



**Havant**  
BOROUGH COUNCIL

## Havant Borough Council Safety Advisory Group

Public Event Safety Guidance for Organisers  
01/03/2007

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## **Part 1 Introduction**

### **What is the Safety Advisory Group (SAG)?**

There is a Safety Advisory Group in Havant and deals with safety at public events.

The core members of the Safety Advisory Group (SAG) comprises of senior officers from all the emergency services working in the Borough of Havant (Police, Fire and Rescue Service, Maritime Coastguard Agency and the Ambulance NHS Trust) and Council Services (Traffic management, HCC Highways, Environmental Health, Licensing, Leisure and Cultural Services). When dealing with operational issues the Chair of the Group may also invite persons who can contribute to the discussion, e.g. event organiser, licence holder, Civil Contingencies Unit, public transport providers, Primary Care Trust.

SAG's main objectives are:

- . • To promote high levels of safety and welfare at events by giving advice;
- . • To promote good practice in safety and welfare planning for events; and
- . • To ensure events cause minimal adverse impact.

Its purpose is to meet regularly to consider forthcoming events and to give advice to organisers. All comments and observation made by SAG are always advisory. It has no statutory compulsion and organisers are under no obligation to submit information, attend SAG meetings, or follow SAG's advice. However, each of the constituent members have their own regulatory role and may exercise their powers independently. A list of the main contacts can be found in Appendix 3. SAG is not a licensing panel. More details about licences and consents can be found in the appendices.

### **What is an Event?**

Typical examples of events SAG would look at include:

- Fetes, fairs etc.
- Open air.
- Trade shows.
- Sporting events.
- Horse shows, agricultural shows, dog shows, car/ caravan shows and similar.
- Open air entertainment including concerts, music festivals, theatre, opera and historic re-enactments.
- Firework displays.
- Large scale company parties.
- Processions, marches and carnivals.
- Street parties.

- Charity Stunts.
- Religious events.

## **Risk Factors**

Entertainment events vary enormously in size, character and other factors such as hazards and risk. In this guidance SAG has set out broad themes applicable to most situations. Naturally this also means that 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 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 function. 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. If it is appropriate, print numbered tickets to be sold or distributed through named contacts,

**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 such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? 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. See Appendix 2 for list of useful publications.

**Welfare arrangements** - 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 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, and Paramedics etc.) should be based upon published guidance, especially the Event Safety Guide (“Purple” Guide) and Guide to Safety at Sports Grounds (“Green Guide”). 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).

***Permissions and consents*** - Make sure you know what consents and licences you need including alcohol, public entertainment and road closures. Get all the application forms together and work out a timetable and find out who they need to go to. (See Appendix 6 - Licensing requirements and Appendix 9 - Road closures for further guidance.)

## Part 3 Detailed Planning

Bring everything together with by recording the detailed planning for immediately before, during and after the event. (The appendices in part 4 of this guide gives more information on some of these topics.)

### **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.

**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 and the 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** - Contact the emergency services and the Council about the proposed event as soon as possible by completing and returning the event notification form. Decide what additional information is required regarding specific activities and make contact with the local authority and/or the relevant organisations.

**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 local authority 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 Safety Advisory Group may organise a tabletop exercise to test your Emergency Plan prior to the Event.

**Temporary Structure** - 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 Assessments** -Your risk assessment will be the key document to ensuring the safe planning of your event. It involves a careful examination of each attraction within an event and recording the significant findings. (See Appendix 3 for more detail – A template form F3 to record your findings is also provided.) Follow these basic steps and try not to over-complicate the assessment:

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether any existing precautions are adequate or whether more could be done
- Record your findings
- Review your assessment and revise as necessary.

**Catering** - If you are using catering contractors you should obtain a copy of their menu and list of prices to ensure that it suits your event. See Appendix 8 – For further information on Food Safety.

**Stewards** - See Appendix 9 for further guidance. The event risk assessment (see Appendix 3) should identify the minimum number of stewards required. Stewards must be fully briefed on all aspects of the event and be able to effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager. (N.B. Only the Police or a properly authorised/qualified person has the authority to regulate traffic on the public highway. See off Site Traffic note.)

