

HEREFORDSHIRE'S PUBLIC EVENT SAFETY ADVISORY GROUP



PREFACE

Holding an Event is a very rewarding exercise provided everything runs according to plan. However, when things go wrong you will know from press coverage that the consequences to the Event Organiser can be very serious.

A major incident will normally require a multi-agency approach in which the Event Organiser, Security (if appropriate), Police, Ambulance Service, Fire and Rescue Service, Herefordshire Council and NHS will play a part. It is therefore important that there is a clear demarcation of duties and that any responsibilities are agreed and understood at the event planning stage.

This guide has been produced in partnership with the emergency services and various organisations that you may need to consult when organising an event. The Safety Advisory Group (SAG) in Herefordshire has been established to enable you to seek help and guidance through one central body.

The Safety Advisory Group has been established to help you avoid putting the public and yourselves at risk. We are pleased to provide advice through the information contained in this guide, and for larger events by supporting your Event Planning meetings.

The contents of this Public Event Safety Advisory Group Guidance document has been compiled by the Safety Advisory Group members:

Chair of the Safety Advisory Group	Ian Baker
Balfour Betty (Highways)	Anthony Agate and Fiona Miles
Herefordshire Council	Licensing Fred Spriggs Environmental Health Charles Yarnold Trading Standards David Hough Public Health Caryn Cox and Sophie Hay
Hereford and Worcester Fire & Rescue Service	Adrian Thompson and Deb Davies
West Mercia Police and Chair of Herefordshire Tactical Coordinating Group	Supt Susan Thomas
West Midlands Ambulance Service	Rob Stevens

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AMENDMENTS

Comments on factual accuracy or proposals for amendments are welcomed by the Chair of the Herefordshire Safety Advisory Group at:

Herefordshire Safety Advisory Group (HSAG)
c/o Health, Safety & Resilience Team (HSRT)
Herefordshire Council
Plough Lane Offices
Plough Lane
Hereford
HR4 0LE

Telephone number: 01432 260223
Email: ibaker@herefordshire.gov.uk

The HSRT will ensure that all modifications are incorporated into this document and that it is formally reviewed on an annual basis with amendments issued as appropriate.

PLAN MAINTENANCE

To ensure the integrity of this document, holders are requested to inform the HSAG, in writing, of any amendments to the information relating to their organisation or authority. All amendments should be addressed to the HSAG at the above address.

A full review of this plan will be conducted every year in close consultation with key stakeholders. In addition, contact details will be confirmed on an annual basis and any significant changes will be addressed via amendments as and when necessary.

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SECTION 1 – INTRODUCTION

- 1.1 This Guidance is intended to offer advice in relation to understanding the law in relation to licensing, entertainment regulations, and holding events on the highway. It does not form legal advice and any legal advice required should be obtained from a solicitor or some other suitably qualified source. Many Event Organisers will require advice and support from the Police, Fire and Rescue Service, Ambulance Service, Herefordshire Council and NHS. This guide seeks to highlight that advice and support.
- 1.2 **The Safety Advisory Group (SAG) will not take responsibility for your event – this will always remain with the Event Organiser who will be responsible for the event.** The SAG is available to pass on information and advice based on years of experience to event organisers, in order to help produce a successful event with minimal risk to the public. However the SAG is not liable for any problems or situations that arise, they are only an advisory group, liability remains with the event organisers.
- 1.3 It is good practice for event organisers to consult with the SAG and use their experience to aid in the planning. **Note:** *To consult with the SAG please complete the notification form provided under Section 12 -‘Notice of Event’*

THIS GUIDE ASSISTS YOU TO BE A RESPONSIBLE EVENT ORGANISER

- 1.4 Following the guidance is not compulsory and you are free to take other action. However, if you do follow the guide you will normally be doing enough to organise a safe and lawful event.
- 1.5 Event Organisers will be held responsible for matters arising from deficiencies in their planning process and subject to enforcement by the local authority, Police, fire and rescue service and the Health & Safety Executive. They may also be subject to private litigation.

SECTION 2 – ROLE OF THE SAFETY ADVISORY GROUP (SAG)

OVERVIEW

2.1 The SAG draws on the specialist knowledge of members from:

Herefordshire Council

West Midlands Ambulance Service

West Mercia Police

Hereford & Worcester Fire and Rescue Service

NHS

Herefordshire Council's service delivery partners: for example Balfour Beatty Living Places (BBLP), who provide the Council's Highways, Parks and Public Rights of Way Services, other specialists depending on the type of event.

2.2 The group offers to guide and advise anyone who is planning or organising an event. The role of the SAG is to consider, when deemed appropriate, proposals for a wide range of public events including outdoor events, firework displays, carnivals, parades, music festivals and other events of a similar nature. Many, but not all of these, will require a Premise Licence under the Licensing Act 2003.

2.3 The SAG will review the Event Management Plan together with the risk assessments of the event, and contingency plans. These matters should be reviewed in consultation with the emergency services with due time for consideration and amendments. For small sized events usually no more than small amounts of safety advice will be given, however recommendations might be given with a view to improve safety at the event. For larger events it is likely that the SAG will become more active, which will involve meetings to discuss the event and safety precautions.

GETTING HELP/NOTICE OF AN EVENT

2.4 If you propose to hold an Event, please complete the Notification Form at Section 12 of this document.

2.5 The SAG Chair will ensure that all relevant agencies/partners receive copies of your form and documentation, so they can if necessary contact you with any queries. Generally speaking the more notice given to the SAG to perform their role the more opportunity you will have to amend things if required. This should be as soon as a venue, date and approximate attendance are ascertained.

