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# EVENT SAFETY

## A GUIDE FOR EVENT ORGANISERS

Produced by

West Somerset Council

Environmental Health & Licensing Team



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NOTE: THIS DOCUMENT IS DESIGNED TO BE A GUIDE ONLY AND IS NOT INTENDED TO BE EXHAUSTIVE OR REPRESENT DEFINITIVE LEGAL OPINION. WEST SOMERSET COUNCIL CANNOT BE HELD RESPONSIBLE FOR ANY ERRORS OR INNACCURACIES HEREIN. APPLICANTS SHOULD SEEK INDEPENDENT LEGAL ADVICE WHERE APPROPRIATE.

## 1. Introduction

This guide is not designed to tell you how to run your event but to provide general advice and pointers to help you when arranging any type of event. Its main aim is to enable event organisers to improve event safety.

An event could include:

- ❖ fairs
- ❖ fetes
- ❖ concerts/bands
- ❖ beer festivals
- ❖ car boot sales/fairs
- ❖ village barn dances
- ❖ craft shows
- ❖ street parties
- ❖ country fairs

whether taking place indoors or outdoors.

Some of these events will require a Licence, others will not. You should contact the Licensing Unit for further advice.

The responsibility of the organisers to ensure safety is just as relevant for smaller indoor events such as jumble sales, presentations or exhibitions, etc, held in a church, school or village hall.

It should be remembered that Health & Safety is your responsibility - all events, even those in aid of charity, should follow recognised safety standards.

This guide has been designed with you, the organiser, in mind. It aims to cover many of the areas that will need to be addressed when organising any event where members of public are to attend.

**Please remember this is only a guide and will not cover every area you might need to consider.**

## 2. First Steps - Planning

When planning your event, some of the issues you need to consider include:

- ❖ your committee
- ❖ deciding on the venue and size
- ❖ the contents of the event
- ❖ the dates and times it will be open
- ❖ whether admission will be free, by pre-sold tickets or by payment at the gate
- ❖ estimating the number and age ranges of the people expected to attend
- ❖ choosing suppliers
- ❖ whether the event requires a licence
- ❖ whether the event will require a road closure application

Ideally, start organising several months before the event. This will give time to carry out risk assessments and obtain specialist advice where necessary. It will also allow time for the statutory authorities (i.e., local authority, police, fire and ambulance services) and the voluntary organisations (i.e. first aid societies, etc) to make their arrangements, especially if they need to attend the event.

### WHERE?

- ❖ Is the venue you have chosen adequate for the proposed event?
- ❖ Is it large enough for all the activities you have planned?
- ❖ Are there any hazards on the site?
- ❖ Is it large enough for the numbers of expected people?
- ❖ Will there be sufficient room for stallholders, caterers, stage and bar?
- ❖ Is there enough room for car parking? (Allow 2.2 people for every car.)
- ❖ Is the site suitable for the amount of vehicles attending the event?
- ❖ Consider Disabled access, facilities and car parking.
- ❖ Could the event affect the community and local area?

Consider:

- ❖ Influx of people and car parking
- ❖ Suitability of the local roads
- ❖ Access routes for the emergency services
- ❖ Nuisance to local residences (Noise complaints)

### WHEN?

The time of year could affect your event –

- ❖ Weather conditions
- ❖ Site conditions

To ease local travel you could consider –

- ❖ Day of the week
- ❖ Time of the day
- ❖ School Holidays

The summer is a busy time of the year with many events taking place. If you leave it too late many of the people you try to book may already be committed.

## **WHAT?**

- ❖ What is the aim of your event?
- ❖ What food stalls, stands, attractions and displays do you want?
- ❖ Do the activities suit the main age range?
- ❖ How many people do you want to attend?
- ❖ Are there rides requiring specialist equipment?
- ❖ What sanitary facilities do you need?
- ❖ What licences, if any, do you need?

You may find the timetable listed at page 18 a useful reminder and aid.