**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(s).

**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.

**First Aid and Medical Provision** - Appendix 4 provides additional guidance. Medical Services are extremely busy and should be booked well in advance of the Event. Ensure that the Medical Services provider has a “Duty Order” detailing the operation of services for the event and a Contingency Plan for Major Incidents. These Plans may require validation and approval by the NHS Ambulance Service.

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

**Provision for those with Special Need** - 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 County Council's Highway Engineers, Havant Borough Council Traffic management 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.

**Road Closures/Diversions** - Any functions that require a road closure or diversion may need a Road Closure obtainable from the council (See Appendix 6). You will need to allow 12 weeks.

**Public Transport** - Consult with the Traffic Manager to establish if existing services will be adequate or possible alteration of existing services.

**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. 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 barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

**Electrical Safety** - Consider the entire installation and seek expert advice. If the event is outside, consider whether it could be run off a lower voltage via a transformer? Use a residual current device (RCD) especially outside or in a damp or wet environment. This is particularly important for musical instruments, microphones, etc. (you cannot use an RCD where a sudden loss of power could be dangerous, for example, on lighting systems or moving machinery). Use proper electrical connectors and avoid insulation tape or other temporary measures. Locate electrical leads safely to prevent tripping hazards. 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.

**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 & 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 down stairs/ladders etc or into a confined or tight space? Who is doing the work? Are there enough people? Their age, sex, strength, fitness should all be considered. Whenever possible use 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 **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.

**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. You may need to allow time for any licenses needed to be granted. The earlier planning commences the better, as a minimum you should allow 12 weeks. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

**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.

## Final Preparations

Just prior to the event carry out a detailed safety check including:

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

**Inspections** - 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. Form F4 is provided as an example checklist you may wish to use and retain as a record. **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, fire points, information and lost/found children points and other welfare facilities such as toilets and drinking water. Remember that only previously approved signage may be used on the highway.

**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. Make sure the communication systems work. (Remember information in Appendix 10).

**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 that 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, ensure 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 is included as form F5. 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. Keep a copy of all completed accident forms available for Council Officers.

**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.

**Debrief** - After the event organise a de-brief so that any lessons learnt can be noted.

### Appendix 1 – SAG main points of contact

<b>NAME</b>	<b>FUNCTION</b>	<b>POSTAL ADDRESS</b>	<b>TEL NO</b>	<b>E-MAIL</b>
Police	Local Policing Public Safety Traffic Control Parking Local Policing Public Safety Traffic Control Parking			
Hants Ambulance trust	First Aid Public safety			
Hants fire and Rescue	Fire Prevention Fire Fighting Public Safety			
Havant Borough Council	Highways closure Traffic management			
Havant Borough Council	Health & safety Food Safety Noise Nuisance			
Havant Borough Council	Premises licensing for entertainment and alcohol, street trading			
Havant Borough Council	Building temporary structures			

## Appendix 2 - SAG recommended Publications

<b>Title</b>	<b>Author</b>	<b>ISBN</b>
The Event Safety Guide HSG 195 (The 'purple' guide)	HSE	0717624536
Guide to Fire Precautions in Existing Places of Entertainment and Like Premises		0113409079
Managing Crowds Safely HSG 154	HSE	071761834X
The Guide to Safety at Sports Events (The 'Green' Guide)	Stationary Office	
The Charity and Voluntary Workers Guide HSG192		
Working Together on Firework Displays HSG 123	HSE	0717608352
Giving Your Own Firework Display (How to run and fire it safely) HSG 124	HSE	0717608360
Temporary Demountable Structures: Guidance on Procurement, Design and Use 1999	Institution of Structural Engineers	
Code of Practice for Outdoor Events (call them on 0208 669 8121 to obtain a copy)	National Outdoor Events Association	
Security at events - SIA Guidance on the Private Security Industry Act 2001	SIA	

There is also a useful HSE website to search for relevant books on, which is <http://www.hsebooks.co.uk/homepage2.html>

All HSE publications are available from HSE phone 01787 881165 or online at [hsebooks.co.uk](http://hsebooks.co.uk)

## **Appendix 3 - Event risk assessment**

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided.

### **Identifying the hazards**

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. Examples of things that should be taken into account include:

- Any slipping, tripping or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures.
- Any chemicals or other substances hazardous to health e.g. dust or fumes.
- Moving parts of machinery.
- Any vehicles on site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity and pinch points.

