

# STOCKTON BOROUGH COUNCIL EVENT GUIDANCE

## PART 1 - INTRODUCTION

### What is an Independent Safety Advisory Group (ISAG)?

Stockton Borough Council has established an Independent Safety Advisory Group (ISAG) to provide guidance and specialist advice to Event Planners and Event Organisers in staging their events and helping them understand their individual responsibilities and those of other agencies e.g. Police, Local Authority.

The Core Members of the ISAG are senior officers from all the emergency services (Police, Fire and Rescue Service, Ambulance, NHS Trust) and senior officers from Stockton Borough Council (Highways, Traffic Management, Building Control, Environmental Health and Licensing) other relevant organisations are invited to meetings on an ad hoc basis.

The main principle of the ISAG is to create consistent and coordinated safety processes to oversee and enhance public safety at large public events and gatherings, specifically to:

- Provide specialist advice to the Local Authority to help it discharge its functions under public event legislation
- Provide an overarching role in enhancing safety at public events by providing advice and assistance to event planners, organisers and licensees
- Provide a forum within which the Council and other agencies may develop a joint approach to crowd safety
- Promote high levels of safety and welfare at all public events

The purpose of the ISAG is to meet regularly to consider forthcoming events and to give advice to organisers. All comments and observations made by ISAG are always advisory. It has no statutory compulsion and organisers are under no obligation to submit information, attend ISAG meetings, or follow advice. However, each of the constituent members have their own regulatory role and may exercise their powers independently. **List of useful contacts** – <http://ow.ly/4qcN5>

This guidance pack has been designed to provide information to individuals and organisations wishing to arrange an event and gives general advice for Event Organisers/Planners. The forms contained within the pack can be used for all events regardless of size, however some parts may not be relevant for smaller events.

### Risk Factors

Public events vary enormously in size, character and other factors such as hazards and risk. In this guidance ISAG has set out broad themes applicable to most situations, however the information provided is not exhaustive and organisers of very large or complex events may need to also seek more specialist advice elsewhere.

Our hope is that through this guidance you will be put on the right track with some basic principles and point you in the right direction if you need specialist guidance. Whether you are organising a village fete or a three-day rock event with laser lighting, we hope this document will be of assistance to help you with proper planning and along with effective management to make your event safe.

## **PART 2 – EARLY PLANNING STAGE**

### **Pre Planning**

Detailed pre-planning is essential to ensure your event is safe and successful. The following needs to be considered at this very early stage:

#### Where

Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.

#### When

Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening. The event should not clash with any other major events in the area.

#### Who

Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained. Set a realistic maximum number who can attend.

#### What

Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged. Be prepared for gatecrashers.

#### Specialist Equipment

Will the activities require the use of any specialist equipment for example bungee jumps? If so, does this equipment pose any specific hazards? Will a particular activity need barriers or other safety/crowd management controls? Some equipment may require certificates of erection by a competent person.

#### Codes of Practices

For larger events you will need to comply with guidance particularly the *Code of Practice for Outdoor Events* published by the National Outdoor Events Association Tel: 0208 669 8121, which gives advice on structures, marquees, tents and electrical matters. The HSE *The Event Safety Guide* is also a very useful reference document.

#### Welfare Arrangements

The Event Organiser must estimate the number of attendees to the event and consider its duration. Toilet requirements should be based on these estimations. Permanent toilets will need to be checked for adequacy and maintained during the event. The provision of drinking water will also be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost and found children, missing persons, baby changing and lost property.

#### First Aid and Medical Provision

As the Event Organiser you will need to carry out a medical risk assessment, taking into consideration such things as the activities, the numbers, types and age groups attending, accesses and egress, the site and structures, Health, Safety and Welfare issues. Provision of adequate numbers and types of resource (e.g. First Aiders, Ambulances, Paramedics etc.) should be based upon published guidance, especially the Event **Safety Guide** (“**Purple**” **Guide**) and **Guide to Safety at Sports Grounds** (“**Green Guide**”) - <http://ow.ly/4qcQd>. Many organisations provide medical services but you must ensure that

the organisation you choose is competent, well trained and able to meet the demands of the Event. Medical provision for the event should not rely upon the normal provision made by the statutory NHS Ambulance Service for use by the General Public (i.e. "999" system).

**Further information about First Aid and Medical Provision - <http://ow.ly/4qcUS>**

#### Special permission

Make sure you know what consents and licences you need. A public entertainment licence may be needed if the event consists of music, dancing, singing or similar, or if it includes a display or exhibition of boxing, wrestling, judo, karate or similar sport. If you are in any doubt of what licences/consents you require please contact Stockton Borough Council, Licensing Services Tel: 01642 524802.

#### Insurance

All events will require public liability insurance. All contractors and performers will also need their own public liability cover with a £5 million Limit of Indemnity. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

#### Timescale

Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. If your event needs to be submitted to the ISAG please allow 12 weeks.

#### Event plan

This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments. **Event plan** – to do

## **PART 3 – DETAILED PLANNING STAGE**

### **Organising the Event**

Once you have decided on the fundamental objectives behind the activities, then you can start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

#### Establish a Committee

Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the local authority, the local police and other emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards. This committee should be in operation before, during and immediately after the event.