## **SITE PLAN/EVENT SAFETY PLAN - WHAT SHOULD BE INCLUDED?**

An event safety plan does not need to be a complicated document. A loose-leaf folder can be used to enable quick entry of updates without changing the document. First, draw up a site plan of the site/premises. This can be a sketched plan, preferably to scale, showing the entire site, routes in and out for cars, people and emergency services. The plan should then be added to showing:

- ❖ stalls, rides, attractions
- ❖ arenas
- ❖ stages
- ❖ marshalling points
- ❖ first aid points
- ❖ point for collection of lost children
- ❖ location and type of fire fighting equipment
- ❖ access & egress for emergency vehicles (to be kept clear at all times)
- ❖ car parking facilities

The site plan should be updated with any refinements and amendments. It is recommended it is kept easily accessible at the front of the event safety plan. The plan should also include:

- ❖ Location plan showing venue in relation to nearby villages/properties
- ❖ Organisational structure including responsibilities, telephone numbers and emergency numbers during the event
- ❖ Copies of all electrical/safety certificates, public liability insurances (both the organisation and where applicable, those held by different operators during the event)
- ❖ Risk assessments for each element of the event (some operators may provide you with a copy of their risk assessment which should also be held in the event safety plan)
- ❖ Details of duties and areas of responsibilities for Marshals/Stewards (including their responsibilities in the event of emergency evacuation)
- ❖ Emergency/Contingency Plan (page 15 guidance booklet)
- ❖ Copies of all licences/consents required for the event
- ❖ Details and type of fire fighting equipment (these should also be included in the plan of the premises.
- ❖ Event checklists.
- ❖ Noise Management Plan (which should include a telephone contact number that can be used in the event of complaints – the number to be manned at all times during the event).
- ❖ All other documentation as required.

The plan should be kept updated at all times and kept in the control of nominated persons, with a copy of the final event safety plan being sent to all the emergency services and local authority. A copy should be kept at the event.

### 3. ORGANISING YOUR COMMITTEE

The Committee will have responsibility for the smooth and safe operation of the event:

#### **Event Manager**

One person should be in overall charge of the event.

#### **Safety Officer**

A suitably competent person should be appointed to act as the Safety Officer for the event with overall responsibility for safety matters (though overall responsibility for the event remains with the organising committee).

This person should be trained or have experience or knowledge of safety matters appropriate for the event. You must take into account the size and nature of the event and the possible level of risks when selecting someone.

Someone with personal experience and knowledge may be adequate for a small indoor event. For large or complex events you may need professional help and advice.

During the event the Safety Officer or a nominated deputy should:

- Arrange for a check of the safety arrangements to be made before the event is opened, including that all fire doors are unlocked and access is unobstructed.
- Be on site at all times.
- Be easily identifiable as the Safety Officer and in a known location such as a control room.
- Have the means to communicate with the people responsible for activating any part of the contingency arrangements.
- Not be engaged in any other duties that would detract from the role.
- Have the authority, if necessary, to close the event or part of it at any time.
- Monitor the continuing safety of the site throughout the event, paying particular attention to structures, barriers, electrical supplies, installations and other equipment provided. See page 20 for a specimen checklist.

N.B. The safety officer and event manager may be the same person for smaller events.

#### **Chief Steward**

Enough identifiable stewards to cater for the site, size and nature of the event must be provided, with one person being nominated as a Chief Steward. It is essential that all stewards are adequately briefed as to their roles and responsibilities. It is not the role of the police to provide stewarding at events, nor to provide training to steward personnel.

It is imperative that stewards and organisers are able to communicate effectively. Just as important is communication with the public.

A general guide on the responsibilities of Stewards can be found at page 19.

For information regarding the legal requirements for Security at Events go to [http://www.the-sia.org.uk/NR/rdonlyres/6C74222D-A364-4481-A8FD-536ECE6A2258/0/sia\\_security\\_at\\_events.pdf](http://www.the-sia.org.uk/NR/rdonlyres/6C74222D-A364-4481-A8FD-536ECE6A2258/0/sia_security_at_events.pdf)

## **Other Staff**

Everyone having a specific responsibility before, during and after the event should be named and have their responsibilities clearly identified and be appropriately trained.

Everyone assisting during the course of the event should be fully instructed in their responsibilities and what action to take in the event of an emergency.

Once the responsibilities are allocated, a list should be added to the event safety plan to show allocation of duties.

## **4. WHO TO CONTACT PRIOR TO THE EVENT**

Get in contact with the following people at an early stage of planning and keep them updated of any changes. Their experience, advice and help will be invaluable to you.

### **Local Police**

Arrange to let the Police have details of the event in writing, including estimated numbers, the site plan and event safety plan.

### **Fire Authority**

The Fire Authority will provide guidance on fire safety matters, including the Regulatory Reform (Fire Safety) Order 2005, which replaces all existing fire safety legislation (except Safety at Sports Grounds). Advice and guidance is also available from <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>

### **First Aid**

Contact the British Red Cross, St Johns Ambulance or other voluntary first aid society. Arrange for them to provide first aid cover. You may be charged for this service.