### **Identifying Those at Risk**

For each hazard identified, list all groups of people who may be affected for example: Stewards, employees, volunteers, and contractors, and vendors, and exhibitors, performer's members of the public (including children, elderly persons, expectant mothers, and disabled persons), local residents and potential trespassers

### **Areas to Consider**

The following are examples of areas to consider: Type of event, Potential major incidents, Site hazards including car parks, Types of attendees such as children, elderly persons and the disabled, Crowd control, capacity, access and egress and stewarding, Provision for the emergency services, Provision of first aid, Provision of facilities, Fire, security and cash collection, Health and safety issues, Exhibitors and demonstrations, Amusements and attractions, Structures, Waste management.

## **Assessing the Risk**

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- . • Any information, instruction and training regarding the event and the activities involved.
- . • Compliance with legislative standards, codes of good practice and British Standards.
- . • Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

## **Further Action Necessary to Control the Risk**

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Remove the hazard.
- Prevent access to the hazard e.g. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.
- The use of personal protective equipment.
- Find a substitute for that activity/machine etc.

## **Record the Risk Assessment Findings**

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference and use. You could also refer to other documents you may have, such as manuals, codes of practice etc. Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented. There is available on the Council website a document to assist you complete the risk assessment form. It gives examples of hazards and possible control measures.

## Appendix 4 – First Aid and Medical Cover

The Event Safety Guide (HSG 198) specifies the definition of a First Aider as: “A ‘First Aider’ is a person who holds a current certificate of first-aid competency issued by the three voluntary aid societies (or certain other bodies or organisations); St John Ambulance, British Red Cross Society or St Andrew’s Ambulance Association. The first aider should have prior training or experience in providing first aid at crowd events.

The completion of a ‘Health and Safety at Work’ or four day ‘First Aid at Work’ course does not necessarily qualify a person as competent to administer first aid to members of the public”. Unfortunately the guidance is not specific about what “certain other bodies or organisations” means. It also specifies that: “First Aiders, ambulance and medical workers” should:

- be at least 16 years old and not over 65 years old
- have no other duties or responsibilities
- have identification
- have protective clothing
- have relevant experience or knowledge of requirements for first aid at major public events
- be physically and psychologically be equipped to carry out the assigned roles

Also, first aiders under 18 years old must not work unsupervised” First Aid at Events is not about having “a mate who does a bit of first aid equipped with a box of plasters”, nor is it necessarily having the company First Aider, appointed under the Health and Safety (First Aid) Regulations 1981, providing services to members of the general public, unless they are competent and comfortable to do so. Public First Aid is a very different scenario to the workplace. First Aiders should not have other jobs to do as well – for example stewarding or security, although that does not stop stewards or security personnel from being first –aid trained. The question one must ask is if the first aider is doing first aid, which is doing the other job that was assigned to that person. First Aiders need to be equipped to do the job and have access to a facility in which they can work. Consider Patient confidentiality and dignity.

The best advice is to approach a recognised body that provides such services.

## **Appendix 5 Missing and Found Child Procedure**

### **Accommodation**

Provide a highly visible and signed lost Children Point that is weatherproof, secure with no direct access to the general public, separate from first aid area, and with dedicated toilets. The collection point should be separate from where there are other children being cared for.

### **Staffing**

All persons looking after children have enhanced CRB check and training in child protection awareness. At least one person should also have 2 years relevant experience in looking after children. All staff must receive briefing and written instructions relating to emergency procedures in case of evacuation. A minimum of two people are required to staff the lost children area at any one time – a team of three will allow rotation to give sufficient cover over a long time.

### **Child Protection Awareness Training**

All staff should have attended a course that includes information on:

- Safeguarding and promoting the welfare of children
- Defining abuse and neglect
- Myths and realities in child protection
- Signs and symptoms of physical sexual abuse emotional neglect
- Helpful responses when a child confides - what to avoid and protecting your self

For training contact

### **Care Guidelines**

Children should not be left in the sole care of one person. No food or drink, except plain water should be given to children in case of allergies. The person claiming a child should complete a form to include their name and address and show relevant form of identification A dedicated radio channel for lost children should be assigned on the radio network.

