

# Event Application

## Guidance Notes

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## **Introduction**

Hyndburn Borough Council seeks to attract local, regional, national and international events to the Borough, recognising the cultural, community and economic benefits that these events offer.

Before an event on Council land can be permitted, it needs to be ensured that all legal and licensing requirements are adhered to, and that the possible impact the event can have on the Borough and its residents has been considered, so an Event Application form must be completed and submitted to Hyndburn Borough Council Events Team.

The Event Application process allows the Council to assess all requests to hold events on its land, to ensure that appropriate measures have been put in place for the event to run safely, that the correct licences have been obtained and that all relevant documentation has been submitted.

The Council is committed to sustainability and recognises the important role it has to play in leading the way locally on the sustainability agenda. Consequently, these guidance notes include information on improving the sustainability of your event and the Event Application form asks you to provide us with information on how you will manage its impact on the environment.

These guidance notes have been designed to support your application by providing information to individuals and organisations wishing to hold an outdoor event in or around the borough of Hyndburn.

The guidance notes give general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple car boot sale to a large national event, and therefore this guidance cannot be regarded as exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities, please contact the Events Team on 01254 388111 for advice.

## **Hyndburn Events Safety Advisory Group (ESAG)**

Hyndburn Borough Council recognise that whilst public events can enhance cultural, community and economic life in the Borough, there is the potential for risks to public safety and adverse environmental effects posed by staging events. This is particularly so with larger scale events where the potential number of people attending is significant, especially if proper event management measures are not in place. Input from relevant stakeholders and the emergency services are, therefore, vital, and in respect of this an Events Safety Advisory Group has been established.

Hyndburn Events Safety Advisory Group (ESAG) exists to consider plans presented by the organisers of events and to offer guidance on the contents and structure of the Event Plan. It is not the role of ESAG to assist in the planning of events or writing of plans. The purpose of the group is to offer guidance in order to help organisers discharge their responsibilities. The members of the Hyndburn Events Safety Advisory Group will not accept or adopt any of the responsibilities of the organiser.

# Event Classifications

Event Classifications have been established in order to assess the scale, quality and diversity of events:

## 1. Community Events

Community events are defined as any event organised by charities, not-for-profit, community or voluntary groups that directly benefit local residents and stakeholders.

## 2. Commercial Events

Commercial events constitute any activity that does not fall in the above classification. As a guideline, the following are general examples of commercial events:

- Product launches
- Corporate events
- Marketing and promotional activities for profit making organisations
- Private lets e.g. a wedding reception/private party.
- Funfairs and circuses
- Farmers markets
- Markets/ Food Festivals/Car Boot sales

## 3. Funfairs and Theme Parks

Special consideration is required for these applications, due to the higher risk classification of the audience (often high numbers of young children or vulnerable adults) and of the event attractions. For all applications classed as a Fairground, Funfair or Theme Park, the following criteria must be met:

- Current **Amusement Device Inspection Procedures Scheme (ADIPS)** certificates for all rides must be supplied for inspection by the **Health and Safety Executives (HSE)**.
- Adequate risk assessments must be supplied considering the layout of the event attractions, safety distances, age restrictions and exclusion zones.
- Contact details must be provided for the previous authority which licenced the event / event organiser.

The following general requirements for all Events Applications will also be considered as high priority criteria:

- All designated security staff must be appropriately **Security Industry Authority (SIA)** trained.
- A full security schedule including the name and references of provider must be supplied with the application.

Due to the sensitive ground conditions and potential disturbance to local residents, the number of funfairs permitted is tightly regulated. As general guidance, Hyndburn Borough Council will look to licence no more than one large funfair or two smaller funfairs annually on any one event site. However, each application will be subject to a case-by-case assessment. A bond will be required to indemnify the council in case groundwork's repairs are required, following an event. This will be returned if the site is left undamaged.

#### **4. Fireworks**

Fireworks can be a great way to open or close an event; however they do present risks that need to be taken into account in the early planning stages. An experienced Firework company will understand the risks associated with fireworks displays, and for larger fireworks displays we recommend you seek their advice.

If you intend to include a fireworks display in your event, you will need supply details of the company who will undertake this provision. You will need to submit a specific risk assessment for the display which should include details of the fireworks to be used and a site plan of the launch site and proposed fallout zone and a copy of the company's Public liability insurance.

Specific criteria will apply to events proposing fireworks, including, but not limited to:

- Compliance with the Fireworks (Safety) Regulations 1997. [The Firework Regulations 2004](#).
- Adequate risk assessments considering the layout and size of the firing area, safety distances and exclusion zones.

There is extensive guidance already available on the setting up and firing of fireworks. Consult the [Health and Safety Executive's website](#) for guidelines and to download a copy of their publication "Working Together on Firework Displays" for information on this issue.

Please contact the Environmental Health (Noise) via the Contact Centre on 01254 388111 to discuss your firework display.

#### **5. Circus**

As with Fun Fairs and Theme Parks, special consideration is required for these applications, due to the higher risk classification of the audience (often high numbers of young children or vulnerable adults) and of the event attractions. For all circus applications, the following criteria must be met:

- Adequate risk assessments must be supplied considering the layout of the event attractions, safety distances, age restrictions, structural safety and working at height.
- Contact details must be provided for the previous authority that licensed the attraction/ event/ event organiser.

As with Funfairs and Theme Parks, the following general requirements for Events Applications will also be considered as high priority criteria:

- All designated security staff must be appropriately SIA trained.
- A full security schedule including the name and references of provider must be supplied with the application.

Applications for Circuses in the Borough will be assessed on a case-by-case basis.

## 6. Filming

Film productions must apply for a permit through the Media Services, for Hyndburn Borough Council and undergo the same scrutiny as events regarding risk assessments, scheduling, ground damage mitigation and formal licensing.

## 7. Marches and Demonstrations

Whilst the freedom to hold events and to march / demonstrate is important, so too is the freedom of the general public to go about their normal daily business, with a minimum of disruption. Accordingly, every effort must be made to ensure that a balance is struck between the rights and freedoms of those taking part in an event and of those living and working close by.

If an event involves a march or parade remember that the police are no longer legally allowed to manage traffic on behalf of event organisers and an application must be made to the Highway Authority, giving at least three months' notice.

## Application Timescales

Please note that these timescales are established to enable all of the relevant checks to be made. Applications received within the minimum specified period may have restrictions placed on their license, or may have their application refused.

**a) Small Events** These are events attracting **under 500 attendees**. Initial applications for small events must be submitted a **minimum of six weeks** before commencement of the event.

**b) Medium Events** These are events attracting between **500 – 2000 attendees**, or those events likely to require a **Road Closure Order**. Initial applications for medium events must be submitted a **minimum of twelve weeks** before commencement of the event.

**c) Large Events** These are events attracting **2000 or more attendees**.

Initial applications for large events must be submitted a **minimum of 8 weeks** before commencement of the event.

The Events Safety Group will consider each application individually so applications must be submitted according to the specified timescales

## **Do I need to apply for any other licences?**

Depending on the nature, size and scale of your event, you may also need to obtain your own Premises Licence or Temporary Event Notice (TEN) and adequate time must be allowed for this, according to the guidance below.

The 2003 Licensing Act makes it necessary to license all events incorporating Regulated Entertainment or other licensable activities, including those on public open spaces, even if there is no admission charge. An outdoor space is regarded as "premises" under the Act.