### **AA/RAC**

If you expect people to travel from outside the locality, you may wish to consider contacting the motoring organisations to provide directional signs. You will be charged for this service.

### **Local Authority**

Your local authority can provide information on:

- your duties under Health & Safety legislation, including risk assessments and emergency planning
- food hygiene requirements
- road closures
- licences for regulated entertainment and/or the sale of alcohol

### **Highways Authority**

If it is your intention to provide Banners or Decorations on the Highway, you may need to obtain a licence from the Highway Authority. Contact Somerset County Council, County Hall, Taunton, TA1 4DY. Tel: 0845 345 9155 for further details.

## 5. THE SITE & FACILITIES

The site should be big enough for all the activities planned. Make sure there is plenty of room for the public to move safely around stalls, rides, performances, stage, arena, exhibition areas.

It is especially important at indoor events to prevent stalls or goods obstructing exit routes and doors and to check that fire exits are operational.

### OUTDOOR SITES

Bear in mind that outdoor events can be costly to organise because you may need to provide site services such as toilets, catering, changing facilities and emergency lighting. If the event is ticketed you may also need to fence and steward the area.

Check that:

- The site will be suitable in all weathers.
- Any staging or structures will be safe in bad weather.
- There are no trip, slip or other hazards to the public.
- Wet weather will not cause any additional hazards.
- There will be suitable lighting, including emergency lighting, if the event will go on after dark.
- There are no obvious hazards on the site and surrounding areas like overhead power lines, stored chemicals or machinery, trees, unfenced holes, steep drops between ground levels, ponds/water, contact with animal faecal matter from farm stock.

Make sure any construction work and vehicle movements that take place during site preparation are supervised and protected by suitable barriers.

### PUBLIC ENTRY/EXIT – CAR PARKS/VEHICLES

- Arrange separate vehicle and pedestrian entrances/exits to the site.
- Arrange entrance queues so they do not obstruct vehicle access or road junctions.
- Make sure the entrance/exits are suitable for prams, pushchairs and wheelchairs.
- Ensure the entrance/exits are appropriately signed.
- Make sure the entrance is well stewarded and an accurate form of counting used to prevent over crowding.
- Outdoors, provide at least two pedestrian exits from the site.
- Exits should be not less than 1.2m in clear width, spaced well apart around the site and clearly signposted. The exits must be kept free from obstructions and well lit if the event is likely to last after dusk.
- Keep car parking well away from the pedestrian areas of the site. The parking area should be clearly signposted and do not permit vehicles to park anywhere else.
- Provide stewards (with torches if necessary) for the car parking areas.
- If the area to be used for car parking is a field or similar, ensure the grass/hay/straw is cut and removed the day before the event.
- Except for emergency purposes, ensure no vehicle movement in the public areas of the site during the event or as the public are leaving.

## **EMERGENCY ACCESS**

YOU MUST KEEP THE EMERGENCY SERVICE ENTRANCES, EXITS AND ROUTES WITHIN THE SITE CLEAR FROM OBSTRUCTION AT ALL TIMES!!

## **SAFETY BARRIERS**

Decide if you need to provide barriers around attractions, displays or equipment to protect the public and to prevent unauthorised interference. Take into account the presence of the public, particularly children.

You may decide that barriers are required for:

- Barbecues
- Stages and platforms
- Radio-control demonstrations
- Displays involving machinery
- Bar areas
- Hazards

If you do use barriers or fencing it must be capable of withstanding any reasonably foreseeable loading. The design must be suitable to contain and protect people, including small children.

## **STAGING/STRUCTURES**

If seating, staging, lighting, sound towers etc are to be erected this must be done by a competent person.

The Fire Authority may advise you on the fire safety aspects of marquees and tents, including their siting, construction and the provision of exits, normal and emergency lighting, fire fighting equipment etc.

Make arrangement to prevent unauthorised persons gaining access to or interfering with equipment when the event is open to the public.

Ensure that all staging and other structures are positioned so they do not obstruct any entrances or exits from the site.

Protect open edges at the sides and rear of performance platforms to prevent people falling off. Secure, safe flights of steps should be provided to access the platform.

All structures should be:

- Capable of withstanding wind forces and bad weather conditions.
- Erected by competent persons (obtain written certification from them that the structures are safe).
- Subcontractors must supply certificates of compliance.

Marquees/Tents:

- Tents should be situated at least six metres apart and have adequate emergency lighting and escape routes.
- Tent fabrics should be inherently or durably flame retarded (certificate of compliance may be required).
- Regular site checks of supporting poles/frames/guys/stakes and anchoring should be undertaken.

