

# **Taunton Deane Borough Council and West Somerset Council**

## **Guidance Pack for Event Organisers**



## Introduction

Welcome to the Taunton Deane Borough Council and West Somerset Council guidance pack for event organisers.

You should be aware that it is the event organiser and/or landowner that are responsible for safety at public events. It is a legal requirement that appropriate insurance cover is provided for the event, in respect of the public and employers liability.

A number of documents and links are available in this pack to help guide you through the process of organising your event.

Please remember that by submitting your paperwork early, it will enable us to help you comply with the relevant legislation.

## Your Responsibilities

As an event organiser, you must appoint someone competent to help you meet your health and safety duties, including writing the event management plan and health and safety risk assessments. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety. You could appoint (one or a combination of):

- yourself;
- one or more of your workers;
- externally

Whoever you choose will need to have a knowledge and understanding of the proposed event, the health and safety hazards involved and the ability to adopt and develop safe systems of working.

## Applications to use Council-Owned Land

Land belonging to Taunton Deane Borough Council or West Somerset Council can be hired depending on the nature of your event, our approval and the organiser signing a permit. The type of events that require our permission could include: sponsored walks, concerts, shows, exhibitions, sports events or community days just to name a few.

Contact the Open Spaces department on 01823 356364 or email [parks@tauntondeane.gov.uk](mailto:parks@tauntondeane.gov.uk) to inform them about the event you wish to hold. Please inform them as soon as possible before you wish to hold your event in either Taunton Deane or West Somerset.

To apply to use council-owned land in Taunton Deane or West Somerset please use the application form available at [www.tauntondeane.gov.uk](http://www.tauntondeane.gov.uk), click on the services tab and search for 'events' or visit <https://www.westsomersetonline.gov.uk/Tourism---Leisure/Parks-and-Open-Spaces/Use-of-Council-Owned-Land> for the West Somerset area.

Further information on the use of council-owned car parks in Taunton Deane or West Somerset can be obtained from the car parks team on 01823 356455 or email [parkingoffice@tauntondeane.gov.uk](mailto:parkingoffice@tauntondeane.gov.uk). To apply to use mobile resource units on council-owned car parks please contact the car parks team.

### **Relevant Authority Panels (RAP's) and Safety Advisory Groups (SAG's)**

These are multi-agency meetings commonly known as RAP's or SAG's. They are organised by the district council's and involve all relevant authorities who have an interest in safety at events. They are held throughout the year in both Taunton and Williton and give event organisers the opportunity to meet the appropriate officers from all the relevant authorities including the Local Authority, Police, Ambulance, Fire Service and the Highways Authority. We would request that event organisers submit all the appropriate applications forms and accompanying documentation such as an event management plan and supporting risk assessments for comment at least one month before the meeting.

### **Event Management Plan (EMP)**

Every event should have an Event Management Plan. Before you attend a RAP or a SAG we would request that you submit your plan and associated documents at least one month before the meeting. If you have held a similar event before there may not be a need for you to attend a meeting but we would still request an updated EMP. This document should contain a description of your event, details of permissions required, copies of insurance certificates and risk assessments relating to the event. The size of the document will depend on the nature of your event and the numbers of people attending. A template EMP can be found from page 5 onwards.

### **Timescales**

Please contact either council well in advance of your event. This will ensure that we can support you through the process and assist you in running a safe event. Ideally we would require at least 3 months' notice prior to small events (up to 500 people) and six to nine months' notice of larger events (over 500 people). Additional timescales may be appropriate if you are applying for licences for your event.

### **Catering at Events**

Businesses and organisations supplying food at events are required by law to register with their local authority. During the event you may be asked for the following documentation: details of the local authority that you are registered with, training records, your food safety procedures (SFBB) and your food hygiene rating scheme score.

### **Noise at Events**

We would advise that you consider noise as part of your event management plan and the proximity of residential properties. Please consider the type and duration of noise that may be produced as a result of your event such as music, vehicle noise and noise from the crowd. Further advice on noise control will be available from the environmental health team.

### **Traffic Management Plan**

Please consider traffic control on and off site, the impact of your event on the highway system, use of public transport, parking and road signage in your traffic management plan. This could form part of your EMP or could be a separate document depending on the size and nature of your event.

