
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

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 Assessment – Additional Event Hazards/Risks

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 Assessment – Additional Event Hazards/Risks

RISK DESCRIPTORS:

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

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

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 Assessment – Additional Event Hazards/Risks

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)	**H**	**H**	**E**	**E**	**E**
B (Likely)	**M**	**H**	**H**	**E**	**E**
C (Possible)	**L**	**M**	**H**	**E**	**E**
D (Unlikely)	**L**	**L**	**M**	**H**	**E**
E (Rare)	**L**	**L**	**M**	**H**	**H**

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	**Next Steps:** - 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

Risk Assessment – Additional Event Hazards/Risks

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: Risk:	Who: Where:		Currently:	John Doe 1/11/06	Extra:

Appendix 3 – Fire Safety Guidance

3a Vehicular Access Requirements

HSG175

https://www.hse.gov.uk/pubns/books/hsg175.htm

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 type	**Width of road (metres)**	**Width of gateway (metres)**	**Turning circle (metres)**	**Clearance height (metres)**	**Weight (tonnes)**
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

https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-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 of Unit / Stall _____

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.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, 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 market stalls and units

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1. Are adequate exits provided for the numbers of persons within the unit or stall? *(Are your staff and customers able to evacuate easily if the normal exit is blocked?)* **Yes** **No**

2. Where necessary are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations? **Yes** **No**

3. Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use. **Yes** **No**

4. If the normal lighting failed would the occupants be able to make a safe exit? *(Consider back up lighting)* **Yes** **No**

5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use? **Yes** **No**

6. Has the fire-fighting equipment been tested within the last 12 months? **Yes** **No**
   Note: a certificate of compliance will normally be required

7. Have your staff been instructed on how to operate the fire-fighting equipment provided? **Yes** **No**

8. 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**

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 (gas cylinders)

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.

Continue on separate 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

Appendix 4 – Suggested Lost/Found Child/Vulnerable Persons Guidance

LOST/FOUND CHILD/VULNERABLE PERSONS GUIDANCE

The goal of the Lost and Found Person Guidance is to reunite each lost or found person with their parents or guardians. Please read this procedure carefully –

There needs to be a clear distinction between the terms **Lost** and **Found** when relating to a child/vulnerable person:

A **Lost** child/vulnerable person is one whose whereabouts is **not known**. (Normally reported by a parent or guardian).

A **Found** child/vulnerable person is one whose whereabouts is known but who is not with their parent or guardian.

Clearly any child who is 'lost' is at greater risk.

A Lost and Found Persons service should be provided throughout the event while ticket holders/event goers are on site. All enquiries and dealings regarding lost and found children should be co-ordinated by the Lost Child Tent/Area and all staff on site need to be fully briefed about this. The staff at the Lost Child Tent/Area should have a current DBS check (Disclosure and Barring Service). If you're a small organisation, it's very hard to get people DBS checked but you may have people involved who are DBS checked because they work in healthcare / teaching / charity sector, etc.

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

Lost Child / Vulnerable person procedure

If on-site staff are approached by a parent who has lost a child/vulnerable person, they will escort the parent immediately to the Lost Child Tent/Area and will alert the staff.

- The member of staff will take full contact details from the person reporting the missing person and their relationship / position of responsibility to the missing child / vulnerable person and then a full description taken from the parent/guardian/carer of the missing person. To include:

1. Person Details: Name, Age, Sex, Address
2. Person Description: Hair colour, Clothing, identifiable features
3. Access to a mobile and contact numbers
4. Any known vulnerabilities
5. Incident Details: Location last seen, Time last seen.
6. Any instruction the missing person has been given if they become 'lost'.

- The person reporting should remain with the event staff however if they are insistent on leaving and searching themselves it is essential that they remain immediately contactable by some means.

- The member of staff will contact Control who will then co-ordinate information out to all security and stewards. Consideration should be given to immediately monitoring any gates/exits to the event. **NB**: The event Safety Officer should risk assess whether

West Mercia Police should be informed immediately

- Stewards & CCTV on site entry / exits points should acknowledge this message, stay on point and be prepared to challenge subjects who match the description even if accompanied to confirm the child / vulnerable person is in rightful care.

- We understand that speed of communication is of paramount importance and the briefing of all on-site 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 immediately).*

- 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

- If attempts to locate the missing person prove negative, consideration should be given to making an announcement on the PA system. (Careful thought must to be given to the content of the message relayed as it may highlight vulnerability)

- Once the person has been located, they will be taken to the lost / found area and this movement must be brought to the attention of the designated event lead. Ideally 2 members of staff should be present when moving the person to this location.

- Once the lost child/person lead locates and confirms that the parents/guardians/carers 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/vulnerable person is allowed to leave, their parent/guardian/carer 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.