Temporary structures must adhere to:

- The 'National Outdoor Events Association Code of Practice for Outdoor Events' and
- The Institution of Structural Engineers guidance 'Temporary Demountable Equipment'.

## **ELECTRICAL SUPPLIES/INSTALLATIONS/EQUIPMENT**

The whole installation, including wiring, switchgear and any generators, should be installed in a safe manner by a suitably qualified electrician. They should provide a written certificate (NICEIC or ECA) to prove this.

- The supply will be protected by suitable earth leakage devices or residual current devices (RCDs), having a maximum tripping current rating of 30mA.
- Cables of the correct rating will be used for the possible load. Insulation will be clear of defects and the correct type of connectors will be used for external use.
- All supply cables, including connections to sound equipment, will be positioned so they do not cause a trip or other hazard.
- Any generator being supplied will have a certificate to show it is electrically safe.
- Any generator or other electrical equipment, including switchgear, will be satisfactorily barriered to prevent unauthorised access or interference.
- All electrical equipment used at the event must be in a safe condition and suitable for that type of use, i.e. in the open air where it may get wet.

## **FIRE-FIGHTING**

Provide equipment for putting out small fires such as fire extinguishers, sand buckets and fire blankets. Place them at strategic points throughout the site. You should check with the Fire Authority on whether your proposed equipment is sufficient and suitable for your event.

Make sure that stewards know where the equipment is and how to use it. They should be told not to attempt to fight major fires.

The Fire Authority should be called to any fire, suspected or real, however slight.

Any incidence of fire should be logged for future reference.

## **FIRST-AID PROVISION**

The first aid provision needs to be proportionate and suitable for the number of people attending and the type of event.

Basic services for first aid should always be available. At smaller events such as indoor markets, jumble sales etc, at least one qualified first aider should be present and an area suitable for first aid treatment, including a supply of water, should be available.

A voluntary first aid society can be asked to provide a First Aid Post, staffed by qualified first aiders.

The following table taken from The Event Safety Guide (see page 21 below – Useful Publications) gives a guide to the numbers required:

<b>Number of People Attending</b>	<b>Number of First Aiders</b>	<b>Number of First Aid Posts</b>	<b>Ambulances</b>
0-500	2	1	-
3,000	6	1	1
5,000	8	1	1
10,000	13	2	2

Further advice can be found in the Guide to Health, Safety and Welfare at Pop Concerts and Similar Events.

Clearly signpost the first aid post and provide easy access for spectators and an ambulance at all times. Where an ambulance is required, provide a parking area close to the first aid post with a direct and clear exit from the site.

Make sure that everyone helping at the event knows where the first aid post is and the identity of the first aider.

Provide access to a telephone or provide mobile phones. For mobile phones, ensure everyone pre-programmes them with the required numbers and tests them before the event. For a fixed phone, keep a list of contact numbers beside it and make sure it cannot be removed.

## **STEWARDS AND SECURITY**

Make sure you get an appropriate number of stewards for the security and control of the site and the expected number of persons.

Work out the number of stewards you need by considering each of the separate tasks they need to cover:

- Staffing entrances and exits
- Controlling access to attractions and activities
- General crowd control
- Patrolling public areas
- Securing unauthorised areas
- Monitoring and securing hazards
- Car parking duties

If the event is to last several hours, allow for extra stewards to cover for meals and comfort breaks.

For a general guide to the duties of stewards see page 19.

## **CONTROL ROOM**

Consider setting up a control room on the site to:

- Act as a base for any communications systems (not forgetting recharging points for mobile phones).
- Monitor the event, giving an early indication of any problems.
- Control any incidents.
- Direct resources to deal with any problems.

The control room should be constantly staffed during the event and provided with a telephone.

## **COMMUNICATIONS**

Consider providing personal radio/mobile phone contact between the safety officer, senior stewards and any other people responsible for activating the contingency arrangements.

Arrange for all mobile phones to be pre-programmed with the relevant numbers.

## **PUBLIC ADDRESS**

Consider providing a public address system for announcements and instructions to staff and the public. Larger events may require a system with emergency power backup.

For small events a portable loud-hailer may be sufficient.

## **STAFF SAFETY**

If the event is to finish late, make sure all staff and performers can get home safely and do not have to wait alone for taxis, lifts etc.

Make security arrangements for staff who are handling cash or valuables.