### **Found Child Procedure**

Upon finding a child the following procedure should be implemented: Police / stewards should make immediate contact with the lost children point in case the parent/guardian is there, to advise that a child has been found. The child is then to be immediately escorted by a steward/police officer to the lost children point. A form must then be completed in the presence of the steward/police officer to

detail where the child was found. Details of the child are to be forwarded to Event Control (via mobile phone) Event Control must request a message to be relayed over the PA system. (No details of the lost child should be relayed over the PA system without the permission of the police officer in charge.) Event Control should also issue details to all police/stewards regarding the lost child in case they are contacted by a parent/guardian. Parents/guardians claiming the child should show a form of identification (A photo driving licence, passport or correspondence showing their name and home address) before the child is released. In the event of any uncertainty, it will be the responsibility of the police to determine if the child should be allowed to go with the person who is claiming them.

### **Missing Child Procedure**

If a child is reported missing, the following procedure must be implemented: If a missing child report is made to police/stewards then they should contact the lost children point to ascertain whether the child is there. If the child is there then parents/guardians should be directed or escorted directly to the lost children point. If the child is not there then parents/guardians should be directed to the lost children point to complete a missing child form with a description of the child. Details of the missing child should then be forwarded to event control (via mobile phone) Event Control should then issue a message to all police/stewards so that they can remain vigilant. No details of the lost child should be relayed over the PA system without the permission of the police officer in charge. Any police officer/steward finding the lost child must contact the lost children point immediately. The child must then be escorted immediately to this point.

## **Appendix 6 Fatalities**

### **FATALITY PROCEDURE for running or walking event**

Although it is extremely unlikely, there is always the possibility that, a person attending or taking part in an event may die unexpectedly. Initially the response to a report of a person who has collapsed will be to send first aid. In the event that a person has died further action will become necessary. Guidance is currently being prepared to assist organisers.

## **Appendix 7 – Insurance**

As the event organiser you will need to arrange insurance cover to indemnify yourself against civil litigation. This is referred to as 'Public Liability Insurance'. The normal minimum cover should be £5million. Seek expert opinion about your particular needs which may necessitate a greater figure. Ensure your contractors and performers have their own insurance cover. If you are part of a national charity or a voluntary group, contact your headquarters. You may already be insured or have access to discounted rates.

The Council is not able to offer Public Liability Insurance for events arranged by members of the public or other organisations. Zurich Municipal, through their Community Insurance Centre (CIC), can offer Charities, Communities and Voluntary Sector Organisations valuable advice to enable these organisations to meet their risk management and insurance needs. They can be contacted by telephone 0845 602 3896 or via their website at

[www.zurich.co.uk/Municipal/YourSector/communityorganisations/charities.htm](http://www.zurich.co.uk/Municipal/YourSector/communityorganisations/charities.htm)

Consider contacting a specialist insurance broker to arrange the coverage and amount of insurance cover well in advance of the event. Different policies may come with conditions which may be difficult to meet in practice and you should take this into account.

If you require a Road Closure Notice, you will need to arrange a minimum of £5 million Public Liability Insurance and must indemnify Havant Borough Council against all third parties. The Council will require proof of this cover in advance.

Consider taking out an insurance policy against bad weather (Pluvius). This is available from specialist brokers and can pay out if bad weather forces cancellation before the event is declared open.

Before you sign any policy, read the small print and check that all your liabilities are covered.

## **Appendix 8 – Road Closures**

This section of the guidance is intended for organisers proposing an event on or adjacent to a highway. Examples of such events could be street parties, parades, carnivals, road races or any event likely to attract large crowds that may overspill onto the public highway.

The Police and Council both have an input with respect to traffic management and road safety on the highway and will use the relevant guidance and expertise to judge the effects of the event.

It is imperative that the organiser considers the traffic management and road safety implications at an early stage. If the group consider that the traffic management implications have not been addressed or the event poses potentially serious disruption or road safety concerns then the group may advise that the event does not proceed. Clearly it is very important for the Police and Council to know as much detail as possible well in advance.

An application form is contained within this appendix, which provides a starting point for discussion relating to traffic management. Completing this form as early as possible will start the procedure.