POINTS OF ADVICE

2.6 Sources of advice include:

Herefordshire Council and its delivery partners

- Your duty under legislation including carrying out Health and Safety Risk Assessments and Emergency Planning;
- Food Hygiene;
- Water supplies
- Waste disposal
- Environmental issues e.g. noise pollution and waste control;
- Trade descriptions, counterfeiting, food quality and product safety;
- The need for Premise Licenses where the entertainment includes amplified music, sales of alcohol, playing of films etc;
- Public Liability Insurance – Minimum indemnity £5 Million (£10 Million on a highway);

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- Contractor's Insurance;
- Identifying sections of other public bodies for consultation; and,
- Liaison with the Public Transport Department regarding affect on public transport in the area where the Event is to be held.
- Emergency/Contingency Plans for major incidents either on site or off site but associated with the event.
- Co-ordination of off-site emergency plans in liaison with emergency services, local authorities and other appropriate agencies.
- Equality and Diversity
- The need for Road closures and/or Diversion Routes;
- Advice concerning infectious diseases;
- Activities on public highways and/or footpaths;
- The impact that your event may have on traffic and the safety of all road users; and,
- Details of planned road works or other possible disruptions.

Note: To obtain authority for activities in relation to highway use can take up to 6 weeks. You should allow sufficient time for your application to be processed.

West Mercia Police

The Police role in relation to events:

We will offer advice as part of the Safety Advisory Group, in particular with relation to ;-

- Road safety and casualty reduction;
- The prevention and detection of crime;
- Prevent and stop breaches of the peace and disorder;
- Protection of children, the young and vulnerable people;
- Activation and coordination of contingency plans;
- Provide advice in respect of countering terrorism.

West Midlands Ambulance Service (WMAS)

In this day and age, Event Organisers open themselves up to ever increasing levels of risk of litigation and legal liability, especially in relation to the medical provision of their event. As an employer, the event organiser (whether an individual, collective or company) has a general duty to ensure, so far as reasonably practicable, the health, safety and welfare of their employees. They also have a duty to ensure, so far as is reasonably practicable, that others (including volunteers and spectators) are not exposed to risks to their health and safety arising from the operation of the event. The Event Organiser should also ensure appropriate medical, ambulance and welfare provision is available to all those attending or involved in delivering the event.

The WMAS Officer who sits on the SAG can advise you on:

- The correct guidance and legislation to follow, in order to plan and manage your event.
- The appropriate level of cover for your event that will reduce your risk exposure to ALARP and reduce the impact on the local NHS.
- How to select a medical provider with tips on what to look for. For impartiality reasons, the SAG cannot and will not recommend individual companies.
- How your event emergency plans will integrate into the emergency services and the wider NHS.

Hereford & Worcester Fire and Rescue Service

Fire safety at your event

You must take such general fire precautions as may reasonably be required to ensure that the event and premises are safe; by preventing fire or fire spread and protecting people in the event that a fire does occur.

You must undertake a fire risk assessment to identify the necessary general fire precautions to comply with the requirements and prohibitions imposed on responsible persons under the Regulatory Reform (Fire Safety) Order 2005.

You must make a record of the significant findings of your fire risk assessment and of your fire safety management arrangements, which will include:

- A record of all the preventive and protective measures which will be in place to control the risk from fire.
- Control of any ignition sources (sparks, flames, cooking equipment etc). This will include the testing of all electrical supply equipment and portable electrical appliances by a competent person.
- Effective control measures to reduce risk from flammable materials, liquids etc. to include documentary evidence that fabrics and furnishings used within or forming part of structures are suitably fire retardant.
- Preventing fire spread between any structures including accommodation used for sleeping (including motorhomes, caravans, vans, trailers etc), catering provisions (ie mobile vans/trailers and static stalls etc) or buildings/marquees/stages etc and providing appropriate and sufficient spacing (and removal of dry vegetation or other flammable materials and objects between structures).
- Scale plans of each structure or building showing locations and widths of each exit and the location of any internal furniture such as staging, speakers, seating, barriers etc. Plans should also indicate the location of fire alarms and any emergency lighting units, illuminated escape signage, and locations and types of fire fighting equipment.
- Provision of suitable and sufficient fire fighting equipment.
- Provision of fire alarms and, if necessary, arrangements for shutting down other sound systems which reduce audibility the fire alarm.
- Arrangements for summoning the fire and rescue service in the event of fire and of ensuring access for fire engines to all parts of the site.
- Emergency routes and exits are kept clear at all times and lead as directly as possible to a place of safety.
- Provision of emergency lighting (that will operate in the event of failure of the primary power supply) internally to structures, above exit doors and externally to illuminate escape routes to a safe distance from each structure.
- Calculation of the maximum number of people who can safely escape from any structure or building, temporary or permanent, using methodology from the places of assembly guides referred to below; considering the distribution and widths of each exit and discounting the widest exit, assuming it to be compromised due to fire.
- Emergency procedures and fire action plans, to safeguard people in or near all structures, buildings or installations (e.g. fairground rides, generators) that may give rise to a risk from fire.
- Provision of directional escape signage to direct people to emergency exit routes
- Arrangements for fire fighting, stewarding, emergency evacuation and the provision of suitable training and information for people nominated for these roles.
- Suitable systems for monitoring that all fire safety provisions are tested, maintained, in position and functioning effectively.
- Arrangements for any group of persons identified by the assessment as being especially at risk from fire, for example:

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- o Those with limiting disabilities.
- o Young people.
- o People sleeping.
- o People in remote locations or lone-working.
- o People under the influence of drink/drugs.
- o Separated groups (e.g. parents from children in a crèche where they may try to rejoin them in the event of fire).