## **INSURANCE**

As organisers, you could be held legally liable for the costs or damages for any injuries etc that may occur during the event.

Public liability insurance that covers everyone on the site including employees, volunteers, performers and the public can be obtained from insurance providers. Generally insurance cover should be obtained for £5 million, however, larger or riskier events may need greater cover.

If you are using contractors, check that they have their own public liability insurance and that they comply with any policy terms and conditions. If you are unsure, ask to see a copy of their insurance.

You should record full details of any incident and report it to your insurers without delay.

## **TOILETS**

Make sure there are enough toilets for the number of people expected, including people with disabilities.

It is best to use mains-connected toilets but you may need to consider temporary units for outdoor events. Bear in mind odour when considering where to site them.

Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event.

Provide ample directional signs to the WC facilities and provide equate lighting, particularly if your event continues into the evening.

The following table taken from The Event Safety Guide (see page 21 below – Useful Publications) is a guide to facilities required at an event:

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males

Hand washing facilities should be provided at between 1 per 5 WCs and 1 per 10 WCs. Also provide suitable hand drying facilities. If paper towels are to be provided, arrange for regular disposal and restocking.

Particular attention should be given to accommodating the needs of disabled people. Unisex accessible facilities should be provided on ground level without steps and if ramped, at no more than a 1:20 gradient. The cubicle should have at least the minimum dimensions 1400 x 1600 with an opening door.

At least one accessible toilet with hand washing facilities should be provided for every 75 disabled people expected at an event.

### **LOST CHILDREN, INFORMATION POINT AND LOST PROPERTY**

Provide somewhere where enquiries can be made about lost children, lost property and for information about the event. Ensure it is well publicised, signposted and easily identifiable. This could be the control room.

At larger events provide site maps at the entrance and around the site and signs to indicate the other activities, attractions and facilities.

### **FOOD SAFETY**

If you are preparing food for your event, it is essential you contact the Environmental Health Unit, particularly if you will be handling high risk foods. There are a number of regulations you will need to comply with, including:

- Siting of the food
- Design and construction of the facilities and equipment
- Cleanliness and repair of the above
- Washing facilities
- Waste disposal
- Temperature control
- Staffing including appropriate training
- Food safety practices and supervision
- Safety of temporary power provisions such as LPG, propane & butane cylinders

If you are using a food business within West Somerset, the business must be registered with this authority, by law.

If you are bringing in other food business, they must be registered with their Local Authority.

Guidance notes and advice on all aspects of food hygiene at the event can be obtained from the Environmental Health Unit.

## **WATER**

Consider making free drinking water available on site, particularly in the summer months.

## **RUBBISH**

You will be surprised at how much rubbish your event will generate, so provide an adequate number of rubbish bins around the site where they will be most required.

Make arrangements to regularly empty the bins and to satisfactorily dispose of the rubbish at the end of the event.

Don't forget to undertake a litter pick of the grounds after the event has finished.

## **NOISE POLLUTION**

It is the event organiser's responsibility to limit the impact that their event has on the surrounding area and local residents. Consideration should be given to any element of the event that involves noise that is likely to be audible at any other properties in the vicinity. In order to minimise noise disturbance careful consideration should be given to the positioning of speakers and stages and the duration and finish time for the event.

It is recommended that if noise from an event is likely to be audible at any properties in the vicinity, that prior to the event, the occupiers of these properties be advised in writing as to the times of the event giving a contact name and telephone number.

It is also recommended that the event organiser or their nominated responsible person should assess noise levels during the event by walking around the perimeter of the grounds, and that if it is felt necessary, the noise levels be reduced.

For advice on how to minimise noise nuisance, contact the Environmental Health Unit.

If an event is to have loudspeakers on a highway between 21:00 and 08:00, consent will have to be granted for this by the Environmental Health Unit. There is a charge for this consent.

## **6. 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. The following should be taken into account:

- 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.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

### **Identifying Those at Risk**

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Children and elderly persons
- Potential trespassers
- Expectant mothers
- Local residents

### **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**

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

<b>High</b>	An unsecured inflatable being used in adverse weather conditions by young children.
<b>Medium</b>	A display of animals in a roped off arena.
<b>Low</b>	A mime artist performing amongst the crowd.

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:

- Removal of the hazard.
- Preventing 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 or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

### **Review and Revise**

If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

### **Information**

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.

**You need to remember that you, being the organiser, have a legal responsibility to ensure the Health and Safety of everyone that comes to your event including volunteers, helpers and contractors.**

## 7. CONTINGENCY PLAN

Once you have drawn up your risk assessment you will need to consider what could go wrong on the day and prepare an emergency/contingency plan to deal with each emergency.