### **2. What is defined as a licensable activity?**

Regulated Entertainment is defined by the 2003 Licensing Act as including:

- Plays
- Films
- Indoor sporting events
- Boxing or wrestling
- Live music (including Karaoke) or similar
- Recorded music or similar
- Dancing by the public or performers

The following activities are also defined as licensable:

- The sale of alcohol.
- The sale of late night refreshment (selling food or hot drink between 11pm and 5am)

If any of the above activities will take place at your event, you will need to obtain an additional licence.

### **3. Hyndburn Borough Council's Premises Licences**

In order to reduce administration and costs to organisers of smaller events in the Borough, Hyndburn Borough Council has granted on-going premises licenses for the parks and open spaces in the Borough that are most popular for events, for regulated entertainment only. Without this on-going premises licence in place, each individual event organiser would need to apply for their own licence, which is both costly and time consuming. The parks/open spaces that are licensed by the Council are: (PRS Licenced by the Performing Rights Society)

- Rhyddings Park (PRS)
- Oakhill Park (PRS)
- Mercer Park (PRS)
- Memorial Park (PRS)
- Accrington Town Centre (PRS)
- Haworth Park
- Bullough Park
- Belthorn Recreation Ground
- Harwood Road Recreation Ground
- Windsor Road Recreation Ground
- Peel Park
- Gatty Park
- Arden Hall

Hyndburn Borough Council's premises licences will allow events to take place on these sites with regulated entertainment and up to 4999 people in attendance at one time. The Council licences are intended for use by community groups only, so events deemed larger scale or commercial will be required to apply for their own licence at Hyndburn Borough Council's discretion.

If you plan to have alcohol sales at your event, you will need to apply for your own licence. Please note: Hyndburn Borough Council's premises licences do not include the sale of alcohol

Small events of 499 persons or less can be dealt with by way of a Temporary Event Notice, whereas larger events will require a Premises Licence. At Hyndburn Borough Council's discretion it may be possible for the event organisers to apply for a Premises Licence or TEN for the proposed bar areas only and Hyndburn Borough Council's licence will cover any regulated entertainment (up to maximum of 4999 people at one time).

#### **4. What is a TEN (Temporary Event Notice)?**

Applying for a TEN (Temporary Event Notice) is a relatively simple process. A TEN covers an event for the licensable activities listed above when no more than 499 people will be present at any one time. Alcohol can be sold at an event under a TEN.

An application for a TEN must be submitted to the Licensing Authority and the Police Licensing Bureau a minimum of ten working days before the event is due to take place. The ten-day period does not include the day that the application is served or the day of the event. The Police are the only body that can register objections to a TEN.

There are restrictions on the number of TENs that can be granted for any particular site and the number that can be applied for by individuals.

Please note: TENs are issued by the Licensing Department of Hyndburn Borough Council. The TENs application form and guidance notes are available from the website. For further information and advice on TENs and the application process, please contact the Licensing department on 01254 388111

#### **5. What is a Premises Licence?**

As with TENs, Premises Licences are issued by the Licensing Department of Hyndburn Borough Council. You will need to apply for your own Premises Licence if your park/site does not have a pre-granted premises license (please see the list of licensed parks above for details) and your event is likely to attract more than 4,999 people at any one time.

You should contact the Licensing Department to discuss your application and the processes involved prior to submitting your application. The application process set down in legislation and is fairly complex, so may take a few months to resolve. Due to these timescales, Events that require a Premises Licence are advised to submit an application for an event site License a minimum of six months before commencement of the event.

There is no guarantee that a Premises Licence will be granted. All applicants for any Premises Licence need to satisfy the responsible authorities and any other interested parties (e.g. local residents), that they can run the premises responsibly and in accordance with the licensing objectives. If these bodies do not feel the steps proposed by the applicant are adequate, they may object to the application being granted.

The Premises License application form and guidance notes are available from the Licenses section of this website. For further information please contact the Licensing 01254 388111

## **6. Alcohol and Personal Licences**

Where the sale of alcohol is included on a Premises Licence, a Designated Premises Supervisor will need to be named on the licence application. The Designated Premises Supervisor is the person responsible for all sales of alcohol on the premises. A personal licence is required in order to be named as the Designated Premises Supervisor, which should be applied for from your local Council.

The Personal License application form and guidance notes are available from the Licenses section of this website. For further information please contact the Licensing on 01254 388111

### **Additional Licences**

Depending on the nature of your event, the following licences may also be required:

#### **1. PRS Music Licence**

The Performing Right Society (PRS) is a non-profit membership organisation which collects licence fees (royalties) from music users. PRS then distributes the money to its members, the writers and publishers of music, and to affiliated societies worldwide. PRS promote and protect the value of copyright. Contact PRS direct for more information.

#### **Who needs a PRS Music Licence?**

Any music which is played outside the domestic or home life is regarded as a public performance. The Copyright Designs and Patents Act 1988 means that if you use copyright music in public, to lawfully do so you require the permission of the copyright owner for every piece of music that is being performed. This is regardless of whether the music performed is live or by recorded means – be it from a television, a jukebox, or through the internet.

Wherever you want to stage a live event you will need to obtain the correct licence, which should be done before the event. PRS for Music makes it easy to obtain the necessary permission by issuing a Music Licence.

Further information on applying for a Music Licence should be obtained directly from the Performing Rights Society. (Those parks with a PRS licence are marked above)

#### **2. Busking**

Hyndburn Borough Council is aiming to make some areas of Hyndburn busking tolerant, as a way of animating the Borough and providing performance platforms for local performance artists especially throughout the summer months. As a general guidance, you would need to give due regard to local residents and businesses and seek their permission when located in close proximity to any property, in using these spaces you will need to observe the following:

- Noise (for example music and voice) should not be so loud that it can be plainly heard at a distance of 30 metres. Busking must not be intrusive or a nuisance to nearby premises. If requested to reduce the volume of music you should try to do so as far as possible.
- To prevent the possibility of busking being intrusive or a nuisance to any nearby premises, you should move to another pitch after 1 hour and not perform again in that

location for 2 hours. Note: particularly noisy entertainers (e.g. bagpipers or drummers) should not perform for longer than 30 minutes. These measures can help prevent complaints from shopkeepers, office workers etc.

You should not obstruct the highway, but you also need to be responsible for ensuring that the highway is not obstructed by people gathering to listen or to watch the performance. The highway includes any pedestrianised areas.

Entertainment is only permitted between the hours of 10:00hrs and 20:00hrs and no sale of any merchandise is allowed.

Contributions must not be solicited. This is begging and you could be arrested or prosecuted if you do.

If performing on any private land, you need to seek permission of the landowner first.

The performance must not attract more than 499 people at any one time so you will need to use your professional judgement to decide if there are more than 499 people there and/or if risk is increased.

It may also be possible to busk within any of the Councils spaces that are already premises licenced for events (see page 12), but please contact us in advance for advice if you wish to use these spaces.

There are several other laws and pieces of legislation that may also apply to your event in addition to the Site Licence and Premises Licence / TEN. As explained further below, if your event is likely to include any of the following, please contact the Licensing for further information:

### **3. Street Collections Permit**

A Street Collection permit is required for the collection of money or the sale of goods for a charitable purpose, which is held on a street or a public highway. This could include fund raising activities associated your event which are made outside of your licensed site, for example a fun run / sponsored walk / activates to fundraise for your nominated charity etc.

The Street Collections Permit application form and guidance notes are available from the Licenses section of this website.