Guidance for fire safety risk assessment and planning is available for free download via our website: www.hwfire.org.uk

Fire Safety Risk Assessment – small and medium places of assembly, large places of assembly, open air events and venues and also:

Guide to Fire Precautions in Existing Places of Entertainment and Like Premises – Home Office – Chapter 13 page 136 ‘Special Provisions for Temporary Structures and places of Entertainment which are under cover in otherwise open air situations’

Emergency Response Planning

People planning events should give detailed consideration to the needs of the fire and rescue service and in particular the following:

- Liaison with fire and rescue service before the event (directly or through the Safety Advisory Group)
- Summoning the fire and rescue service in event of emergency
- Liaison with the fire and rescue service on arrival at and during an emergency
- Access for fire and rescue service vehicles and equipment
- Water Supplies for firefighting

SECTION 3 - LICENCES

INTRODUCTION

- 3.1 With the introduction of the Licensing Act 2003, the law relating to alcohol sales, public entertainment and late night refreshment is now covered by one licence. As part of this change, Herefordshire Council has responsibility for licensing all of these activities within the county. Public entertainment includes live music, recorded music, dancing and making music, the performance of a play and the showing of films, as well as Boxing and Wrestling. Late night refreshment is the provision of hot food or drink between the hours of 11pm and 5am. For further information please contact:

Herefordshire Council's Licensing Team on 01432 260000

DO YOU NEED A LICENSE, AND IF SO, WHAT TYPE?

TEMPORARY EVENT NOTICE (TEN)

- 3.2 If the event will not exceed 500 people (including the public, organisers, performers etc), then you should apply for a TEN, which will cover any of the above activities. The cost of this is £21 and the notification needs to be with the Licensing Authority at least 10 working days before the event. The 10 days does not include the day the application is received or the day of the event. Remember though, that if there is more than 499 people at your event, your TEN will cease to cover you and your event will be unlicensed.

PREMISE LICENCE

- 3.3 If your event is likely to attract more than 500 people or last longer than 168 hours, then you will have to apply for a Premise Licence. This will cost on average about £500 (£400 of which are the cost to advertise in the paper. In some cases the application will be considerably more.

- 3.4 General advice is:

- Apply early for a Premise License – (minimum 3 months notice);
- Remember, you could be prosecuted if you do not have an appropriate licence for your event;
- Event organisers need to recognise the importance of managing alcohol, particularly in relation to young people. It is an offence to sell alcohol to anyone under 18 years of age;
- Think about the control of you event. Consider who you will admit and those you might exclude, and whether the use of licensed/trained door staff might be appropriate; and Remember to ask for assistance if you need it, and check that your event is safe and legal before you go ahead.

3.5 If you need a license please contact the Licensing Officer at Herefordshire Council, as soon as possible! Remember...

- There has to be a 28 day consultation period. This is a legal requirement. Therefore, any application must be made as soon as possible to allow sufficient time between the expiry of the notice and the start of the event. The Licensing Authority suggests 3 months.
- A licence will only be issued if you have met all the requirements as laid down in the regulations. If you do not get these correct, you will have to re-start your application. A copy of these can be obtained from the Licensing Officer.
- If objections are raised, the Licensing Authority will not be able to issue a licence until those objections have been withdrawn or the matter has been in front of the Licensing Committee. This will be about 28 days after the end of the consultation process. The Committee could refuse your application which would mean the event could not go ahead.
- Door supervisors: If you intend to use door supervisors at your event they must be registered with the SIA (Securities Industry Authority). A door supervisor is any person who is controlling admissions, keeping order inside or out, removing people causing disorder, or searching premises or people or protecting property.

3.6 A Licence under the Licensing Act 2003 is a legal requirement if you intend to carry out any licensable activities. You may be prosecuted if you do not have a licence or the event may even be prohibited. Your Insurance may also be invalid if your event is run without a licence, when by law it requires one.

Pre-application service

3.7 Herefordshire Council offers a pre-application service. Full details can be found at https://www.herefordshire.gov.uk/directory_record/2008/premises_licence. In brief we will complete the application form for you which will ensure that it is correct for submission. We will draw up the notice required to go in the paper and also on site. We will give you advice to ensure that you application proceeds as quickly as possible.

Training

3.8 We are a recognised training provider and can training to allow people to obtain their personal licence. In addition we can provide training to your staff concerning underage sales.

SECTION 4 – RISK ASSESSMENTS

RISK ASSESSMENT REQUIREMENT

- 4.1 Irrespective of the size and type of event, a written Risk Assessment must be completed at the start of planning the event of the construction, management and dismantling of the venue and the effect that any part of it, or activity undertaken on it, may have on employees, contractors, participants and the general public. This should include any potential risks the event may create and should also include detail on safety precautions in place to meet the potential risks identified in the assessment.
- 4.2 If you obtain the services of a professional company to, for example, erect a marquee or create a fireworks display, they will generally undertake their own risk assessment for the activity and when complete provide you with a 'Sign Off Certificate'. The Licensing Authority can request a copy of this certificate.

Note: It is good practice for the organisers of events to prepare their own Risk Assessments, as responsibility ultimately lies with them. The Risk Assessment process will familiarise them with potential problems and make them better prepared to deal with these.

- 4.3 The Risk Assessment should:
 - Identify existing and potential hazards
 - Define who might be affected by the hazard and how
 - Define systems to eradicate, reduce, isolate or control the hazard
 - Document all stages of the process
 - Review and monitor control systems

Basic Example:

Hazards	Who might be harmed?	Is this risk controlled and how?	Any further action required to control the risk
Erection of a marquee	Tent contractor's site crew	Using reputable contractor with experienced and well trained personnel minimises risk. Ensure contractor crews are wearing safety boots and all other PPE	Obtain written confirmation from contractor regarding training of crew and that they have been briefed on activity and site safety

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GENERAL POINTS TO CONSIDER

4.4 Fire Risk Assessment and Fire Safety Management

People planning public events must undertake a suitable and sufficient assessment of the risks to people from fire in order to identify the necessary general fire precautions needed to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Guidance is available for free download at:

www.hwfire.org.uk/business_safety/business_advicesheets.html

For unusual events that don't appear to fit this guidance, or for specific advice related to any event, please contact Hereford & Worcester Fire and Rescue Service on 01432 347030 and ask to speak with a Fire Safety Officer or email firesafetywest@hwfire.org.uk

For licensed events, or events where five or more persons are employed, a record of the significant findings of the fire risk assessment must be made; the recorded fire risk assessment must include details of any group of people identified as being especially at risk e.g. young people, those with limiting disabilities, people in remote locations or working alone, people under the influence of drink or drugs, people sleeping and separated groups (e.g. children in a crèche with parents occupied elsewhere).