These could include:

- fire
- accident
- crowd disturbance
- bomb scare
- very bad weather (if your event is outdoor, do you have an alternative indoor venue or will the event be cancelled?)
- high winds (consider bouncy castles etc)
- the need to evacuate the site.

Your plan should include:

- what to do in the case of an emergency occurring
- who will take what action
- how you will let the right people know about the emergency (consider personal radios, mobile phones, coded messages etc)
- a clear statement on the stage during an incident when control is to be transferred from the Safety Officer to the emergency services.

Every event organiser has a responsibility to develop contingency plans which will guide safe actions and procedures at times of crisis. These will need to be fully discussed with the emergency services well before the event.

An Emergency Evacuation Plan and an effective Communications Plan between all staff, volunteers, stewards and security personnel will need to be in place before the event.

Remember, event organisers are responsible for the safety of everyone involved and could be held personally liable if anyone is hurt or injured because of the organisers' negligence.

If an incident does occur you may be asked:

- Were plans in place to manage a major incident?
- Were there enough emergency service resources on site?
- Was there a detailed casualty treatment, management evacuation plan?
- Were the emergency plans properly published, explained and practiced?
- Was there a clear chain of command and control?
- Were communications between key personnel and the crowd adequate?

## 8. LICENCES

The Licensing Act 2003 states that any regulated entertainment and/or alcohol sales must be licensed through either a premises licence or temporary event notice.

Regulated entertainment is:

- Plays, theatre and drama
- Films

- Live Music
- Playing of recorded music (including karaoke)
- Indoor sporting events
- Dancing
- Boxing or wrestling exhibitions
- Anything similar to music/dancing

For events for 499 persons or less (including staff, performers and public) a Temporary Event Notice may be suitable, subject to limitations.

For events for 500 persons or more a Premises Licence will be required.

If you have stalls you may require Street Trading Consent.

To ascertain whether a licence is required for your event, you are advised to contact the Licensing Unit to discuss your proposals.

## 9. ROAD CLOSURES & TRAFFIC CONSIDERATIONS

An event on the highway poses particular risks and requires a high degree of planning and safety controls.

Traffic management can form a major part of an event and needs to be given careful consideration. The Highways Authority should be consulted at the start when planning an event.

If the event involves the closing of roads or sections of highway, an application must be submitted to the Local Authority. To allow time for negotiation in the event that any issues require resolving prior to the event, it is recommended you give at least three months notice. An agreed Traffic Management Plan should be submitted with the road closure application.

A temporary road closure may be required:

- If there is any likelihood of crowds spilling onto the highway.
- If it is necessary to prevent traffic flow for however short duration to facilitate the event (i.e. a parade).
- If the volume of persons taking place in an event on the highway means that road safety will be compromised.
- If it is necessary to control traffic flow by managing the routes available for use (i.e. carnivals).

If the event involves a march or parade, remember that the police are no longer legally allowed to manage traffic on behalf of event organisers.

Remember, traffic control also includes the management of pedestrians and cyclists.

All temporary signage, lighting and guarding is the sole responsibility of the event organiser and must comply with current legislation – the Highway Authority may advise if required.

## CONTACT DETAILS

Tel:

AA (Signs cones)	0800 731 7003
British Red Cross	01823 273700
WSC Environmental Protection (noise issues)	01643 703704
Devon & Somerset Fire & Rescue Service -See BT telephone directory for area listing <a href="http://www.dsfire.gov.uk/devonfire">http://www.dsfire.gov.uk/devonfire</a>	
WSC Food Safety	01643 703704
Food Standards Agency <a href="http://www.food.gov.uk">www.food.gov.uk</a>	
Health and Safety	01643 703704
Health and Safety Executive <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	0117 9886000
Somerset Highways Authority	0845 345 9155
WSC Licensing Unit <a href="mailto:www.licensingenvhealth@westsomerset.gov.uk">www.licensingenvhealth@westsomerset.gov.uk</a>	01643 703704
National Outdoor Event Association <a href="http://www.noea.org.uk">www.noea.org.uk</a>	
Police <a href="http://www.avonandsomerset.police.uk">www.avonandsomerset.police.uk</a>	See BT telephone directory for area listing
Police Licensing Bureau	0117 945 5154
RAC	0845 601 0000
St John Ambulance	01643 702400
Security Industry Authority (SIA) <a href="http://www.the-sia.org.uk">www.the-sia.org.uk</a>	
Waste Control (Veolia)	01984 634499