### **4. Amusements (with prizes) and Gaming machines**

In accordance with the Gaming Act 1967 and the Lotteries and Amusement Act 1976 (as amended by the National Lottery etc. Act 1993), any prospective occupiers of amusement parks, arcades and other premises on which amusements with prizes or gaming machines which give prizes will be provided, must first obtain a permit issued by the local authority. The precise permit required depends on the maximum prize value. Please see the Licenses section of this website for further information.

### **5. Lottery**

Under the Lotteries and Amusements Act 1976 (as amended by the National Lottery etc. Act 1993) A licence is required to conduct small lotteries, raffles etc. by societies raising money for charity, sports and other similar purposes, for non-personal or non-commercial reasons.

Please contact the Licensing on 01254 for further information.

# Stage 1: Pre-Planning

**Detailed pre-planning is essential to ensure the event is both safe and successful.**

**The following are the basics that need to be considered at this stage:**

## **Where**

Contact the Events Team to ensure your chosen venue is available and what the hire fee will be. Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community. Can the event be positioned to reduce noise levels? How easy will it be for people to get to the venue and are there any car parking requirements? Consider the suitability of the venue and any existing hazards that may already be on the site such as water hazards, overhead power cables etc. Consider whether or not emergency access 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, the Events Team can advise you of this.

## **Who**

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

## **What**

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

## **Specialist equipment**

Will the activities require the use of any specialist equipment such as Climbing Walls, bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers or other crowd control measures? Some equipment may require certificates of erection by a competent person.

## **Codes of practices**

For larger events there will be a need to comply with guidance particularly the Code of Practice for Outdoor Events published by the National Outdoor Events Association which gives advice on structures, marquees, tents, electrical and other matters. The Health and Safety Executive publication 'The Event Safety Guide: A Guide to Health, Safety and Welfare at Music and Similar Events' (The Purple Guide) is also a very useful publication when planning an event. There is also guidance for music events entitled Code of Practice on Environmental Noise Control at Concerts published by the Noise Council which gives advice on best practice in managing the noise elements of outdoor concerts. Further advice should be sought from the Council's Pollution Control Team for all events involving live or recorded music.

## **Sustainability**

In addition to reducing the environmental impact of your event improved sustainability can also enhance your organisation's reputation and may improve cost efficiency, so it's worth thinking about how you can "green" your event. Key areas to consider are accessibility (e.g. can the venue be readily accessed by public transport?), waste management (e.g. can recycling facilities be provided?), sustainable food (e.g. can local suppliers be used?), marketing (e.g. can the use of paper in advertising the event be minimised?) and carbon offsetting. "A Guide to Greening your Event" produced by Manchester Council ([www.manchester.gov.uk/downloads/download/2697/greenguide](http://www.manchester.gov.uk/downloads/download/2697/greenguide)) is a useful starting point

## **Welfare arrangements**

Event organisers must estimate the number of attendees anticipated to attend the event and consider its duration. Toilet, security, stewarding, medical provision and other requirements should be based on these estimations. Advice is given in the Code of Practice for Outdoor Events referred to above. Permanent toilets should be checked for adequacy and maintained during the event.

Depending upon the nature and scale of the event, refreshments and other facilities may be required, including the provision of drinking water. Provision also needs to be made for lost and found children and vulnerable adults, missing persons, baby changing and lost property

## **Premises licences and temporary event notices (TENs)**

If the event is to include the provision of 'licensable activities' as defined in the Licensing Act 2003, a premises licence or a TEN will be required.

Licensable activities include:

- Sale or supply of alcohol
- Regulated Entertainment, which is:
  - Performance of a play
  - Film exhibitions
  - Indoor sporting events
  - Boxing or wrestling entertainment
  - Performance of live music

- Playing of recorded music
- Performance of dance or entertainment of a similar description

A fee will be charged for premises licences or TENs. Permission may not be granted for Council owned sites. Further information is available by contacting the Licensing Section on 01254 388111 or the Council's website, [www.hyndburnbc.gov.uk](http://www.hyndburnbc.gov.uk). Follow the links to Licensing. Please be aware that there are strict timescales for the grant of such licences, so applicants are strongly recommended to obtain early advice.

### **Insurance**

All events will require Public Liability Insurance with a minimum £5 million (five million pounds) Limit of Indemnity and with an Indemnity to Principal clause. All contractors and performers will also need their own Public Liability Cover with a minimum £5 million (five million pounds) Limit of Indemnity. Depending upon the nature of the organisation planning the event and the proposed event, other insurances may also be required. Quotations should be obtained from your insurance provider.

### **Timescale**

Set out the proposed timescale and milestones, giving you as much time as possible to organise the event (you may need as much as 12-18 months planning time). Some specialist advice may be required and special permission may take time. You will need to allow time for any licenses or permissions to be granted. Do not forget the summer can be a busy time, with hundreds of events taking place within your area.

### **First aid and medical provision**

The event organiser should carry out a medical risk assessment, taking into consideration such things as the activities involved within the event, the numbers, types and age groups attending, accesses and egress, the site and structures and Health, Safety and Welfare issues.

Provision of adequate numbers and types of resource (e.g. First-Aiders, Ambulances, Paramedics etc.) should be based upon published guidance, especially the Health and Safety Executive publication 'The Event Safety Guide: A Guide to Health, Safety and Welfare at Music and Similar Events' (the 'Purple Guide') and 'A Guide to Safety at Sports Grounds' (the '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 and approved by North West Ambulance Service.

Medical provision for the event should not rely upon the 'normal' provision made by the statutory Ambulance Service for use by the General Public (i.e. "999" system). Further advice can be sought from North West Ambulance Service.

### **Event management 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.

Arrangements should also include how you plan to address sustainability issues.

## **Stage 2: Organising the Event**

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

### **Responsibilities**

Identify specific responsibilities for the event. One person should be identified as the event manager and be responsible for liaison with the Council, Lancashire Constabulary and other emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards. An Identified responsible person must be available on the day of the event.

### **Liaison**

Initially, contact should be made with the Hyndburn Borough Council Events Team, informing them about the event and using them for advice if. Decide what additional information is required regarding specific activities and make contact with other relevant organisations. The Emergency Services may also be able to offer additional advice.

### **Site plan**

Draw a site plan identifying the position of all of the intended attractions and facilities. Plan-out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths. Please submit your site plan with your completed Event Application Form.

### **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 reflect the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. If your event is large in nature, you will have to liaise with the emergency services, local hospitals and the local authority and consider all potential major incidents and how you would deal with them. Organisers of larger events should contact the Council's Events Team for further information.

### **Fire safety**

The expectations of the Fire Authority are that all events comply with the Fire Safety Order, in that the organiser has the following:

- an evacuation procedure
- there are suitable escape routes and fire exits
- suitable fire fighting equipment is provided
- there is a means of raising the alarm in case of fire
- a fire risk assessment is carried out identifying people at risk and hazards and suitable control measures are put in place.

Emergency Services will require access to events; this will mean a width of at least 3.7m for emergency vehicles.

Your fire risk assessment should be based on the HM Government Guidance document, “Fire Safety Risk Assessment, Open Air Events and Venues”. [ISBN 13.978.1.851128235].

Your detailed control measures should include training for relevant personnel, fire fighting equipment, access for emergency services, adequate escape routes, signage, raising the alarm in case of fire, emergency lighting and measures to control hazards such as cooking, electrical items, gas cylinders, combustible items and arson.