- An information message across each radio channel should then be made to inform that the search is over and police informed (if already contacted and aware).

- If the person is refusing to go with the appropriate adult then West Mercia Police will be called without delay.

Found child/vulnerable person procedure

- The member of staff who finds or receives the lost person must immediately make the event control and designated lost & found lead aware of this fact.

- If the child/vulnerable person is handed to staff by another member of the public, that individual should be asked to remain with the steward, if they refuse contact details should be obtained along with the circumstances of the ‘find’.

- The member of staff should be joined ASAP by another member of staff before moving the found person to the designated lost/found point pending being reunited.

- The member of staff will then take full contact details of the child / vulnerable person with them and following that a full description of the person who is being sought (the parent / guardian / carer), to include:
  1. Person Details: Name, Age, Sex, Address
  2. Person Description: Hair colour, Clothing, identifiable features.
  3. Access to a mobile and contact numbers, and Images of the parent/guardian/carer
  4. Incident Details: Location last time adult seen, where exactly did the child / vulnerable person become lost.

- Ensure that there are more than two people around, and to only comfort the person as is necessary and in an appropriate manner according to their age and behaviour.

- The Event designated lead will then communicate to all staff/stewards informing them of the person sought, and instruct staff to inform them immediately if they locate this person

- Police are to be informed after 15 minutes. (Not such a priority as you will have to child / vulnerable person with you but this call may negate any concern if a 999 call has been received into Police control by the parent / guardian/carer).

- A PA announcement could be considered straight away requesting the named parents/guardians/carers report to a steward.

- Once the parent/guardian has been located, they will be taken to the lost / found area to undergo the reuniting procedure. This fact should be brought to the attention of the designated event lead.

- Once the lost child/person lead locates and confirms that the parents /guardians / carers 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 / carer should have to sign a form and provide some form of identification.

- Once a person has been reunited with their parent/ guardian/ carer, all agencies that have been involved will be informed.

- If the person is refusing to go with the appropriate adult then the police will be called without delay.

Lock Down Procedure considerations

As an Event organiser you might want to consider exploring a ‘Site Lock Down’ procedure. This is an option where you can secure your site (assuming the boundary and site footprint will allow you to) using your volunteers / stewards on the site perimeter to prevent / restrict site ingress and egress.

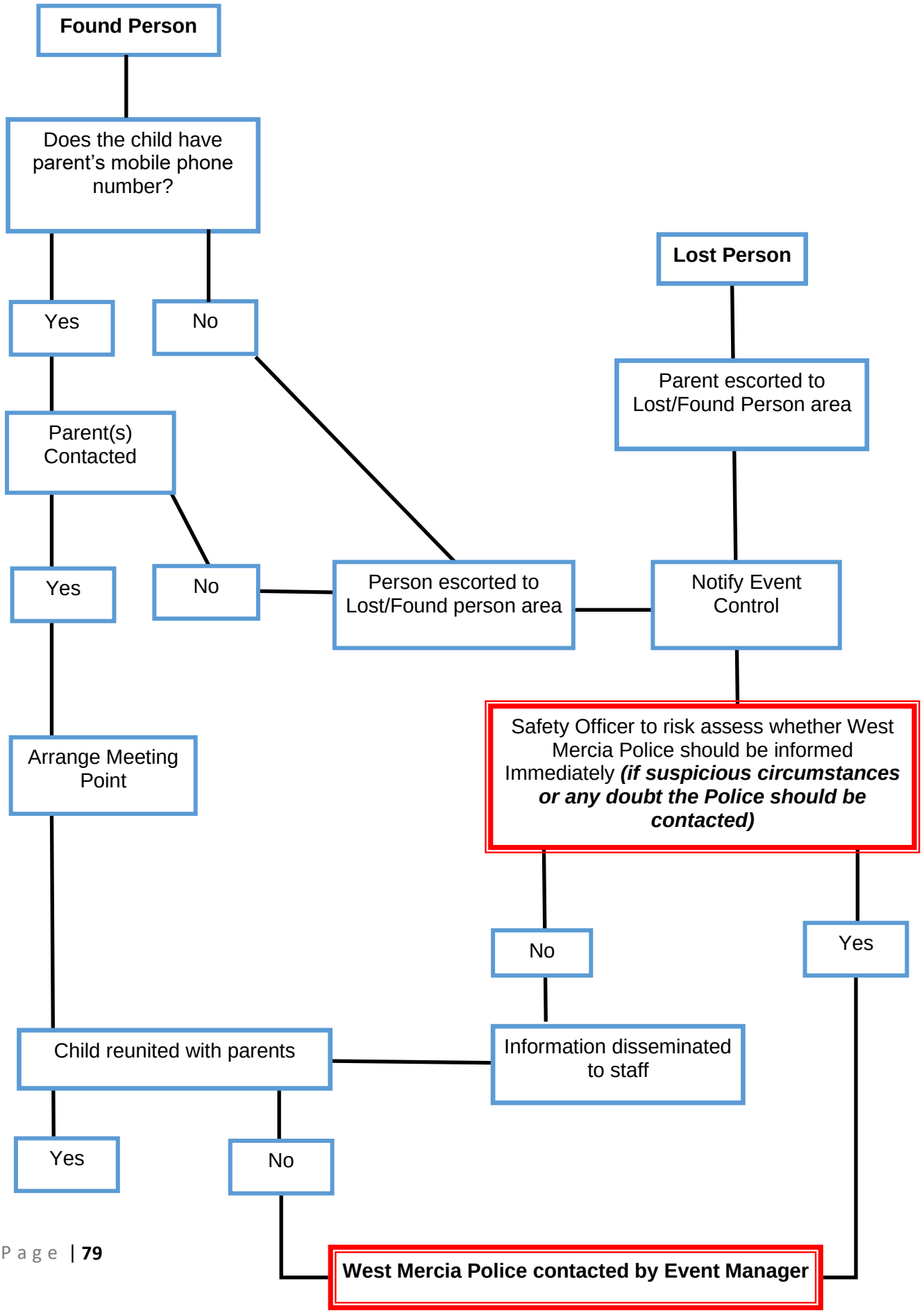
This is very useful for vulnerable lost persons where you need to restrict movement whilst you establish what is occurring.