### **Road Closures**

Applications for road closures are made to either the district council or Somerset County Council depending on the nature of your event. Further information can be obtained using the contacts below.

## Contact Details

For further advice on event safety, applying for licenses, road closures or attending a RAP or SAG please see the list of contacts below:

- The environmental health team (for advice on health and safety, noise control and food safety). Taunton Deane area Tel: 01823 356342. West Somerset area Tel: 01643 703704.

E mail: [food.safety@tauntondeane.gov](mailto:food.safety@tauntondeane.gov) or [environmentalprotection@tauntondeane.gov.uk](mailto:environmentalprotection@tauntondeane.gov.uk) for Taunton Deane

or [environmentalhealth@westsomerset.gov.uk](mailto:environmentalhealth@westsomerset.gov.uk) at West Somerset

- The licensing team (for advice on temporary event notices, sale of alcohol, live music and street trading consents) for both the Taunton Deane and West Somerset areas Tel: 01823 356343.

E mail: [licensing@tauntondeane.gov.uk](mailto:licensing@tauntondeane.gov.uk) or [licensing@westsomerset.gov.uk](mailto:licensing@westsomerset.gov.uk)

- The economic development team for advice on promoting your event, ticket sales, sources of funding and contacts for the Taunton Events Group on 01823 356356.
- The open spaces team for bookings for council owned land and parks including application forms on 01823 356364. The car parks team can be contacted on 01823 356455.

Email: [deanedlo@tauntondeane.gov.uk](mailto:deanedlo@tauntondeane.gov.uk) or [parkingoffice@tauntondeane.gov.uk](mailto:parkingoffice@tauntondeane.gov.uk)

- Visit [www.visitsomerset.co.uk/taunton/whats-on](http://www.visitsomerset.co.uk/taunton/whats-on) to find out what events are planned for the Taunton Deane area this coming year.
- Visit [www.visit-exmoor.co.uk](http://www.visit-exmoor.co.uk) for further information on events planned for the West Somerset area.
- Somerset County Council Highways at <http://www.somerset.gov.uk/roads-parking-and-transport/> for further advice on traffic management issues and road closures.

## Other Resources and links available:

- Event safety – visit the HSE event safety pages on their website at [www.hse.gov.uk/event-safety/](http://www.hse.gov.uk/event-safety/)
- Food safety at events – CIEH National Guidance on Outdoor and Mobile Catering at [www.cieh.org/policy/guidance\\_outdoor\\_mobile\\_catering.html](http://www.cieh.org/policy/guidance_outdoor_mobile_catering.html). Food vendors must be registered with a local authority, further details are available at [www.food.gov.uk](http://www.food.gov.uk)
- Provision of temporary drinking water supplies at events – available at <http://www.tauntondeane.gov.uk/irj/go/km/docs/CouncilImages/TDBC/Images/Environmental%20Health/Temp%20Event%20Water%20Supplies%20Version3.pdf>

## Event Management Plan Template

**This template is provided for guidance only.**

The following topics should be considered when preparing an Event Management Plan (EMP), depending on the size and nature of the event not all will need to be included:

<b>Event</b>	What is the event called?
<b>Date and Time</b>	When will it take place, what time does it start and finish? Include details of set up dates/times.
<b>Event Organiser</b>	Name and address with day time contact number, including mobile number and e mail address. Plus other contact details.
<b>Type of performers</b>	e.g. specific type of music event, firework event, specific type of sporting event, etc.
<b>Target Audience</b>	e.g. Families, Teenagers, Children, Under 25's, Retired
<b>Age</b>	e.g. Under 12, Under 18, 18 to 25's, 25 – 40, Over 40, mixed age Families
<b>Maximum capacity permitted on site</b>	What is the maximum in total and for each section of the site e.g. camping, parking, arena, safety zones?
<b>Male/ Female split</b>	Will the event appeal to mainly males/female or a mixture of both?
<b>Admission of young children</b>	What is the policy? Are there age limits/ out of bound areas?
<b>Pass outs &amp; Re-entry</b>	What is the policy, how will you control re-entry?
<b>Previous behaviour</b>	What problems have you experienced in the past if applicable?
<b>Expected behaviour</b>	What behaviour are you expecting, how will you control it, is anything different from previous event if applicable?
<b>Any special requirements of the event</b>	What makes this event different, e.g. types of bands, client group, activities?
<b>Is seating provided</b>	If yes, type of seating to be used, location of seating, size, sign off for seating.
<b>Geography of the location and venue</b>	e.g. location of venue map reference and proximity to road/railway/rivers etc
<b>Topography</b>	e.g. ground type, level of surface, location to trees, open water, sinking sands, proximity to road/rail/power cables/services including any overhead cables etc
<b>Pre-event planning</b>	e.g. venue design, notification of event to relevant authorities (licensing authority, police, fire, coastguard, harbour master etc), selection of competent workers, contractors and sub-contractors, construction of stage, marquee, fencing etc
<b>Pre-event staging</b>	e.g. safe delivery and installation of equipment and services, build and break down dates.
<b>Traffic routes</b>	e.g. segregation of cars/HGV/pedestrians. A traffic management plan (TMP) may be required containing details on road closures, emergency access and road signage – further advice can be obtained from SCC Highways Dept.
<b>Parking of vehicles</b>	e.g. stewarding of parking, wet weather contingencies etc
<b>Pedestrian routes</b>	e.g. designated walkways, wet weather contingencies

<b>Noise control for staff</b>	e.g. hearing protection, exposure times and risk assessments.
<b>Location and availability of services</b>	e.g. water, sewage, gas, electric, telephone, including mobile phone signals.
<b>Is site plan attached to safety plan</b>	If not where is it located.
<b>Emergency exit routes</b>	e.g. how will you evacuate the site? Access for emergency vehicles.
<b>Emergency services access/egress routes</b>	e.g. will emergency vehicles use the same route as normal or is there a separate route?
<b>Are video screen being used</b>	If yes location and type, size etc
<b>Fire/explosion</b>	<p>How will you deal with emergencies e.g.</p> <p>If a fire is discovered ***1*** (Name of emergency controller) will be informed first, he/she will advise the deputy emergency controller, who is ***2*** and the Fire brigade. If ***1*** cannot be contacted ***2*** will become the emergency controller, and ***3*** will become the deputy. How will the fire brigade be contacted by landline or mobile, if mobile ensure that there is a good signal and that you have excellent direction for the venue available.</p> <p>Evacuation procedure – ***2*** or their deputy will use the following system to advise people of danger and how to disperse in a controlled and orderly fashion to the emergency evacuation assembly point.</p> <p>Have you completed a fire risk assessment?</p>
<b>The emergency evacuation point location</b>	<p>Where will it be located? Consider the following issues, this list is not exhaustive.</p> <p>At the emergency venue how will first aid, food, drink and sanitation be dealt with?</p> <p>Advice on crowd barriers are to be used and what will happen in the event of an emergency.</p>
<b>First aid</b>	E.g. First aid will be provided by ____ trained and dedicated first aiders supplied by *****. The first aider will located at.....
<b>Welfare</b>	Welfare for children and vulnerable adults and assessment of staff resources required. DBS checks required for supervision of lost children. Procedure to alert staff of lost child.
<b>Alcohol Policy</b>	Detail on your age policy/ use of wristbands/ personal licence holders and also your child welfare/safeguarding policy. How do you promote the licensing objectives?
<b>Drugs policy and procedure</b>	Drugs policy and procedure for handling/reporting confiscations. Liaise with the police.