### **Toilet facilities**

Ensure that adequate sanitary provision is made for the number of people expected to attend your event. Where possible, locate toilets at different points around the venue rather than in just one area to minimise crowding and queuing problems. The Health and Safety Executive publication ‘The Event Safety Guide: A Guide to Health, Safety and Welfare at Music and Similar Events’ (The Purple Guide) offers further guidance on sanitary provision.

General guidelines for toilet provision (taken from the Purple Guide) are as follows, but will vary depending on the type of event and the levels of fluid consumption:

#### **For an event with an opening time of more than 6 hours:**

Female	Male
1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males

#### **For an event with an opening time of less than 6 hours**

Female	Male
1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males

### **Barriers**

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-loading dependent upon the number of people likely to attend and the nature of the task the barriers are being used for. Temporary structures should only be obtained from experienced and professional suppliers.

### **Catering**

Ensure that all caterers are registered with a Local Authority as a Food Business Operator and obtain copies of caterers’ food hygiene certificates. Units should be sensibly positioned such as away from children’s activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread.

To improve sustainability, consider using local catering companies – especially those that use locally sourced products.

### **Stewarding**

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

All stewards should be properly trained and competent, as they will need to be aware of potential hazards that can develop during an event. They may also be required to guide

vehicles, clear emergency exits and answer questions from members of the public. Specific training should be provided for basic first aid assistance and fire fighting.

Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events they need to be issued with torches. At all-day events, duty rotas will be required.

### **Security**

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Personnel operating in a security role need to be Security Industry Authority registered if their work brings them into contact with members of the public.

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 and should not operate alone. Counting and banking arrangements should be given extra careful consideration.

### **Crowd control**

The type of event and the numbers attending will determine the measures needed. Consideration will need to be given, amongst other things, to the number and positioning of barriers and the provision of a public address system. This information must be included in your risk assessment.

### **Numbers attending**

The maximum number of people the event can safely hold, including both those visiting the event and those working at the event, must be established in accordance with the Venues' Borough stipulated on the Premises Licence, the Events Team can advise you of this. This may be reduced, dependent upon the activities being planned and the number of people attending the event may have to be counted to prevent overcrowding. Please remember that particular attractions may draw large numbers of visitors. Contact the Local Fire Authority for assistance in Fire Risk Assessments

### **Lost and found children and vulnerable adults**

It will be necessary to establish a lost and found children and vulnerable adults point. Appropriately trained and Criminal Records Bureau, (CRB) checked personnel should supervise this area.

### **Provision for those with special needs**

Specific arrangements should be made to ensure disabled visitors have access to adequate facilities, accessible parking, wheelchair accessible seating, adapted toilets and viewing areas and can safely enjoy the event. A range of services or 'accommodations' may be required at public events, including large-print or Braille versions of written materials; assistive listening devices; a sign language interpreter; open/closed captioning and audio description.

### **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 permit vehicular access only 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 serious traffic congestion and possibly accidents. Traffic control, both inside and outside the site, should be discussed with the Local Authority (Highways) and the Police. Adequate signs and directions should be provided in prominent positions on the approaches to the venue.

If road closures, signs on the highway, traffic diversions and / or the placement of cones are required, an application must be made for a traffic regulation order and / or approval from the Local Authority (LCC Highways).

Issues related to off-site traffic can be further reduced by encouraging attendees to use public transport (see also “Transportation”) or promoting other means of sustainable transport such as walking or cycling.

### **Road closures / diversions**

Any event that requires a road closure or diversion will require a Road Closure Order from the Local Authority. Please contact the Planning department of Hyndburn Borough Council on 01254 388111. You will need to allow at least 12 weeks before your event for this to be in place if the closure is agreed.

There will be a fee charged for this service for which the event organiser is liable.

### **Transportation**

The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. This is particularly important if you are promoting the use of public transport in your marketing material with a view to reducing the environmental impact of your event. You will need to liaise with the Planning department and LCC Highways if road closures or diversions are intended.

### **Contractors**

Ask contractors for a copy of their health and safety policy, method statements and risk assessments, and satisfy yourself that they will perform the task safely.

To improve sustainability, consider using local contractors.

Always ask to see their public liability insurance certificate, which should provide a minimum limit of indemnity of £5 million (five million pounds). Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

### **Performers**

All performers should 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 and ensure they will comply with your health and safety rules and the event plan.

### **Sound check**

Ensure noise levels are not excessive adjacent to residential and other noise sensitive uses. Noise levels must be reduced to a level that does not cause excessive disturbance. Noise complaints must be investigated immediately and appropriately acted upon.

### **Facilities and utilities**

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety. Consider using energy meters to monitor usage and encourage everyone involved to use energy and water in an efficient manner.

Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110 volts. All cables will have to be safely positioned, channelled or covered to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public.

The same should apply to any fuel supply 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.

All work or installation must be carried by a qualified and competent person

### **Contingency plans**

Consider the implications on the event of extreme weather conditions i.e. rain, wind, sun, cold etc. Will the event be cancelled? 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.

### **First aid and medical provision**

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 North West Ambulance Service.

### **Clearing up**

Litter from an event is not household waste and arrangements must be made for waste disposal and rubbish clearance before, during and after the event. To reduce the environmental impact of your event, consider providing sustainable options for waste disposal. This could include providing recycling bins, signposting attendees to the nearest bottle bank or simply encouraging attendees to take their recyclable rubbish home with them. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site, in a way that reflects the Council's policies on environmental protection.

There may be hazardous waste that will need to be disposed of safely, requiring personnel with specialist training and equipment. For advice on waste disposal, contact the Council's Street Cleansing / Waste Services Officer.

### **Risk assessments**

Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. Some guidance notes and a risk assessment example form are provided towards the back of this pack as a basic guide to undertaking risk assessments.

### **Marketing**

In marketing your event, think about using email or the Internet to communicate with your target audience. Producing less paper marketing material will improve the sustainability of your event and may reduce your costs. You may also want to promote sustainable transport options by providing information on local buses, pedestrian route maps from the nearest station and/or links to other websites that provide this information.

## **Stage 3: Final Preparations**

**Just prior to the event, a detailed safety check will have to be carried out by the designated person responsible for health and safety at your event. The recorded and documented checks should include the following:**

### **Routes**

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

### **Inspections**

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

### **Siting**

Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and other important pieces of safety equipment are in place.

### **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. Please note that temporary signs must not be nailed to trees.

### **Vehicles**

Check that all contractor's, performer's and exhibitor's 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, lighting and other temporary structures and equipment 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.

### **Stewards**

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

### **Medical**

Ensure that first aiders are present and that the location of medical facilities are clearly signed.

### **Lighting**

Check all lighting is working, including all 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.

## **Stage 4: After the Event**

### **Site condition**

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

### **Accidents**

If any accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the Event Organiser. An accident form should be completed and a copy sent to the Council. 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. Advice can be sought from the Council's Health and Safety Officer.

### **Claims**

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

### **Evaluation**

After the event an evaluation should be undertaken so that any lessons learnt can be noted for future events.

# Events Site Plan, Control and Management

## Site Control and Management

1. Site Layout Plan
2. Utilities (electricity and water)
3. Lighting
4. Managing entry to your event
5. Accessibility
6. Ground Protection
7. Waste Management Plan and Sustainability
8. Security, Stewards / Marshals

A critical part of your event planning process will be the identification of your event site. As part of your risk assessment, you will need to consider:

- Is the site being considered suitable for the event?
- What are the particular hazards of this location? For example, proximity to water / major roads.
- Have all the entrances and exits on the site been located?
- Are the entrances and exits controlled, stewarded, suitable for prams, pushchairs and wheelchairs, and appropriately signed?