You can get advice from the Traffic Management Team at the Council. See appendix 1 for contact details.

### **Road Closures and Traffic Management**

There are a number of ways in which a road closure can be arranged. Generally for small events a closure will be processed under Section 21 of the 'Town Police Clauses Act 1847'. There is no cost to the applicant for processing an order using this method.

Section 21 'Town Police Clause Act 1847'

There is a ten-week notice period needed to organise the closure.

The notice is displayed solely on the street to inform people locally of the reasons for closure. The organiser is responsible for posting and maintaining this notice within the proposed closure area

The organiser is responsible for providing, maintaining and removing all signs and barriers associated with the closure. This must be done through a Traffic Management company in accordance with the Department for Transport's Traffic Signs Manual. The Council can provide names of companies that operate in the area.

Section 16A of the 'Road Traffic Regulation Act 1984' If the event requires more

onerous traffic management restrictions such as temporary speed limits or waiting restrictions then different legislation must be used. For example, road/running races.

There is a ten week notice period needed to organise the closure.

The organiser is responsible for directly informing residents and those affected by the event. The organiser is also responsible for providing, maintaining and removing all signs and barriers and this must be done through a Traffic Management company in accordance with the Department for Transport's Traffic Signs Manual. The Council can provide names of companies that operate in the area.

The Council charges organisers for this type of Road Closure because the Road Closure Notices have to be advertised in local newspapers. Costs will vary depending on which newspapers advertise the Notice, but will be in the region of £500 to £1000 plus VAT.

### **Applying for a Street Closure Order**

Applications for road closures should be made a minimum of 10 weeks prior to the event. This enables us to carry out a risk assessment to identify the effects on the highway network.

The application is made through the Traffic Management Information Form F. This provides the basic information that is needed to commence dialogue regarding the traffic management and road safety arrangements.

## Appendix 9 – Contingency Planning

Event organisers should consider the planning and management for emergency situations which require resources beyond the norm as part of their risk assessment – no matter how unlikely they are to occur

### What types of emergencies should be considered?

There are well known disasters that have occurred at major sporting and recreational events over the past few years such as the Bradford Stadium Fire (1985), Hillsborough (1989) and Collapse of seating at Earls Court during a Pink Floyd Concert. There can be other events that can overwhelm your event, large or small e.g. a horse bolting through a crowd, a tent catching fire or unseasonable weather causing large numbers of casualties due to exhaustion or exposure.

The key to Planning is the **Risk Assessment**. You must try to consider the likely events and assess them but also consider the unlikely.

### Points to Plan For:

1. Event location – Consider the location of your event in relation to services and infrastructure that you may need in an emergency, such as electricity, telephones, water, shelter, proximity to hospitals and availability of Emergency Services. It's better to have them available or nearby.
2. Access, Egress and sterile routes. Make sure you have agreed access routes for Emergency Vehicles to and around your event, ideally separate from access routes for the public.
3. Designate an Emergency Control Point. Designate a point where members of your event management team and the Emergency Services can meet in the event of an incident. Ideally this point should be under cover and have electricity and telephone access.
4. Designate a single point of contact to liaise with any Emergency Services. Emergency Services will deploy a co-ordinating officer to the scene. You should consider who will be the Emergency Services Liaison.
5. Brief your stewarding, security, contractors/stall holders and medical staff on procedures to be taken in the event of a significant incident. Brief them on what their role and actions are. Consider a test exercise prior to opening to the public.
6. Consider an evacuation plan. Consider where public and staff should assemble and evacuate to (e.g. a remote car park). Consider evacuation routes, signage and public address systems. Consider pre-prepared messages that are clear and will not alarm the public.
7. Security. Are there any VIP's who will require special planning and other arrangements? Could your event be subject to any subversive action from an individual or group? If in doubt consider getting specialist advice from Police or a specialist event security consultant.

8. Consider specifying individual and organisational roles and responsibilities in an incident.
9. Consider the resources (equipment and people) at your event and how they can be utilised and managed in the event of an incident.
10. Plan for dealing with the media. If an incident occurs plan to deal with local or national media. Pre prepare factual information about your event which can be released immediately (e.g. type of event, number of years running, no of people attending).