## TIMETABLE

Task	Allocated to	Target Date	Completed
<b>1 year/6months to go</b>			
Work out budget			
Organise structure for managing the event			
Book site venue			
Apply for the relevant licences			
Arrange road closures			
Write risk assessments			
Approach sponsors			
Plan the event publicity			
Write to publications with event listings			
Book entertainment			
Book major items of equipment			
Book stall holders and caterers			
<b>6 months/3 months to go</b>			
Produce posters leaflets			
Check entertainment is booked			
Check site services booked			
Draw up a site plan for stalls			
Notify appropriate emergency services			
Book first aid providers			
Notify local residents likely to be affected			
Book Stewards and communication equipment			
Plan parking and emergency vehicle access			
<b>1 month to go</b>			
Arrange initial training/briefing for stewards			
<b>On the day</b>			
Site stalls and stands etc			
Last minute briefings			
Check all stewards in place			
Check all emergency equipment			
Cash handlers in place			

## STEWARDS' DUTIES – A GENERAL GUIDE

When you are selecting people for the role of Steward, bear in mind that they need to be:

- fit, active, aged 18 or over and preferably 55 or younger
- suitably trained and competent to carry out their duties effectively

For information regarding Security Industry Authority (SIA) requirements for Security at Events go to [http://www.the-sia.org.uk/NR/rdonlyres/6C74222D-A364-4481-A8FD-536ECE6A2258/0/sia\\_security\\_at\\_events.pdf](http://www.the-sia.org.uk/NR/rdonlyres/6C74222D-A364-4481-A8FD-536ECE6A2258/0/sia_security_at_events.pdf)

Give Stewards:

- Hi-vis jackets, armbands or tabards so that they can be easily identifiable.
- A written statement of their duties, and where appropriate, a checklist and layout plan showing the key features of the site.
- A final briefing of their duties on the day of the event, particularly about communicating with supervisors and others in the event of an emergency.
- Torches if the event is likely to go on beyond dusk.

By the arrival of the day, Stewards should:

- Know the layout of the site and be able to assist the public by giving information about the available facilities.
- Be aware of the location of the entrances and exits in use on the day, the fire-fighting equipment and the first aid posts.
- Know the ticketing arrangements and be aware of the routes in and out for any VIPs.
- Have tested torches and/or any other equipment issued to them.
- Know, understand and have practised their specific duties in an emergency and the arrangements for evacuating the public from the site, including the use of coded messages.

On the day, hold an early briefing to ensure all Stewards are aware of their duties and to ensure any changes to procedures are notified to them.

The Stewards should patrol their allotted areas, being in constant watch for emergencies and know what actions to take, paying particular attention to:

- Any potential or developing hazards in or near their location.
- Ensuring that overcrowding does not occur in any part of the site.
- Preventing the public climbing fences, barriers, lighting or sound towers, equipment and so on.
- Ensuring that circulation areas and exits (including entrances and exits for emergency services) are kept clear at all times. This can be particularly important at indoor events where visitors may well park their cars outside halls across exit doors and other routes from the building.

## EVENT CHECKLIST

	Before	During
<b>CROWD SAFETY</b> Are premises free from hazards? i.e. even ground and floor surfaces, no trip hazards, hazards fenced off?		
Are all attractions, activities and structures complete and staffed?		
Are structures and seating sound and secure? Stairways/platforms and equipment guarded, protective barriers/fencing secure?		
<b>ENTRANCES/EXITS</b> Are adequate entrances and exits open, clearly marked and staffed to control admission where necessary?		
Are all circulation areas, staircases and escape routes/exits unobstructed with all doors and gates unlocked?		
<b>CROWD CONTROL</b> Is the control room operational, with communications and PA systems working? Are mobile phones fully charged?		
Are the required number of stewards in their allotted positions, fully briefed of their duties and wearing jackets or tabards?		
<b>ELECTRICS</b> Is installation complete/certified, cabling/equipment secure/protected, clear of public circulation areas?		
<b>LIGHTING</b> Is normal and emergency lighting provided, in working order and lit where necessary?		
<b>MEDICAL FACILITIES</b> Are there enough trained first aiders on site? Is a suitable and clearly marked room (provided with water) available as a first aid post?		
<b>FIRE PRECAUTIONS</b> Is fire fighting equipment in place? Rubbish and combustible materials stored away from tents, structures, fire exits?		
<b>TOILET ACCOMMODATION</b> Is clearly marked toilet accommodation available (including for disabled)? Have arrangements been made to service them during the event?		
<b>RUBBISH</b> Are sufficient bins provided around the site? Have arrangements been made to empty them during and after the event?		