### 1. Site Layout Plan

A full and detailed site map is essential for all event applications in order for the Events Safety Advisory Group to consider the suitability of the site.

This should detail:

- Emergency evacuation access routes (Blue Route) (this should include wet weather contingency plan for Emergency Service vehicle access.)
- Event Control point if required
- Lost Children's point
- First Aid point
- All attractions (rides, caterers, stages etc)
- Location of generators / power / water etc.
- Fencing / Trackway Plan if required
- Ground protection if required

## **2. Utilities**

### **Electricity**

**Mains** Several of the parks and open spaces in the borough have mains power points onsite. Further details on this can be found via Environmental Services, Park Department.

You will need to consider heavy-duty cable protection from the supply to the event location to prevent trip hazards. In some instances, shallow trenching may be permitted.

Any installation of electrical equipment will need to be completed by a competent person.

### **Generators**

Depending on the site, generators may be required. These must be properly managed and maintained and electrical safety certificates will be required. Again, any installation of electrical equipment will need to be completed by a competent person

### **Water**

The provision of free drinking water is important at all events and water tanks may be required. The organiser must ensure that the water is of a drinkable quality.

## **3. Lighting**

If your event will take place in hours of dusk or darkness, you will need to ensure you have adequate lighting. Priority should be given to first aid points, toilet areas, pedestrian routes and car parks. You should seek the advice of a qualified electrician on the safest way of lighting your event.

Consideration should also be given to the impact of any lighting on local residents.

## **4. Managing entry to your event**

If you will have a fenced event site or are aiming to charge an admission fee for your event, you will need to consider:

- How you will secure the site
- How you will accept payment / exchange tickets
- How you will monitor numbers and ticket sales
- If a queuing system will be required
- If a pass out system will be required
- How you will securely manage your cash
- What your terms and conditions of entry are (these should be displayed on the tickets where possible, as well as at the entrance to your event)
- Whether you require any admissions policies, for example, age restrictions or search policies.

## **5. Accessibility**

All event organisers must ensure that the needs of disabled spectators and participants are taken into account during the event planning arrangements. Specific consideration should be given to:

- Physical access to and from all event amenities
- Audio and visual communication needs of everyone attending and participating

## 6. Ground Protection

Careful consideration needs to be given to ground protection at entrance and exits points, especially where there are areas of poor drainage and soft ground, which are especially vulnerable to damage in wet conditions. Events must have wet weather contingency plans to prevent damage, which may include site features, and trees may require protective fencing from production operations. Site infrastructure can only be temporarily removed at the council's discretion and at cost to the event.

Ground protection may be required for all heavily used areas, especially storage, serving, queuing and crowd areas or areas impacted by build and break operations. Any vehicle access will require specific ground protection plans. Detailed ground protection plans must be included in all large event applications, including technical specifications and weights of vehicles, loads and infrastructures. Suitable protection should be agreed in consultation with the Parks and Cemeteries Manager, which may be a combination of metal track way, plastic roll matting and tiles, carpet and matting. Wherever possible, production and delivery vehicle access should be minimised on site, and manual handling should be used to move structures and equipment to location. An Environmental Impact Assessment may also be required.

## 7. Waste Management Plan and Sustainability

You will need to provide suitable waste receptacles and ensure arrangements are in place to clear up any refuse blown or strewn around the site as a result of your event, as well as refuse generated throughout the day. Arrangements must also be made for the removal of waste from the event site immediately after the event. Please note that there may be a charge for these collections and this should be factored in to your budget. The Council supports sustainable waste management and the principle of '**reduce, reuse and recycle**'. In accordance with the [BS 8901 Sustainable Events Standard](#), which aims to "substantially reduce carbon emissions and waste to improve the resource efficiency of the entire event supply chain", the event organiser must ensure that wherever reasonably practicable recycling points are provided and where practicable these should be provided for different waste streams allowing for separate recycling (glass, paper, plastic, foodstuff).

The event organiser can commission the existing external cleansing contractor to assist with the recycling and disposal of event waste. Please contact the Waste Services team within Environmental Services for further information.

In some instances, Waste Services are able to provide a litter picking and waste management service, which can be discussed at the time of the application.

# Traffic Management

Traffic Management Plan:

- Parking
- Road Closures (Temporary Traffic Regulation Order)
- Public transport
- Parking Bay Suspension
- Access and Egress
- Pedestrians
- Signage

Traffic management is an important consideration when planning your event and it doesn't just apply to major events. Even a small event can have implications for traffic management, for example, if you are attracting people to an area that has no existing parking facilities, is located near any major roads, or poses any threat to people accessing your event on foot.

All events should consider the following:

- Vehicular access
- Pedestrian access
- Signage
- Stewards
- Road closures
- Emergency access
- Diversions
- Impact on public transport
- Parking

## Traffic Management Plan

Depending on the size and nature of your event, a written or illustrated traffic management plan may be required, detailing how you will manage each of the considerations listed above. A detailed traffic management plan is considered essential for any medium or large events. Your plans must be approved by the Police Traffic Management Division and the LCC Lancashire County Council Highways dept. Some things, like temporary road closures, need several weeks' planning time and so it is essential that your traffic management plan is completed and submitted with your Events Application.

**Your traffic management plan should cover each of the following:**

### Parking

If you plan to provide parking as part of your event, there must be an adequate management plan in place, which should include the following:

- An identifiable by a hard boundary – either fencing or rope and pins.
- Appropriate entrance and exit routes.
- All car-parking arrangements need to be staffed by designated car-parking stewards and have adequate signage.
- Clear walkways to ensure segregation between pedestrians and vehicles.
- Lighting if access or egress is likely to start or finish in hours of darkness.

- Ground protection or track way in the likelihood of poor weather, or for usage of poor drainage areas.

Vehicular access to your event site may be restricted in order to protect the land, so any allowance for parking provision is up to the discretion of the Parks and Cemeteries Manager.

#### Road Closures (Temporary Traffic Regulation Order)

The Highway Act gives the public a legal right to use highways including roads, pavements and public footpaths. Before a road closure can be introduced, the council must make a Legal Order to remove the rights of the public to use the highway.

A road closure can cover part or all of a road's length and width, and may allow exemptions. For example, a pedestrianisation scheme may allow access for buses, taxis or cycles.

A temporary road closure application must be made in the following circumstances:

- 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, for example for a carnival.

If an event involves the closing of roads or sections of highway, an application must be submitted giving at least three months notice to Lancashire County Council (LCC) Highways dept.

- There can be disadvantages with road closures, which will need to be considered in your planning:
  - Traffic related problems can be moved to other local roads
  - Less convenient access available for residents, visitors and deliveries
  - Delays for emergency vehicles.

If your event is likely to require a Road Closure Order, three months' notice will be required.

#### **Public transport**

The impact on local services, such as public transport and cycle routes, must be considered as part of your traffic management plan. Consultation with local service providers may be necessary.

#### **Parking Bay Suspension**

Where the possibilities for onsite parking are limited, or your event is making use of a car park as part of the event site, you may need to consider suspending any functioning parking bays. This may come at a cost (the equivalent in parking fees for the usage of the bay) and should be arranged through Hyndburn Borough Council Licencing services.