It should be stressed that whilst many of these actions may seem to be specific to larger events, correct planning and risk assessment should look at these issues even for small events. Organisers should consider a section on Major Emergencies as part of their overall Event management Plan. It should also be shared with the Emergency Responders before the event.

#### General Advice on Emergency Planning

UK Resilience <http://www.ukresilience.info/home.htm>

Emergency Planning Society <http://www.emergplansoc.org.uk/>

Courses <http://www.epcollege.gov.uk/>

## Appendix 10 - Food Safety

Events may be large so that even a very experienced caterer and event organiser may be dealing with something out of the ordinary. Events may take place over a number of days requiring the storage of considerable quantities of food for longer than usual.

### Four Golden Rules for Food Safety

- . • Choose foods that can be cooked and served safely.
- . • Use staff who know what they are doing and who can demonstrate good practices of personal hygiene.
- . • Manage cleaning and disinfection to the highest standards
- . • Store perishable foods at 8°C or below

### The Foods

- . • Keep it simple and only put on the menu what can be handled safely.
- . • If foods cannot be stored, cooked and served safely - don't use them.
- . • Do not serve any salad dressing, sauce or pudding made with uncooked egg.
- . • Serve foods that do not require refrigeration - for example apple pie, cheddar type cheeses, and fruit salad to reduce storage problem.

### Storage and cooking - cold food, buffet dishes, cream dishes

- . • Hire extra refrigeration equipment as necessary. High-risk foods should be refrigerated at ideally at 5°C or less until ready for service. Keeping food cold is a priority.
- . • Make a list of all the cold foods to be used - then work out if there is sufficient refrigerator space to store them properly.

### Storage and cooking of food that will be served hot

- Ensure that foods can be cooked safely, core temperatures must reach at least 75°C.
- Has the equipment to be used sufficient capacity?
- If food is to be served hot is there suitable and sufficient equipment capable of keeping food above 63°C?
- Ensure dishes made with minced meats, burgers, stuffed joints and rolled joints be cooked through to core temperature of 75°C? ("No pink bits")
- Are there means for checking temperatures? Who will carry out the checks?
- The preparation of raw and cooked food must be kept separate at all times to prevent cross contamination.

- Are there separate boards and knives?

### **Cooling hot food/Cooking to serve cold or to reheat**

- Food must be cold within one and half-hours of cooking so that it can be put in the refrigerator. Can this be achieved?
- If food is to be reheated it must be kept refrigerated until this takes place. The food must then be reheated to 75°C or above. Can this be achieved?
- How will the temperatures be checked and recorded?

### **Some Final Thoughts**

For further guidance on Food Safety contact the Council's Commercial Team (Environmental Health) based at Civic Offices, Havant, Hants PO9 2AX Tel: 023 9244 6654. Information is also available on the Council's website.

If you are intending to use contract caterers or mobile food units ensure that they are registered with their own Local Authority and can demonstrate that they are trained in Food Hygiene.

Mark the location of each of the food traders on a plan in advance. Knowing where food traders are operating gives Environmental Health staff visiting the site the opportunity to clearly identify each trader and give you feedback on any issues they may have.

Make Havant Borough Council Environmental Health staff aware of the type of food traders you intend to use at the earliest opportunity. Food inspections are prioritised on a risk basis. Food traders that are preparing high risk foods or using specialist cooking methods score more on the risk rating system than those only handling wrapped produce.

Make adequate provision for all food traders to be supplied with potable water. It is a legal requirement for food premises to have a supply of potable water. The event needs to be able to provide the traders with such a supply if they don't have their own.

Estimate the amount of food waste likely to be produced and make waste collection and disposal provisions for the food traders operating at your event. If the caterers supply food in packaging then litter bins and litter picking will also need to be addressed.

## Appendix 11 - Licensing Requirements Licensable Activities

- Sales of alcohol
- The sale of hot food and drink between 11 p.m. and 5 a.m.
- Provision of Regulated entertainment.