#### Liaison

Notify the ISAG about the proposed event as soon as possible by completing and returning the event application form. By this process all of the relevant agencies are made aware of your proposal.

#### Site Plan

Draw up a formal plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

### Emergency Plan

A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local hospitals and the Council's Emergency Planning Officer and create a planning team to consider all potential major incidents and how you would deal with them. You will also need to consider who will manage the emergency and liaise with the Emergency Services should an emergency occur. You will also need to ensure that all those involved in the event are aware of the Emergency Plan and what to do. The ISAG may organise a tabletop exercise to test your Emergency Plan prior to the event.

### Temporary Structures

Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers. The standards for lighting, emergency lighting, ingress/egress remain the same for temporary and permanent structures. Organise any special consents you may need from the Council.

### Risk Assessment

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple **guidance note** - <http://ow.ly/4qd2W> and an **example form** - <http://ow.ly/4qd6M> are provided with this pack. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ. Tel: 01787 881165.

### Catering

Ensure all caterers are registered under the Food Safety Act 1990 and ask to see their Food Hygiene Certification. Caterers must have received some training in food hygiene that should ensure they are providing and preparing food that is safe and this applies even if food is being given away.

Make sure that catering unit are sensibly positioned, away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread.

You should obtain a list of their menu and charges to ensure their prices are reasonable. All caterers must be registered

Please give full details of any catering facilities provided and their location should be included on a site plan.

**Information about Food Safety** - <http://ow.ly/4qd9Y>

### Stewards

Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

**Information about stewards** - <http://ow.ly/4qdd3>

### Crowd Control

The type of event and the numbers attending will determine the measures needed. Consider the number and positioning of barriers, stewarding and the provision of a public address system.

### Numbers Attending

The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted on entry to prevent overcrowding. Remember that one particular attraction e.g. pop star or band, may draw large numbers of visitors. It will also be necessary to establish a crowd profile to assist in stewarding and crowd control.

### Lost and Found Children

Plan for a lost and found children's point. This area should be supervised by appropriately trained people (CRB check for staff working with children). Written procedure for handing over children to adults should be available.

**Information about lost and found children** - <http://ow.ly/4qdf7>

### Provision for those with Special Needs

Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

### Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

### On-Site Traffic

Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for

vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.

### Off-Site Traffic

Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the Council's Highways Service and the Police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the local authority. Only the Police or a properly authorised /qualified person have the authority to regulate traffic on the public highway.

### Road Closures/Diversions

Any functions that require a road closure or diversion may need a Road Closure obtainable from the Council. You will need to allow 8 weeks.

### Public Transport

The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. You will also need to liaise with them if road closures or diversions are intended

You can consult with the Council's Traffic Manager to establish if existing services will be adequate or possible alteration of existing services.

**Information about Road Closures and Traffic Management issues - <http://ow.ly/4qdi1>**

### Contractors

All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

### Performers

Ensure all performers have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them well in advance and ensure they will comply with your health and safety rules and event plan.

### Facilities and Utilities

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barbered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

### Emergency Lighting

At small events torches may be sufficient, but large events will need standby or continuously operating generators. Ensure earthing rods are used where applicable.

### Manual Handling (Lifting and Carrying)

Assess the venue and the tasks involved in creating the event. What will need to be moved and how will you do it? Will there be awkward, heavy items such as beer barrels or marquees? Think about... is it heavy, slippery, and uneven in weight or shape? The task- where is it going? Up or downstairs/into a tight space? Who is doing the work? Are there enough people? Their age, sex, strength, fitness should all be considered. Whenever possible use aids and equipment such as sack barrows to help the job.

### Potential Onset of Adverse Weather

Resulting in poor ground conditions creating an instant danger to vehicle and pedestrian traffic. You should consider providing a four-wheel drive vehicle or tractor to assist participants whose vehicles are affected and a wheel wash to prevent transfer of mud from the site to the Highway. The employment of professional private contractors to undertake vehicle parking and on site management could relieve you of much work.

### Contingency Plans

Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up. See appendix 9, for further information on Contingency Plans.

### Clearing Up

Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. At some events there could be discarded hypodermic needles which need to be disposed of safely. This will require specialist training and equipment.

### Event Plan

Draw up and maintain a comprehensive event plan. This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

### Risk assessments

Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary.

## **Final Preparations**

Just prior to the event a detailed safety check will have to be carried out, this should include the following:

### Routes

Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes

### Inspections

A checklist is provided as an example. A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference.

### Siting

Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.

### Signage

Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.

### Vehicles

Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

### Structures

Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.

### Barriers

Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

### Stewards

Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.

### Lighting

Check all lighting is working, including any emergency lighting.

### Public information

Make sure the public address system is working and can be heard in all areas.

### Briefing

Check that all stewards and staff have been fully briefed and understand their responsibilities.

## **After the event**

### Site condition

After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.

### Accidents

If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the landowner. A sample **accident reporting form** - <http://ow.ly/4qdkk> is included in the pack. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place. Certain accidents are reportable (under The

Reporting of Injuries, Diseases and Dangerous Occurrences Act 1995) to the health and safety enforcing authority. Information on this requirement can be found at [www.hse.gov.uk](http://www.hse.gov.uk)

### Claims

Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.