It is also required that a record is made of the fire safety arrangements for the planning, organising, control, monitoring and review of the general fire precautions -before, during (and if necessary, after) the event. The quality and depth of the fire safety arrangements will vary with the nature, size and complexity of the event and the venue. This could range from something very simplistic for a small event through to a more complex arrangement of nominated fire safety supervisors, deficiency reporting systems, monitoring general fire precautions, testing and maintenance of fire alarms, lighting and safety inspection of electrical installations etc. It is likely that organisers of larger events will need to appoint a 'competent person' with relevant training and experience of fire safety risk assessment and management, to assist them in meeting these requirements.

Even at unlicensed events with fewer than five employees it is still necessary to undertake fire risk assessment and it is best practice to make a record of the outcomes of such an assessment.

4.5 Vehicles and Car Parking

- Locate car parking well away from the pedestrian areas. Clearly signpost the parking area and do not allow cars to be parked anywhere else in order to keep the highway clear.
- Design and steward car-parking areas to eliminate hazards to pedestrians such as reversing vehicles.
- Except for emergency purposes, vehicle movements in the public areas of the site during the event or as the public are leaving, should not be permitted.
- Persons under 18 years of age should not be used as parking attendants. Attendants should receive some training for their role and be issued with high visibility clothing, to be worn at all times whilst working.
- Consider the provision of security staff to patrol car parking areas.
- Consider the provision of parking for Blue Badge holders (wide spaces, as close to the event as possible).
- Are the access/egress arrangements safe for all road users, with for example, good visibility for and of emerging traffic?
- Will people be arriving to your event on foot? If so consider safe access requirements to the site for them.
- Is signage or other traffic management arrangements required to mitigate against localised congestion as a result of your event?

4.6 Stewards. Stewards are an important Safety feature for events and therefore event organisers should ensure that there are enough to ensure the safety of the public. The Organiser should ensure that:

- Stewards cannot be used as security staff which requires registration with the SIA. Stewards cannot be involved in the management of people or the protection of property.
- Stewards are responsible, fit to deal with physical requirements and active.
- Appropriate training to the stewards has been provided for the security and control of the site and the attending public. They should be aware of emergency procedures, which may include access/egress, fire, injury, and difficult/unruly members of the public.
- Steward Supervisors are suitably and sufficiently briefed prior to the commencement of the event, about their areas of responsibility, including (as applicable):
 - o Roles and responsibilities
 - o Staff command and control
 - o Division of responsibilities between the Organiser and the Police
 - o 'Transfer of Authority' procedures and requirements
 - o Safety Requirements
 - o Communication Methods
 - o Partial and Total Evacuation
 - o Action in the event of fire or explosion
 - o Response to bomb threats
 - o Response to and management of disruptive elements
 - o Management of Lost Children and Vulnerable Adults
 - o Management of distressed, lost and injured persons
 - o On site traffic management so as to keep the Highway clear
 - o Assessment of crowd densities, problematic dynamics and signs of distress
 - o Resolving access issues
 - o Location of:
 - Exits and additional Emergency Exits
 - Evacuation routes and assembly areas
 - First Aid points
 - Disabled viewing/access
 - Car and coach parking locations
 - Drop off and Pick up points
 - Fire fighting equipment
 - Lost/found property point
 - Lost/found person point

- Meeting points
 - Toilet Facilities
 - Information Point
 - Welfare Services
 - Event Control
 - Emergency Liaison Centre
 - The number of stewards needed has been calculated by considering each of the separate tasks to be covered (i.e. staffing entrances and exits, controlling access to attractions/activities, general crowd control, patrolling public areas, securing hazards, car parking duties, etc). This calculation is related to your Risk Assessment.
 - If the event is to last several hours, extra stewards should be available to allow others to take meal breaks, etc.
 - Stewards should :
 - o Wear throughout the event high visibility and reflective clothing that denotes their individual roles and bears individual identification.
 - o Not consume or be under the influence of alcohol or other drugs.
 - o Do not leave their point of allocated duty (except in pursuit of public safety).
 - o Remain calm.
 - o Are courteous towards all those with whom they have contact (particularly the public).
 - o Co-operate in full with any legal requirements of the Emergency Services or Herefordshire Council Officials.
 - Appropriate DBS checks are required for anyone who will be working with children or vulnerable people i.e. a stand for lost children. For further information on DBS checks please refer to the Home Office's website relating to the Criminal Records Bureau.
- 4.7 The Organiser should ensure the accurate monitoring and recording of all persons within the Event site and will make such information immediately available on request to the Emergency Services or Herefordshire Council Officials. Separate figures for the number of staff and customers in attendance at an event must be available.
- 4.8 The Organiser's staff are responsible initially for matters of public order within the Event site and for dealing with any disturbance by legal means.
- 4.9 Common Hazards and Vulnerable People. Although not exclusive, some common hazards and vulnerable people to consider are:
- Volunteers;
 - Older People;
 - Disabled people;
 - Children (who may be unsupervised);
 - The effect of excitement arising from the activities;
 - Weather/temperature/season;
 - Fire;
 - Fireworks;
 - Alcohol consumption;
 - Drugs;
 - Trips and falls due to ground condition, unprotected guy ropes, lack of barriers etc;
 - Lighting levels -will it be dark?;
 - Noise levels on and off site;
 - Emergency access and egress (exits);
 - Vehicle movement;
 - Possible collapse of structures, flags, banners etc;
 - Building layout and construction;
 - Opportunity for crime; and,
 - Presence of overhead or underground power cables.

