

# **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, Hampshire 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.

### **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.

### **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.

### **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. This should include the following:**

### **Routes**

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

### **Inspections**

A 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.