To make it effective the site needs to have a defined perimeter that is non-permeable with the exception of site entry and exit points. You need to have designated staff on these points with an immediate and direct link into the main control room and a very clear briefing as to what to do if a lock down is called. Supporting the staff could be movable barriers to reinforce their instruction.

The perimeter should have line of sight between staff , if not then as part of the procedure design would be making staff aware of the positions they specifically need to take up to support the lock down process.

Contact
West Mercia Police on 999 if serious concerns about a lost child/vulnerable person or 101 if reporting a found child/vulnerable person

Lost & Found Children / Vulnerable Person Procedure
Flow Chart



Appendix 5 – West Midlands Region – Initial Event Medical Specification Request

This form has been created by West Midlands Ambulance Service to capture the information that is required to enable them to review the proposed medical provision for your event. Upon completion, this (along with your Risk Assessment and Medical Plan) will be reviewed and any comments submitted back to the event organiser. Thank you for your co-operation in completing this form. Please submit completed form to events@wmas.nhs.uk Have you informed your local Safety Advisory Group? (via local council).

Date of Event		**Event Name**		**Event Location**	
Type of Event		**Timings of Event**		**Maximum number of attendees at any one time**	
State Audience: Crowd Mix (Family/ Young Adults etc)		**Will crowd be Standing/Seated/Mixed?**			
Event Organisation Name		**Event Organisation Named Contact**			
Organiser Telephone Number		**Organiser Email**			
Medical Provider Company Name		**Is Provider CQC Registered? If so, Registration Number**			
Telephone number for Medical contact on the day of event		**Named Person**			
Has a Medical Risk Assessment & Medical Plan been produced for this event – If so, attach documents	***YES, and attached / No***	***Camping/Overnight Accommodation?***	***Y / N***		

Details of proposed Event Medical Provision

Number of Doctors		**Number of Nurses**		**Number of Emergency Care Practitioner**		**Number of Paramedics**		**Number of Technicians**	

To check status of a Doctor, refer to https://www.gmc-uk.org/registration-and-licensing/the-medical-register#searchTheRegister
To check the status of a Nurse, refer to https://www.nmc.org.uk/registration/search-the-register/
To check the status of a Paramedic, refer to https://www.hcpc-uk.org/check-the-register/

Number of First Aiders. **(State level of qualification*)**		**Will you have Defibrillators on site? If so, how many?**	
State any other medical personnel on site		**The qualification of First Aid at Work is not a suitable qualification for the event environment. * Refer to The Purple Guide to health, safety and welfare at Music and other events (2014) (https://www.thepurpleguide.co.uk)*	

Other Medical Resources					
If treatment facility on site, Give details size / equipment / number of beds					
Number of Ambulances on site		**Intention to convey casualties to hospital ***	***Y / N***	***Local A& E to event notified?***	
**In order to convey casualties to hospital on the public road, the medical provider must be CQC registered*					
Number of Medical Response Cars		**Number of Cycle / Quad / 4x4 vehicles or other on site (type and qty)**			

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, e.g. 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 evacuate 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 venue and site design.

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 putting controls in place 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 venue/site design drawings to help you with this. Your plan should also include how you will respond effectively to accidents and other emergencies.

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.