4.10 Accessibility. Under the Equality Act 2010 you must ensure that your event does not discriminate against anyone on the grounds of race, religion or belief, sexual orientation, gender, gender identity, age or disability (there are some lawful exceptions).

- You must take reasonable steps to take into account the needs of disabled people. This includes people with mobility impairments, mental ill health, learning disability, hearing or sight impairments as well as other impairments.
- Provide facilities wherever possible to enable disabled people to gain access, see and take part in the attractions and activities.
- Make sure the ground conditions in public areas and access pathways are accessible.
- For more information and advice, please contact Herefordshire Public Services' Corporate Diversity Team on 01432 260244.

4.11 First Aid/Medical

- The Event Organiser should ensure appropriate medical, ambulance and welfare provision is available to all those attending or involved in delivering the event. They should also minimise the effects of the event on the local statutory healthcare services, by providing high quality care on site.
- Advice on medical, ambulance and welfare provision can be found by consulting the Event Safety Guide HSG195 (2nd Ed 1999) copies of which can be found online AND/OR the revised Purple Guide to Health, Safety and Welfare at Music and Other Events (online subscription required at: <https://www.thepurpleguide.co.uk> . Further advice can be found at: <http://www.hse.gov.uk/event-safety/index.htm>
- Providing appropriate medical, ambulance and welfare provision may involve significant expenditure and this should be factored into the event budget at the earliest opportunity. Medical providers vary in quality and capability and event organisers should exercise due diligence in selecting a competent and reliable service. The WMAS SAG Officer remains impartial and will not recommend Medical Providers.
- Every event should have a medical risk assessment and out of this assessment, the level of medical provision will be agreed and a plan written. Without a robust medical risk assessment and comprehensive Event Medical Plan, the event may not withstand legal scrutiny should an adverse event occur.
- If events are supplying First Aiders themselves, then the following should be noted:

A first aider is defined as a person who holds a current certificate in first-aid competency, issued by an organisation that meets the HSE guidelines on first aid training – see <http://www.hse.gov.uk/firstaid/first-aid-training.htm>. However, the holding of a Health and Safety at Work or three-day First Aid at Work certificate alone, does not in itself qualify a person as competent to administer first aid to the public at events, where non workplace injuries/conditions may present.

- The requirements for ALL medical personnel should also include:
- the ability to recognise and manage common conditions in both adults and children
- competence in the use of Automated External Defibrillators (AED)
- safe manual handling of patients
- evidence of Disclosure and Barring Service (DBS) checks or local equivalent, in accordance with current government standards
- evidence of training in the safeguarding of children and vulnerable adults.

First Aiders should be a dedicated asset, being assigned to that role only and have no other tasks/responsibilities during the event.

- If your event requires an ambulance, then this ambulance must be capable of transferring patients from your event to a place of definitive care, which may be offsite. By law, this ambulance must be supplied and operated by an organisation registered/regulated by the Care Quality Commission (www.cqc.org.uk)

In order for the SAG to assess your event, please complete and return the following form:

Safety Advisory Group - Medical Specification Details Request Hereford, Worcester & Shropshire

In order to assess the medical provision for your event, you are requested to complete the details below and return to : robert.stevens@wmas.nhs.uk

Date of Event		Name of Event	
Timings of Event		Type of Event	
Where will your event take place		Standing / seated / mixed	
Audience / Crowd mix (Family / Young Adults etc)		Maximum number of attendees at any one time	
Additional Hazards (Fireworks / stage / catering / temporary bar / other		Anticipated Waiting time for entry	
Medical Provider Company Name			
CQC Registration Details			
Contact details of Medical Provider Telephone / Email			
Contact details of medical provider on day of event			
	Details of Medical Provision		
Number of First Aiders			<i>State if only First Aid at Work</i>
Number of Cycle Responders			<i>State skill set they will have</i>
Number of Paramedics			<i>Must be HCPC registered</i>
Number of Technicians			
Number of Ambulances on site			<i>State if A&E / 4x4 capability</i>
Number of Response Cars on site			
Number of Doctors			<i>Experienced in pre-hospital care environment?</i>
Number of Nurses			<i>Experienced in pre-hospital care environment?</i>
Other medical skill set – provide details			
Will you have AED / Defibs on Site - Numbers			
Conveyance to Hospital	Will you be conveying patients within your staffs' skill set to hospital in your own vehicles?		Y/N
Have you alerted the local hospitals of your event? If so which?			

Thank you for your co-operation in completing this form. Should WMAS have any additional queries or seek clarification, we will contact you.

4.12 **Insurance - Public Liability.** The organisers could be held legally liable for the cost or damages for any injuries, etc, which may occur during the event. It is highly recommended that you insure this risk via a public liability insurance policy. This insurance should be arranged with a minimum limit of indemnity at £5 Million (£10 Million for any event on a highway). In many instances an even greater level of cover may be necessary. If you do not have this cover, any claim could be made against all of the organisers and their private finances.

4.13 Council owned properties can contact the Council's Insurance Section to check that they are adequately insured. PTAs and other voluntary groups will require their own separate insurance cover.

4.14 Where organisers are using specialist contractors, such as marquee erectors or fairground ride operators; they should check they have their own public liability insurance and that they comply with any policy terms and conditions. Ask to see a copy of their policy.

4.15 In the event of any injury or damage to property, full details of the incident must be written down, and the matter must be reported to your insurers without delay. If something happens, do not admit liability as it may invalidate your cover.