## USEFUL PUBLICATIONS

Five Steps to Risk Assessment  
Health & Safety Executive  
ISBN: 0717615650

Guide to Safety at Sports Grounds  
The Stationery Office Books  
ISBN: 0113000952

Managing Crowds Safely  
Health & Safety Executive  
ISBN: 0717611809

National Outdoor Events Association – Code of Practice for Outdoor Events  
National Outdoor Events Association  
(Tel: 020 8669 8121)

Safety and Sponsored Walks  
Safety leaflet published by the Department of Transport  
(T/1NF261)

The Event Safety Guide: A Guide to Health and Safety and Welfare at Music and Similar Events  
Health & Safety Executive  
ISBN: 0717624536

Working Together at Firework Displays: A Guide to Safety for Firework Display Organisers and Operators  
Health & Safety Executive  
ISBN: 0717624781

Giving Your Own Firework Display  
Health & Safety Executive  
ISBN: 0717608360

Safety Guidance for Street Arts, Carnivals, Processions and Large Scale Performances  
Independent Street Arts Network  
ISBN: 0954489217

A Short Guide to Making Your Premises Safe from Fire & Fire Safety at Events  
<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>  
Tel: 0870 1226 236

Good Practice Safety Guide for Small and Sporting Events taking place on the Highway, Roads and Public Places  
<http://police.homeoffice.gov.uk/publications/operational-policing/event-safety-guide.pdf>

## GENERAL FIRE SAFETY GUIDANCE IN RESPECT OF OUTDOOR EVENTS

### ACCESS FOR EMERGENCY VEHICLES:

- \* Provision should be made for the adequate access of fire engines and other appliances to within 45-50 metres of any structure. This requires a minimum width of four metres and an overhead clearance of four meters. The surface over which these vehicles travel must be capable of taking their weight (approx 12 tonnes) in all weather conditions.

### ELECTRICITY AND GAS SAFETY

- \* Attention is drawn to Health & Safety Guidance Note GS50 – Electrical Safety in Places of Entertainment. Advice contained within this document should be followed.
- \* Should any catering operations at the function utilise containers of liquefied petroleum gas, (LPG) for cooking etc, then these should be protected against unauthorised interference and accidental leakage. LPG cylinders, both full and empty, should be kept in safe positions in the open air away from other flammable materials.

### FIREFIGHTING EQUIPMENT

- \* If any electrical or cooking equipment is to be provided, then a suitable CO<sub>2</sub> or dry powder extinguisher to a minimum rating of **34B** should be provided and sited near to the equipment.

### FIRE WARNING SYSTEM AND FIRE ROUTINE

- \* The stewards/marshals provided should be allocated to an exit from which they will assist the public to leave in an emergency. They should also be shown the position of the firefighting equipment and be acquainted with the instructions for its use.
- \* The person in charge of the function or other responsible person should:-
  - ensure that all stewards/marshals are aware of the actions to take in case of a fire
  - indicate the position of the nearest telephone for calling the Emergency Services and appoint a steward/marshal to this task

The following fire routine should be brought to the attention of all stewards/marshals and nominated persons:

- Immediately inform ..... (name as appropriate) who will take charge of the evacuation
- Proceed to your nominated exits, make sure they are unrestricted
- Do not attempt to attack the fire until the premises have been evacuated

On being informed of a fire:

Signal stewards/marshals to nominated exits and give the following message using a public address system:

“Ladies and gentlemen – in the interests of safety, these premises must be evacuated.

Please leave immediately by the nearest exit. Stewards/Marshalls will assist you”

Then:

- Call the fire brigade
- Ensure the building has been evacuated
- Report to the officer-in-charge of the first fire appliance that attends.

Should any tented or other portable structure be utilised to accommodate members of the public during an event, it is likely that further measures relating to fire precautions would need to be implemented.

*It should be noted that the above generic advice is given as an aide memoir and does not cover all aspects of fire safety at events. For further information/advice you should contact the Fire Authority or visit <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>*

# RISK ASSESSMENT TEMPLATE

Event .....		Date of event .....		Venue .....		Organiser .....	
Hazards identified	Persons at risk	Risk Factor (high medium low)	Measures required to control the risk	Action to be taken by (Name)	Date Completed and signature		

Name of assessor (printed).....

Signature .....

Date .....