<b>Police/stewarding positions</b>	E.g. how many, what training, where will they be positioned. Will SIA trained staff be required and ratio's. Training for stewards, marshals and volunteers – copy of training records.
<b>Hospitality area</b>	E.g. where is it, how many staff are involved, describe type of operation.
<b>Emergency Public announcements</b>	E.g. how will they be handled? When will they be used? Are you using coding messages, if so what are they and when will they be used?
<b>PA Systems</b>	Are they being used? Are they just for serious announcements or general use? Are coded announcements being used and if yes what are they and what do they mean?
<b>CCTV</b>	Is it being used? Are images being taped? Are staff licensed?
<b>Communication procedures for radios</b>	E.g. who will have them, when will they be used? What back up do you have in case of equipment failure, how will you prevent misuse?
<b>Are records being kept of incidents throughout the event</b>	E.g. what type of incident are you recording, how is it being recorded, will any of the information be of a sensitive nature, how will you relay information to the relevant authorities if required?
<b>Examples of records required</b>	<p>This document is intended as an overview of the event and is not instead of a documented health and safety policy file which may include the following depending on the size and nature of your event:</p> <ul style="list-style-type: none"> <li>Event safety policy statement</li> <li>Event risk assessments</li> <li>Site safety plan</li> <li>Details of the event</li> <li>Crowd management plan</li> <li>Transport management plan</li> <li>Emergency plan</li> <li>First aid plan</li> <li>Insurance details</li> <li>Safety certificates e.g. electricity, gas, structures such as bouncy castles and stages.</li> <li>Extreme weather contingency plan e.g. heavy rain, strong winds, heat wave, ice and snow</li> <li>Training certificates</li> <li>Lost child policy and procedures</li> <li>Contact telephone numbers and contacts in event of an emergency</li> <li>Food safety documentation including risk assessments or safer food better business and training certificates</li> </ul>

<b>Training, briefing and preparation</b>	E.g. what training will be provided? Who will train the staff? What knowledge does the trainer have? Is training documented?
<b>Terrorism</b>	If terrorism is expected to be a problem, due to the nature and type of event, obtain advice from the Police on this issue.
<b>Temporary Structures</b>	Type of temp structure - inflatables, temp seating stands, rigging for lighting, stages, marquees, toilet blocks, fencing. Who is providing stages, tents etc, how experienced are they, what is the procedure if something goes wrong?  In the event of structural failure, the area will be cleared by ....  The emergency controller (**1** or their deputy) will take control of the situation and organise any ambulances etc.  When the emergency controller leaves the site, he/she will inform their deputy and all other staff that he/she is leaving and who is now in charge.
<b>Crowd surge/collapse</b>	E.g. crowd surging due to excited by band performance etc.
<b>Crowd Control</b>	E.g. excessive numbers trying to enter the site etc Age of people attending and timings of entry and exit
<b>Disorder</b>	E.g. drink or drunks or violence (physical/verbal)
<b>Lighting or power failure</b>	E.g. do you have a back-up system, what will happen if this fails?
<b>Location of cabling and method of containment</b>	E.g. how will cables be protected to prevent them causing injury e.g. electrocution/trip hazards
<b>Gas safety</b>	E.g. who will install any gas equipment are they Gas Safe Registered Where will empty and full gas cylinders be stored, etc.
<b>Working at Height</b>	How will you control all work at height? What is your ladder policy, where are they stored, who has access?
<b>Lifting Equipment</b>	What equipment will you use, who is trained to use it, do you have a copy of their certificate, when was the equipment last inspected and do you have a copy of the certificate?
<b>Manual Handling</b>	How will you control the risks of lifting equipment/people/etc on site?
<b>Lone working</b>	Is lone working permitted? What controls do you have in place to check their safety?
<b>Cash Handling/Violence</b>	How are these hazards being controlled? Please do not provide sensitive information, which may affect the security of staff in this section, however you must consider the risks and provide an overview of what you are going to do
<b>Weather, e.g. excessive heat/cold/rain</b>	E.g. sun stroke, lightning, heavy rain, high wind, snow, vehicle & people movements.
<b>Off-site hazards, e.g. industrial plant, main roads adjacent to site etc</b>	How will you deal with this? Don't forget areas like ponds, rivers, woods etc.
<b>Safety equipment failure such as CCTV and PA system</b>	What are your back up plans?
<b>Delayed start, curtailment or abandonment of the</b>	How will you relay this information to the crowd



<b>event</b>	
<b>Steward training, competency and welfare</b>	How will you check that staff are able to perform the job required
<b>Details of barriers construction and usage</b>	E.g. what type of barriers are being used, how easy are they to move, what are the plans for emergency exits and the barriers etc
<b>Event organisation</b>	Who is in-charge on the day? Shift patterns, contact details for the event organiser.
<b>Job titles</b>	Name <span style="float: right;">Mobile</span> No./Radio Code
<b>Emergency Controller -</b>	
<b>Deputy Emergency Controller -</b>	
<b>2<sup>nd</sup> Deputy Emergency Controller</b>	
<b>First aiders</b>	
<b>Emergency Services No:</b>	999 or 101