#### **Access and Egress**

- Event organisers must ensure that there are sufficient access and egress points for attendees as well as emergency service vehicles.
- Each route should be kept separate from the others.
- Emergency exits should be well signed and lit if necessary.
- All travel surfaces should be firm and free from loose material.
- Routes should have at least 1800mm clear width for pedestrians as a minimum standard
- Adequate provision must be made to avoid congestion on surrounding roads.

- In the event of poor weather conditions, Ground Protective Matting must be supplied by the event organiser for emergency access routes.

### **Pedestrians**

Traffic control also includes the management of pedestrians and cyclists. You will need to identify and address any road crossings, which would be affected by bulk pedestrian movement, and any potential conflict points between pedestrians and vehicles. Where there may be a conflict, you will need to consider methods to improve road safety at these locations, which could include cones, barriers or temporary signals.

### **Signage**

Adequate signage should be provided around your event site for transport users, toilets, and lost children. For larger events, a signage plan may be requested. All temporary signing must comply with current legislation.

Signing for your event should take into account how visitors will be directed to the venue and how traffic not wishing to attend will be made aware of alternative routes to avoid being caught up in event traffic.

### **Consultation, noise and advertising**

#### **Consultation**

For any medium to large scale event, you are strongly advised to notify the police, fire and ambulance services directly, in addition to providing the information required in the events application form. The emergency services need to ensure that the event does not pose operational problems, either at the scene or in the surrounding areas.

It is essential that consultation is carried out with internal and external partners, and there may be requirements for you to liaise with local residents. The level of consultation is dependent on the location of the event and the impact on its surroundings.

#### **Noise**

Where an event has proposals for amplified music or other sound that will be audible to local residents, businesses, workers and attendees the following criteria must be met:

Music levels and site licence conditions will need to be agreed with the Environmental Services (noise) Team on 01254 388111.

The Noise Council's Code of Practice on Environmental Noise Control at Concerts will need to be complied with for any music-based events. Production and site cleansing operations should be managed to limit noise and disruption to local residents and businesses.

Any activities audible at any residential properties such as the set up and dismantling of the stage, refuse disposal, provision and emptying of toilets etc. shall **not** be carried out between 22.00 hrs & 7.00hrs. Any potentially intrusive build or break activity shall be scheduled outside of these hours.

In addition, the site licence holder/event organiser may be required to submit a noise management plan on how they intend to control noise from the event, with a suitably qualified and experienced noise consultant appointed to liaise between all parties (including the promoter, sound engineer and the licensing authority) on all matters relating to noise control prior to and during the event. The consultant must be experienced in noise propagation and control, particularly from music events.

# Welfare

## 1. Lost Child Procedure

At any event attended by children, there is the potential for them to become separated from their parents or responsible adult. In accordance with the 2003 Licensing Act and the Protection of Children Act 1999, we encourage you to give full consideration to how children will be protected during your event, and to the safe management of lost children.

If children are likely to attend your event, please supply the names, dates of birth and addresses of **all** staff working supervised or unsupervised, with either young children or vulnerable adults. Please note: this list may be subject to Police checks.

You should provide a staffed lost children's point throughout your event and include a protocol for the management of Lost Children within your application.

## 2. Medical / First Aid Plan

An appropriate level of first aid, paramedical and medical facilities should be provided at your event after consultation with the Ambulance Service and relevant voluntary groups. This will be at your expense, so you will need to factor this in to your budget.

## 3. What medical cover will I require?

As with completing your risk assessment, you will need to consider the following in order to evaluate the medical cover required at your event:

- Location
- Event activities
- Audience demographic
- Duration of event
- Weather

You may wish to refer to the HSE document The Event Safety Guide HSG195 for advice on appropriate medical cover. The Guide contains a useful table, which allows you to 'score' your event to find the recommended level of cover.

You will also need to consider whether you require an ambulance on site.

#### 4. Who can provide cover?

There are a number of organisations able to supply cover for events, including British Red Cross and St John's Ambulance, alongside other private providers. You will need to contact these organisations as soon as possible in the planning stages, as they can be very busy during the events season. At least 6 weeks' notice is recommended.

**A First Aid at Work certificate is not adequate** for providing cover at a public event. This is because the training is only intended to cover first aid to employees / staff in your place of work – which is a very different environment to an event in a public or outdoor space.

Even with adequate training, individuals providing cover will also need to consider their legal liabilities in case something goes wrong with the care they administer. Clinical Negligence cover protects against this.

Clinical negligence is any act or omission that falls short of a standard to be expected. To be charged with Clinical negligence, it is necessary to show that whatever the First Aid provider did or did not do fell below the standard of a reasonably competent First Aid provider in that field of care.

If your first aid providers administer care and do not have clinical negligence cover, they may face serious legal action if the care administered is found to be inappropriate or results in causing potential or actual harm.

If your event is likely to attract a younger audience, your first aid providers will also need to be trained in paediatrics (the branch of medicine that deals with the medical care of infants, children, and adolescents).

For these reasons, it is best practice to employ a professional provider of first aid cover who will have all the necessary training and insurances in place.

#### 5. Location of First Aid

Best practice states that you should have a **dedicated, clearly signposted** First Aid point at your event. This should not be doubled up as a Lost Children's point, and staff should be dedicated to the role. This is due to the fact that if there were an incident at your event that required your First Aid staff to administer care, or transport a patient to hospital, you would have no remaining cover.

The location of your First Aid Point should be clearly accessible but not situated on a major thoroughfare or in close proximity to distracting event attractions, such as stages or funfair rides.

You will also need to consider Emergency Services access in and out of your event, as outlined further in the Traffic Management section.

## 6. Toilets

An adequate provision of toilets should be made for the number of people expected to attend your event.

Considerations should be given to:

- Location, access, construction, and type of facilities including provision for hand washing, maintenance, cleaning, lighting and signage.
- Accommodating the needs of disabled people. Unisex accessible facilities should be provided on level ground without steps and if ramped, at no more than a 1:20 gradient.
- At least one accessible toilet with handwashing facilities must be provided for every 75 disabled people expected at an event.

Please note that these are guidelines to the minimum number of facilities required and actual provision should be based on the nature of the event and expected attendees. The following information taken from The HSE's [The Event Safety Guide](#), and is a guide to facilities required at events:

### **Events with a gate opening time of six hours or less**

- Female: 1 toilet per 120
- Male: 1 toilet per 600 + 1 urinal per 175

### **Events with gate opening time of six hours or more**

- Female: 1 toilet per 100
- Male: 1 toilet per 500 + 1 urinal per 150

# Crowd Control and Safety considerations

Depending on the size of your event, you may need to make arrangements for crowd control. This could include stewards, safety barriers and a public address system, signage and information.

## Safety in numbers

You will need to work out how many people your event can handle safely. The numbers may depend on the type of activities you are offering. Some attractions may draw lots of visitors. You may have to count the number of visitors attending to prevent overcrowding.

## Stewards

Larger events may need stewards to deal with Crowd Control, Guide Vehicles and Traffic Control, Clear emergency exits, Guide emergency Vehicles. Keep a look out for hazards and sort out any problems with anti-social behavior. If you are holding an all-day event, you will need a Rota so that you have stewards available at all times.

You should fully brief your stewards on all aspects of the event, including crowd control and emergency arrangements, and give them written instructions, Site Plan and Checklists. Your stewards must be properly trained in their roles and responsibilities.

Make sure visitors can easily identify your stewards. Stewards may also need protective clothing such as hats, boots, gloves or coats and torches for evening events.

Ensure your stewards are able to communicate with each other, their supervisor, the person responsible for health and safety and the event manager.