4.16 **Food Hygiene and Safety.** Successful events can sometimes take even the most experienced caterers and event organisers by surprise. Larger numbers than anticipated may attend the event and consume larger quantities of food than expected. Events taking place over a number of days may require adequate storage facilities for large quantities of foodstuffs. If you intend to handle the catering aspects of the event yourself, please refer to Section 6.

4.17 **Barbeque and Hot Food Outlets**

- Barbecue hazards include the use and storage of fuel (e.g. gas bottles), naked flames and hot components. Safety barriers may be required.
- Advice on aspects of food safety and hygiene at the event can be obtained from the Environmental Health Department at Herefordshire Council.

4.18 **Staff Safety**

Cash Handling – There is always a risk of criminal attack when handling cash in any amount. Staff who are unfamiliar in a cash handling role should be instructed to be as discreet as possible, avoid using easily identifiable means of storing and transporting money, i.e. money bags, (as these act as targets to thieves), keep only small amounts of cash on site and vary the routine of removing large amounts of cash from the site. Although such precautions do not eliminate the threat completely, having staff aware and cautious of the security issues, makes it much more difficult for the thieves and lessens the likelihood of attack.

Late Finish – If the event is to finish late, make sure that all staff can get home or back to their accommodation safely and that they do not have to wait alone at bus stops, stations and/or travel alone. Consider arranging taxis for staff where public transport will be a problem.

4.19 Toilet Facilities

- Provide an adequate number and type of toilets for the number of people expected, including provision of accessible toilets and consideration for a “Changing Places” facility wherever possible. Seek further guidance from Herefordshire Council’s Diversity Team.
- It is best to use toilets that are connected to mains services, but temporary units may have to be provided.
- Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event.
- Provide direction signs to indicate the location of the toilets and provide adequate lighting, where necessary, if the event continues into the evening.
- Consider the need for additional washing facilities for certain activities, e.g. exhibits of livestock.

4.20 **Communication.** There must be in place an effective communications system for the event to aid the stewards and organisers run the event with minimal trouble and also have the ability to react to an emergency quickly. Note: Please be aware that in an emergency, mobile networks may become busy with calls from the public and therefore another communication method may be required:

- Provide personal radio/telephone contact between Event Safety Officer and senior stewards and any other persons responsible for activating contingency arrangements.
- Locate the nearest telephone box, provide access to a telephone or provide a mobile phone.
- Consider providing a Public Address system for announcements and instructions to staff and the public. Larger events may require a system with an emergency power backup. For smaller events, a portable loudhailer may be sufficient.
- In promotional literature/event programmes; suggesting directions and travel routes with advice on planning journeys, travelling in groups and avoiding short cuts, can be helpful, particularly if the event is to finish late.

4.21 Information Point, Lost Children and Lost Property, etc.

- Provide a location where enquiries can be made about lost children, lost property and for information about the event. This could be in the control room.
- At larger events, provide site maps at the entrance and around the site as well as signs indicating the location of the various activities, attractions and facilities.

4.22 **Control Room.** For large events, consider setting up a control room on the site to:

- Monitor the event, giving an early indication of any problems.
- Control any incidents.
- Direct resources to deal with any problems.
- Act as a base for any communications systems.
- Provide a focus point for any public concern.

The control room should be constantly staffed throughout the event and provided with a telephone (preferably a fixed line).

4.23 **Water.** Be aware of the risk of dehydration to event participants and staff, particularly at large indoor rock concerts or outdoor events in the summer. If you use a licensed premise, you must make free drinking water available on site. If your event is large, you may need to set up pipework for water distribution. For the provision of a temporary drinking water i.e. setting up a temporary water distribution system further guidance can be obtained from the Water Health partnership - Guidelines for the Provision of Temporary Drinking Water Supplies at Events:

<http://www.waterhealthpartnership.wales/sitesplus/documents/1189/Temp%20Events%20Guidance.pdf>

You can also obtain advice from Herefordshire Council’s Environmental Health.

4.24 **Waste.** One event can generate a lot of waste materials, so provide an adequate number of rubbish bins around the site where they will be most required (i.e. next to catering facilities).

Arrangements should be made to have the bins emptied regularly and to ensure that ALL rubbish is removed from the site at the end of the event. If the event is in a public place consult Herefordshire Council's Waste Management Service for advice on waste control. Consider using environmentally friendly rubbish disposal techniques and re-cycling as much waste as practically possible.

4.25 **Permission of Land Owner.** If your Event is to be held on Herefordshire Council owned land or other privately owned land, you must obtain permission for its use. Permission to use the land is normally granted in written form and may stipulate particular conditions to which you must conform if the permission is to remain valid.

4.26 **Noise Prevention.** Things to do:

- Make one person responsible for dealing with all noise issues.
- Consider those you are likely to disturb.
- Let neighbours know about your event and tell them what to expect.
- Be considerate about how loudly music is played, particularly late at night.
- Keep windows and doors closed if you are in a building.
- Bass level noise is the most intrusive; lowering the volume of the bass will help to reduce the distance the sound carries.
- Some neighbours could be working or sleeping, try to encourage guests leaving late to leave as quietly as possible.
- Consider how many people you are expecting
- Be reasonable and try to negotiate through any problems.
- Gatecrashers can spoil an event and cause rowdiness, so try to control tickets and the entrance to your event.
- Consider the timing of your event.
- Events may not be as well tolerated or acceptable if they run late or are particularly noisy. Please make every effort to talk to your neighbours, as this will reduce the number of complaints.
- If a statutory noise nuisance is caused, the Local Authority is obliged to serve an Abatement Notice on the organiser or person causing the nuisance. Failure to comply with the Notice could result in prosecution and a heavy fine and/or the seizure of the amplification equipment.

4.27 **Public Health - infectious (communicable) diseases**

The organiser should prepare and submit a plan for infectious diseases including prevention and what actions that would be taken in the event of an outbreak for example food poisoning or measles.