### Types of Licence

- Premise licences will be required to provide any of the licensable activities in a specific place. The 'premises' can be a fixed building, a temporary structure such as a tent or an outside space. Premise licences may be either granted on an open-ended basis (subject to an annual licence fee), or may be granted for a shorter period for occasional events. It may be possible to have more than one premise licence for a place. Where alcohol is also to be sold, a named premise supervisor must also be designated.
- A personal licence to sell alcohol. Applicants will be able to apply for licences providing they are over 18; possess a relevant licensing qualification; are free from specific criminal convictions and have not had a licence revoked within the previous five years.
- Temporary event notices (TEN's) are required for short-term occasional events or temporary variations to premises licences/club premises certificates providing the activity in question does not last for more than 96 hours, less than 500 people are present at any one time, and that no more than 15 days' activities are conducted at any one premises per year. Guidance, Application Forms and information on licensing requirements are available from the Council web site:

<http://www.havant.gov.uk/sections/environment/environmental-health/commercial-team/licensing/temporary-event-notice>

Alternatively you can telephone the licensing section on 023 9244 6653 and request guidance notes or application forms to be posted to you. Guidance relating to Licensing is also available from the Government [http://www.culture.gov.uk/alcohol\\_and\\_entertainment/](http://www.culture.gov.uk/alcohol_and_entertainment/)

### General Advice

- Apply early for any type of licence required - (minimum 2 months notice).
- Remember, you could be prosecuted if you do not have an appropriate licence for your event.
- If you intend to supply alcohol at your event, you will need to obtain a licence.
- Event organisers need to recognise the importance of managing sale and consumption of alcohol, and the effect it may have upon the control of your event, particularly in relation to young people. It is an offence to sell

alcohol to anyone under 18.

- Any person employed at the event to control admissions, keep order, remove people causing disorder, or searching premises or people must be licensed by Security Industry Authority (SIA). The link for the SIA is

[http://www.the-sia.org.uk/home/licensing/door\\_supervision/wizard/wizard\\_main\\_ds.htm](http://www.the-sia.org.uk/home/licensing/door_supervision/wizard/wizard_main_ds.htm)

## **Appendix 12 – Prevention of nuisance**

You need to be aware that there are four specific issues that cause public nuisance and need to be managed:

- a. Noise
- b. Odour
- c. Litter and waste
- d. Light pollution

Detailed guidance aimed at licensed premises is available from the Environmental Health Services should help you understand the main factors; assess their impact; and exercise control. You can access by clicking on the link below

<http://www.havant.gov.uk/sections/environment/environmental-health/commercial-team/licensing>

### **Noise Nuisance**

Amplified music and other noise associated with events can cause significant problems to neighbouring residents and cause them to make complaints to the police and Council.

### **Neighbourhood Noise Checklist**

- Make one person responsible for dealing with all noise issues. Consider who are you likely to disturb?
- Let neighbours know about the nature, timing and duration of your event and tell them what to expect by a letterbox drop, notices in local shops / community centre etc.
- Provide a contact telephone number to receive information/complaints from residents.
- Be considerate about how loudly music is played, particularly late at night.
- Keep windows and doors closed if the noise source is inside a building.
- Bass level noise is the most intrusive: lowering the volume of the bass will help to reduce how far it carries.
- Some neighbours could be working or sleeping, try to encourage guests leaving late to leave as quietly as possible.
- Be reasonable and try to negotiate through any problems.
- Gatecrashers can spoil an event and cause rowdiness, so try to control tickets and the entrance to your event.
- Consider the timing of your event?
- Events may not be as well tolerated or acceptable if they run late or are particularly noisy. Please make every effort to talk to your neighbours, as it

will reduce complaints.

- If a statutory noise nuisance is caused the Local Authority is obliged to serve an Abatement Notice on the organiser or person causing the nuisance. Failure to comply with the Notice could result the seizure of the amplification equipment and/or prosecution.

### **Firework Displays**

Firework displays can cause considerable nuisance, distress and danger to those who have not been advised, or considered, in the planning of an event. Displays should finish, as early as possible and in most locations the use of 'mortar shells' and similar high noise fireworks is not generally considered appropriate. They will advise on the related legislation based practices that must be followed to ensure public safety. Consultation must also take place with Air Traffic Control prior to the event and on the day of the event. If you are employing a professional to provide your firework display this should be considered as part of the risk assessment produced in relation to their activity.