## Entry to the Event

You will need to consider how the crowds will enter the event, what is the anticipated arrival rate how this will affect the queuing situation. Have you calculated the arrival rate against the service rate / entry rate?

***Example::If your entry / service point will allow 10 people per min (one person every 6 seconds) through a booking in system to buy tickets for other attractions within the event or to pick up Event information, and you have two services desks / entry points, you are expecting 750 people to arrive within the first half an hour of event opening time it will take 37.5 minutes to get the people through your entry booking system. Therefore you are going to have a queue going on for 40 minutes of frustrated and potentially angry people at your event.***

In the above example you could consider pre booking arrangement for extra attractions (fast track systems), or increase the number of service desks, have a service desk for extra attractions inside the event boundary so that those who wanted to visit or pay to see the extra attractions can do so, and those who don't would not have to queue.

## **Crowd Circulation**

How will people move freely around the event, map out movement of people flow directions pinch points bottle necks, pathways queuing access and egress points. Consider those with disability or mobility difficulties.

Consider how people will get from one attraction to another, what is the maximum capacity number for each area and how will the numbers and density be monitored and controlled.

Location of welfare facilities such as Toilets, Lost child / First aid points,

Very important to consider crowd circulation both in a normal and in an emergency situation.

Look at signage information to help circulation and movement of crowds

## **Egress from the event**

What are the arrangements to ensure people safely leave your event again both in a normal and an emergency situation? The calculation for flow rate of people is maximum of 82 people per meter per minute. When the flow rate is compromised due to excessive numbers of people or a restricted egress then crowd will back up and the flow rate will slow down causing the crowd to compact together. When crowds compact to more than 6 people per square meter, injuries such as crushing, asphyxiation trips and falls, and shockwave effects (*shockwave is when one person falls or stumbles and then like a domino cascade those in front also fall creating a wave of pressure to the point where it hits solid force, and those against that solid force could face serious injuries*)

***Example: 5000 people at a concert in the park leaving at the end of the show, the main exit point is 20 meters wide, but the exit to the car park is via 3 meter wide bridge over a river. Under normal walking conditions the bridge will allow 246 people per min (82 people x 3 metre = 246) divide 5000 people by 246 = 20 minutes to evacuate the site over the bridge. Almost instantaneously the restricted egress will create crowds to back up and compact around the entrance to the bridge causing crush and fall injuries***

The example does not consider those with mobility issues, wheel chairs or prams, it also does not consider emergency evacuation situations and panic etc.

When designing your egress route both for normal and emergency situation, bear in mind the exit rate i.e. the number of people leaving. The width of the exit, in the example above on face value the exit point of 20 meter wide is more than adequate ensuring total evacuation in 3 minutes the 3 meters restricted bridge can make egress hazardous.

Consider how the crowd density is monitored and position of stewards on exit route to help the flow and control of people leaving.

Participant at the event such as Stall holders, volunteers, artist also must understand their responsibilities together with any emergency plans so that they can assist should they need to.

## Temporary Structures

Events requiring temporary structures such as staging, tents, marquees, stalls etc., need to decide where this equipment is to be obtained, who will erect it and what safety checks will be required.

Ensure you obtain copies of any safety certificates, method statements, risk assessments, insurance certificates, training and instruction on their use/operation etc. are submitted with the Events Application.

The location of any such structures should be identified on the site plan.

## Catering Concessions

Catering at events is a high risk activity whether at an established venue, market or at a temporary or mobile function. The large numbers of people, frequent use of temporary staff, the temporary nature of the accommodation and high-risk products for sale place specific pressure on food and health and safety management.

The temporary nature of these events and the uncertainties of the UK weather can mean that environmental conditions are an added challenge to traders. Experience at some of the largest outdoor events has emphasised the risks associated with food handling and cross-contamination under these circumstances.

Local Environmental Health professionals, event managers and food business operators must work together to secure and maintain high standards and conditions in respect of structure, equipment, cleanliness, licensing, food safety management, food standards and health and safety of staff and the public.

All events catering concession must be registered with the Local Authority and will be required to complete a Self-Assessment for Caterers / Food Business Operators, form and to submit a copy of any Food Hygiene and Training Certificate or equivalent.

## Fireworks / Pyrotechnics

Fireworks can be a great way to open or close an event; however they do present risks that need to be taken into account in the early planning stages. An experienced Firework company will understand the risks associated with fireworks displays, and for larger fireworks displays we recommend you seek their advice.

If you intend to include a fireworks display in your event, you will need supply details of the company who will undertake this provision. You will need to submit a specific risk assessment for the display which should include details of the fireworks to be used and a site plan of the launch site and proposed fallout zone and a copy of the company's Public liability insurance.

Specific criteria will apply to events proposing fireworks, including, but not limited to:

- Compliance with the [The Firework Regulations 2004](#).
- Adequate risk assessments considering the layout and size of the firing area, safety distances and exclusion zones.

Please contact the Environmental Health (Noise) via the Contact Centre on 01254 388111 to discuss your firework display.

[The Firework Regulations 2004](#) state that no person shall use an adult firework during night hours between 11pm to 7am except for permitted displays, displays for local authority's or national public celebration. Exceptions have been made for celebrating special occasions, which include:

- **Chinese New Year:** 11pm - 1am
- **5th November:** 11pm - 12am
- **Diwali:** 11pm - 1am
- **New Year's Eve:** 11pm - 1am

## Event risk assessment guidance

Risk assessment and method statements are a legal requirement and shall be carried out for each event or for each part of an event if the overall event is large.

Risk assessment and method statements are nothing more than a careful examination of what, in your opinion, could cause harm to people, so that you can decide whether you have taken enough precautions or should do more to prevent possible harm. The aim is to eliminate, reduce, control or make safe any identified risk. When you are satisfied that you have identified all the relevant hazards associated with the event, decide what action must be taken to reduce or eliminate the risks, record it and ensure that the identified action is taken.

The following guidance should aid you in carrying out your risk assessments, but it is in no way a comprehensive guide to risk assessment. If you are at all unsure as to your ability in undertaking risk assessments, please seek professional advice and / or assistance.

A form to record your findings has also been provided as part of the events application, which can be photocopied as many times as is required.

### **Identifying hazards – a hazard is something with the potential to cause harm**

All hazards should be identified, including those relating to the individual activities, any equipment, any sideshow, franchise or contractor.

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, gas or fumes.
- Moving parts of machinery.
- Vehicle movement.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities, lifting and carrying.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd control, 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
- Persons under the influence of alcohol
- Expectant mothers
- Local residents

### **Areas to consider**

- Type of event / facilities
- Potential major incidents
- Site hazards, including vehicles
- Crowd control, audience profile
- Access and egress
- Stewarding
- Types of attendees such as children and the disabled
- Provision of first aid
- Provision for the emergency services i.e. clear access and egress to site at all times
- Health and safety issues
- Provision of appropriate facilities i.e. toilets public water points, information point etc.
- Amusements and attractions
- Fire, security and cash collection
- Waste management
- Exhibitors and demonstrations
- Electricity Use
- Structures
- Weather
- Residential and other noise sensitive neighbours

### **Assessing the risk – a risk is the likelihood of harm being caused**

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 harm arising from the hazard after control measures have been introduced. 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.
- The competency of personnel and third party contractors.
- 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 roped off arena.
<b>Low</b>	A mime artist performing amongst the crowd.
<b>High</b>	A battle re-enactment in a crowded area.
<b>Medium</b>	A historical re-enactment in a roped off arena.
<b>Low</b>	A static display of costumes

For each hazard, rate the risks in terms of the Likelihood to cause harm - i.e. if the harm is very likely it would score a risk rating of either high or medium. If it is very unlikely it would score a risk rating of low.