Public Health information and advice for event goers

Information and advice should be provided in advance to event attendees (whether staff, volunteers or other paying/non-paying attendees) – this should usually be provided through a website/app and social media so it remains accessible during the period of the event.

Staying safe and well – alcohol, burns, drugs, hearing, medicines and medication, safe sex, stomach illnesses, mental health, hydration, weather (including heat/hot weather/cold/wet), immunisations/vaccinations, existing medical conditions including pregnancy, mobility/accessibility. This should include information relating to useful, relevant local and national services.

Accessing health services - including details of providers, addresses, phone numbers websites – on site provision including first aid, off site access including - pharmacies, dental, primary care, out of hours, urgent care.

SECTION 5 - POINTS TO CONSIDER BY TYPE OF EVENT

5.1 Marches and Carnival Parades

- As the event organiser, it is your responsibility to risk assess the activity.
- A March or parade is extremely vulnerable when forming up. Preoccupied participants tend to forget about road safety and wander into the road. If the event is to assemble/disperse on a road then you should contact Herefordshire Council's Public Realm and Highways service provider Balfour Beatty Living Places (BBLP) about getting a road closure order and supporting signage to protect your participants from vehicles. See Section 6.
- Consider the danger and disruption caused by coaches and cars delivering participants to the assembly area. It must be suitable for that purpose in both size and location. Off-road assembly areas are the safest and participants will benefit from access to refreshment and toilet facilities.
- Why hold your event on a road when off-road sites such as parks, schools, playing fields and sports arenas are much safer?
- Coaches and cars should travel in advance of the march/parade and by a different route, to collect at an off-road, suitably sized and safe dispersal point from where people can immediately depart in safety.
- Appoint responsible stewards, who should wear High Visibility and reflective tabards, or similar, that clearly define their function.
- You must give stewards appropriate and adequate training in their role and fully brief them prior to commencement of the event. You might consider keeping records of what you say and do – these might later help protect you from litigation.
- Where pedestrians participate, carnival routes should be restricted to a reasonable distance, as adequate toilet and refreshment facilities are few and far between.
- It is the organisers' responsibility to make sure that all vehicles taking part are roadworthy and have the necessary insurance cover for their intended use.
- Considerations of the size and weight of large vehicles involved in a procession need to be made as this might prohibit their use on some roads (i.e. roads with low/weak bridges etc).
- Overhanging trees, wires, decorative lights, banners, etc, pose a potential danger for people exposed on the back of a lorry. You should take these into consideration when planning your route.
- Using open backed lorries and trailers is dangerous. Any structure should be securely attached and should give people a measure of protection and something to hold on to. Vehicle platforms affected by rain, foam spray or other liquids can cause passengers to slip and fall. Rain protection should be provided and participants discouraged from activities that produce such a risk.
- It is undesirable, dangerous and often illegal for persons to be allowed to travel on open backed vehicles or trailers. Although maintaining traditional community activities is desirable, we must all strive for the highest standards of public safety. Ideally a safety steward should be assigned to each vehicle, to be responsible for the safety of persons on that vehicle.
- Where a procession involves vehicles with pedestrians, entertainers or dancers in between, special consideration needs to be made regarding personal safety. Mixing pedestrians and road traffic is dangerous and should be avoided where possible. If not, then allow sufficient space between pedestrians and vehicles to ensure that no collision occurs. Stewards should separate the pedestrians and vehicles and have effective means of communicating problems and directions to the participants, other stewards and vehicle drivers. Remember that drivers are often operating in conditions of reduced visibility. If participants between vehicles stop a mixed parade to allow a performance, they should be separated and protected from the vehicles by substantial metal barriers. Better still, put all pedestrians at the front of the parade where they are separated and also dictate the overall speed of the procession.

- Cash collectors must have a Street Collection Permit. Collectors should remain on the footpath, clear of all vehicles and not cross the line of the moving procession. They should also be clearly identifiable as official collectors.
- Ensure that there is a substantial, highly visible vehicle at the head and rear of the procession (at the head to advise the public of the procession and at the rear to afford some physical protection from collision).
- A communication link in the centre of the procession is useful to warn of large gaps or vehicle breakdowns.
- Organisers must seek to ensure compliance with the law in relation to all activities within their influence, including the use of fireworks from vehicles and the possession of illegal substances or weapons.
- Suitable stopping points should be located so that the carnival can re-group if this proves necessary.
- It is advisable to have an ambulance or at least some form of medical facility with the parade in case of emergency.
- The emergency services must have access to accident and emergency sites within the parade and the area it affects.
- If the parade is to pass along narrow streets, consideration should be given to suspending parking on at least one side of the street.
- In restricted areas where there may be reduced separation of the public and the parade, consideration should be given to creating a suitable and substantial dividing barrier. The minimum provision should be a barrier of breakable, high visibility, weatherproof tape.
- If the route is likely to interfere with local bus services, the Organiser must give sufficient notification to Herefordshire Council's Passenger Transport Unit.
- Bear in mind that any event on a public highway involves a significant amount of risk and that West Mercia Police does not consider the roads in the County to be suitable for such use.
- The risk does not dissipate just because the route is not on a main arterial road. It is the responsibility of the Organiser to continually consider and address the issue of participant and public safety.