## Appendix 13 – Employment of stewards

The Organiser is responsible for matters of public order and the accurate monitoring and recording of all persons within the Event Site and to be in a position to make such information immediately available on request to the Emergency Services or Council Officials. They are also expected to deal in the first instance with any disturbance using legal means. It is usual for organisers to employ stewards, or security contractors, to assist them.

Any person employed at the event to control admissions, keep order, remove people causing disorder, or searching premises or people must be licensed by Security Industry Authority (SIA).

[http://www.thesia.org.uk/home/licensing/door\\_supervision/wizard/wizard\\_main\\_ds.htm](http://www.thesia.org.uk/home/licensing/door_supervision/wizard/wizard_main_ds.htm)

Stewards engaged either directly, or indirectly, for duties associated with the event should:

- . • Be physically able to carry out the work.
- . • Not be under the influence of alcohol or other drugs.
- . • Remain at their point of allocated duty (except in pursuit of public safety)
- . • Remain calm
- . • Be courteous towards all those with who they have contact
- . • Co-operate in full with any legal requirements of the Emergency Services or Council Officials.

The organiser shall ensure Stewards are suitably and sufficiently trained. Before an event they must be fully briefed by the event organizer about their specific areas of responsibility – this should include (where applicable):

- Roles and responsibilities
- Staff command and control
- Division of responsibilities between the event organiser and the Police
- Transfer of Authority' procedures and requirements
- Safety requirements
- Communication methods
- Partial and Total Evacuation
- Action in the event of fire or explosion
- Response to bomb threats
- Response to and management of disruptive elements
- Management of distressed, lost and injured persons
- On site and off site traffic management
- Assessment of crowd densities, problematic dynamics and signs of distress.
- Resolving access issues.
- Location of: event control; exits; evacuation routes and assembly areas; fire fighting equipment; first aid points; disabled viewing/access; car and

coach parking locations; drop off and pick up points for car/coach/taxi/participant/equipment/public; lost/found property point; lost/found person point; meeting points; toilet facilities; information point; welfare services; emergency liaison centre.

The organiser should require all staff working at the event to wear clothing that clearly identifies them and their role e.g. T - shirt or jacket with the word Steward. They also must have personal protective clothing (e.g. hats, boots, gloves, coats) to deal with the possible range of weather conditions they will be working in (e.g. sun, rain, hail, snow). At events lasting several hours, duty rotas will be required, with time allowed for refreshment breaks. For evening events, torches may also be required.

## Appendix 14 - Inflatable structures

If you are intending to have a slide, bouncy castle or some other inflatable structure at your event you should ask the supplier to provide the relevant risk assessment(s) that they have carried out.

The safety of inflatable play devices depends on design, safe operation and maintenance & inspection.

### 1 Design

The design should have taken account of all relevant factors and be supported by design calculations. This will enable the safe operating parameters to be determined. A competent person should carry out this work.

### 2 Safe Operation

Key points to look out for are:

- Instability of the inflatable structure, due to poor or inadequate anchoring.
- Instability due to winds in excess of the maximum safe wind speed specified by the operator.
- Poor segregation of children; either overcrowding or lack of segregation with large more boisterous children and infants being allowed to use it at once.
- Poor supervision, lack of attendants, children being allowed to bounce on the sides/front steps or climb the walls.

Details of the safe operation of play inflatables, including bouncy castles, can be found on the <http://www.pipa.org.uk/>

### 3 Maintenance and inspection.

There are two voluntary schemes for the inspection and certification of inflatable play devices: The Amusement Devices Inspection Procedure Scheme (ADIPS) and the Performance Inflatable Play Accreditation Scheme (PIPA). Generally, inflatables found at traditional fairgrounds and theme parks will have been tested under ADIPS while inflatables found at galas, fetes, hired for domestic parties etc tend to have been tested under PIPA. Both allow operators to comply with their duties under health and safety law. If neither scheme has been used duty holders should be able to demonstrate that they have taken equally effective measures to comply with their legal obligations.

An inflatable tested under either scheme should have a safety certificate issued by an independent examiner. Each certificate will have a unique number. If there is any doubt over the status of the certificate, it can be confirmed by contacting the ADIPS Bureau (0191 516 6381) or in the case of PIPA by

- checking the tag number of the device against the database on the web site <http://www.pipa.org.uk/> or
- by phone on 01827 52337.