If harm is likely, decide what will the Severity be – i.e. worst case, a bad head injury is major, whereas a bruise means that it is minor.

Once the Likelihood and Severity factors have been established, the risk rating can then be decided upon, on the basis of the current controls that are in place.

Risks that score low do not require much intervention, however, don't be complacent, consider if further measures can be implemented to reduce the risk further. Those that score a high or medium rating deserve to be treated with respect and steps need to be taken to avoid or minimise them.

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, by considering what additional control measures could be introduced to further reduce the risk rating.

### Risk Evaluation

Severity	High (5)			
	Med (3)			
	Low (1)			
		Low (1)	Med (3)	High (5)
		Likelihood		

**Risk Rating Score High 15–25**

**Medium 5–10**

**Low 1–4**

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.

Use personal protective equipment as a last resort when all else has been reasonably done to reduce the Risk-Rating.

The residual risk rating is the remaining risk factor after all measures have been considered to avoid or minimize the risk.

**Consider the following:**

- Elimination – do I really need this activity?
- Find a substitute for that activity/machine etc.
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.
- Introduce the use of personal protective equipment.

**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 and refer to other documents you may have, such as manuals, codes of practice etc. Again, as stated earlier, if you are at all unsure about undertaking risk assessments, you must seek professional advice and/or help.

**Review and revise**

Do remember that all risks can be subject to change and you will need to update your assessment of risk during the planning of the event and possibly during and after the event. Control measures placed on you may be validated by the actions of others and the dynamics of your event may, in fact, alter the risks, reduce or eliminate existing risk or create new ones. If the nature of the risks changes 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 who may potentially be affected, regarding the nature of the risk and the control measures to be implemented. All companies providing a service to your event should provide their own risk assessment to you before the event takes place. They should also provide a copy of their Public Liability Insurance Certificate and Employer's Liability insurance Certificate.

Completed risk assessment forms should be retained for future reference and a copy returned to the Council accompanying the completed Event Application form at least eight weeks prior to the event.

Information on risk assessments and other issues regarding Health and Safety can be obtained from the Health and Safety Executive at:

HSE Information Services website: [www.hse.gov.uk](http://www.hse.gov.uk)

## Lost child and vulnerable adults

Establish the location of the Lost Child and Vulnerable Adults Unit and responsible/trained team members.

1. All security officers / stewards or lost children and vulnerable adult officers who come into contact with, or are made aware of, a lost child or vulnerable adult must accept immediate responsibility and is to inform their **Head Security / Steward or Event Organiser** immediately. They should also inform other officers who are in the vicinity of the situation, including any Red Cross/St John's Ambulance staff and Police who are also in the vicinity.
2. Where possible the person finding the child or vulnerable adult, must remain in a safe place close to the location where the child or vulnerable adult was found to allow for immediate recovery by parents/guardians/carers. Make your position easily visible to aid parents/guardians/carers to find their child or vulnerable adult. If available, announcements to be made advising of lost child or vulnerable adult via event tannoy or PA system. **do not give the child's or vulnerable adult's name**, only state that a child or vulnerable adult has been found and where to collect them.
3. If the child or vulnerable adult is **not** picked up, the responsible person accompanied by the person finding the child or vulnerable adult will proceed to **the Lost Children and Vulnerable Adult's Point**.

The lost child or vulnerable adult will be handed over to the lost child and vulnerable events officer, who will take notes and gain information regarding the lost child and vulnerable adult. Information such as Name, Age, Address, phone details, what they are wearing location found. The parent/guardian/carer will be required to show proof of identity.

### **How to deal with parents/guardians/carers of a lost child or vulnerable adult**

If a parent/guardian/carer approaches you about their lost child or vulnerable adult, act calmly. Locate your event's organiser. Ask for a detailed description of the child or vulnerable adult and where and when the child or vulnerable adult was last seen.

In the event of a lost child or vulnerable adult being reluctant to be handed over to an adult, you should request Police support. If for any reason there is concern that the parents/guardian/carer is not in a fit condition to resume care of the child the police should be contacted for advice.

**If at the end of the event a child or vulnerable adult has not been reunited with parent/guardian/carer the Police should be contacted for advice.**

## Legislation

In addition to the [2003 Licensing Act](#), there is a lot of government legislation that applies to events, and as a result getting permission to hold one can be daunting at the first attempt.

All proposed events must conform to the 2003 Licensing Act, alongside the following guidance and legislation:

- [The Event Safety Guide: A guide to health, safety and welfare at music and similar events \(HSG 195\)](#)
- [The Control of Noise at Work Regulations 2005](#)
- [Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [Successful Health and Safety Management \(HSG 65\)](#)
- [RIDDOR 1995](#)
- [The Children Act 2004](#)
- [Regulatory Reform \(Fire Safety\) Order 2005](#)
- [Wildlife and Countryside Act 1981](#)
- Equalities legislation (refer to Hyndburn Borough Council's [Equalities Policy 2008](#)) including public duties on race, gender and disability
- Chartered Institute of Environmental Health CIEH National Guidance for Outdoor and Mobile Catering (downloadable from the CIEH website)

## Monitoring and Evaluation

All event organisers must ensure that agreed protocols and plans have been implemented.

### 1. Inspections

Hyndburn Borough Council Officers, and duly authorised agents, reserve the right of entry to any part of your event at all times, for inspection or any other purpose. Where the Council determines that an event organiser has persistently or seriously failed to meet the requirements of the Events Application Protocol, or Premises Licence, or has failed to implement agreed plans, the Council is entitled to suspend the event for such a period as is considered necessary to ensure that any failures or breaches are rectified.

The Events Safety Advisory Group (ESAG), set up to ensure public safety is at the centre of the decision making process with regards to events and to ensure a multi-agency, co-ordinated approach, will monitor and review the successes and problems associated with events, with the aim of improving standards and to reduce the possibility of repeat problems.

### 2. Debriefs

Where appropriate, event debriefs and evaluations will be conducted with event organisers to address concerns and improvements for future applications. The group will also carry out regular inspections of events as determined necessary.

### 3. Granting permissions

As landowner, HBC have the authority to refuse consent at any time should an event not comply with Council Protocol, Licencing terms and conditions or if the event is considered unsuitable for any other reason, at their absolute discretion.

**Who monitors compliance to legislation and best practice?**

The **Event Safety Advisory Group** (ESAG) has been set up to provide advice on event safety matters, to ensure that public safety is maintained at temporary and outdoor events held in Hyndburn – however large or small. ESG considers all event-licensing requests and offers advice and guidance to all parties concerned in the planning and organisation of events. This includes events held on both off-road sites and the public highway.

The group is made up of representatives from:

- Hyndburn Borough Council (Environmental Health)
- Hyndburn Borough Council (Health and Safety)
- Hyndburn Borough Council (Licensing)
- Lancashire County Council (Highways)

Failure to adhere to this guidance could result in your licence being refused, revoked, or, at worst, legal action if your event goes ahead and something goes wrong. The safety concerns and advice given by ESAG to event organisers will be documented. If there is an incident resulting in court / public inquiry proceedings, we have an obligation to notify the safety advice given to event organisers about any event to any investigating authorities.