5.2 Road Races and Fun Runs

- Routes should be carefully examined and selected relative to the volume of expected participants.
- Age and ability should form part of your assessment, e.g. runners of similar ability are likely to run in tight groups and thus increase the potential for pinch points.
- Suitably authorised traffic diversions or road closures help avoid a potentially lethal mix of vehicles and runners/pedestrians. If this is not possible then suitable substantial barriers or at least a high visibility weatherproof tape cordon should be placed between participants and traffic. Any tape cordon should consist of two horizontally parallel tapes; separated by a sufficient sterile area to remove any risk of crossover related accident. Road pins, metal stakes or wooden posts must not be driven into verges or footways as these may damage utility cables or pipes.
- Where minor roads join major roads and those major roads form part of the route, the minor roads should be closed with the appropriate authority, by means of suitable barriers. It is not sufficient to merely control a junction by use of a steward with no back-up protection. Stewards are not permitted to stop or regulate traffic in anyway.
- Considerations must be made of commercial and other premises along the route. There is little point in taking protection measures by barriers and stewards along the route only to find that vehicles from car parks, hotels, businesses and houses can access the route without control during the event and create immediate danger to the occupants and event participants. Remember that what you are doing affects other peoples' rights.
- Organisers should establish whether any other events e.g. weddings, funerals, church services are taking place along the route and that planned road works do not coincide with the event date.

- The timing of the event is crucial to safety. Peak traffic times and the hours of darkness must be avoided. In addition to safety and separation barriers, Organisers should ensure that supplementary information regarding the activity and its' management is posted to warn approaching motorists. Information must be clear and afford sufficient notice to prevent drivers becoming confused and thereby creating another danger.
- No unauthorised barriers, obstructions or signs can be placed on the highway.
- Organisers should take advice on the provision of medical assistance for participants and include it in the risk assessment.
- Marshals and runners should not at any time interfere with the free flow of traffic. Participants should use available footpaths.
- If the route enters another emergency services or council's jurisdiction, then further consultation is necessary with those responsible.

5.3 Walks

- Risk Assess the activity.
- Consider the physical limitations of participants. There is little point in selecting a route that few can complete.
- Why use roads? In most cases this type of event can be conducted along footpaths, bridle-ways, playing fields or sports arenas.
- Remember to get a permit if you're making cash collections.
- Plan toilet facilities, refreshment stations, medical facilities and collection of tired or injured participants.
- Fancy dress can add to the fun element of the day. It can also result in fatigue, especially in hot weather. People should be encouraged to dress suitably for the conditions involved and stewards briefed to recognise the signs of dehydration.
- Consider the environmental impact of the event. Plan to remove empty drinks containers and any other litter.
- The start and finishing points generally result in a substantial number of persons and vehicles congregating in one area and creating a hazard. These locations should be at a substantial off-road place such as a school or a park with provision to embark or disembark participants in a safe and controlled environment. These areas themselves will need consideration in your risk assessment.

5.4 **Cycling, Treasure Hunts and Motoring Events.** The planning, execution and in some cases legalities of such events is complex. Professional bodies such as those that exist for cycling and motor sport, produce their own guidance and advice for event organisers.

5.5 Use of Fun Fairs, Bouncy Castles etc.

- If your event involves a fun fair, you must use a fun fair operator whose equipment has been subject to official scrutiny.
- The locating and operation of attractions such as 'bouncy castles' and their ancillary equipment are subject to safety requirements and Organisers should seek the advice of Herefordshire Council.
- Consideration must be given to local residents, as fun fairs can produce substantial noise pollution.

5.6 **Concerts and Similar Music Events.** It is vital when seeking to promote such an activity that the Organiser engages in the SAG planning process at the earliest opportunity. If they fail to do so they may face immediate objection from the Responsible Authorities to any application for a Premise License until such information indicates that the planning is sufficient to address public safety issues.

- This document may not provide Organisers with sufficient information to plan a safe event of this nature. You are strongly advised to refer to the contents of the Health and Safety Executive book – The Event Safety Guide. Large events of this nature require considerable expertise. Please visit www.hse.gov.uk for further information.
- In addition, the Purple Guide to Health, Safety and Welfare at Music and Other Events and the Green Guide – a Guide to Safety at Sports Grounds (which also incorporates Alternative Uses of Sports Grounds) are invaluable sources of guidance and advice for event organisers.
- The Organiser must make a realistic assessment of the nature of the Event, particularly in relation to the anticipated audience size and profile. As part of the overall risk assessment this will help guide you through the planning process.
- The Organiser should provide the anticipated audience with the correct information regarding the entertainment they expect to see. There is no merit in raising the expectations of the audience beyond the Organiser’s ability to deliver the package. In short, ‘Do not make promises that cannot be fulfilled’.
- Organising outdoor concerts (includes those under canvass or temporary structures) is a completely different operation from those contained within a pub, club or hall. Take into account your own limitations in terms of organisational ability, experience and financial considerations.

5.7 **Firework Displays.** Firework displays can cause considerable nuisance, distress and danger to those who have not been advised of, or considered, in the planning of an event. Displays should finish as early as possible, particularly if close to a built up area. Some types of fireworks such as ‘mortar shells’ or other similar high noise fireworks might be inappropriate in some locations (i.e. built up areas). Insufficient forewarning of an event in a community can result in confusion amongst local residents and even some well-intentioned reports of explosions to the Police, who are then obliged to commit resources to investigate.

5.8 You should also bear in mind the proximity of your event to any airfields such as Shobdon and make the airfield aware of your intended fireworks display. Consideration should also be given to the existence of flight paths over the county and the city of Hereford itself, (e.g. the air ambulance flight to and from Hereford County Hospital).

SECTION 6 - NOTIFYING EVENTS ON THE PUBLIC HIGHWAY

- 6.1 Herefordshire Council works closely with the Police and other Authorities on matters concerning public roads. You must also contact Herefordshire Council Public Realm and Highways Services provider Balfour Beatty Living Places (BBLP) who co-ordinate all activities that impact on the availability of the highway network to the travelling public to ensure your event will not clash with planned road works or other street events previously authorised. If on receipt of responses from BBLP you intend to pursue the plan you must provide details to Herefordshire Council who will share the information locally.
- 6.2 Collectively, the SAG do not encourage events on the public highway as it is considered that the roads in Herefordshire are unsuitable for such purposes. Although people participating in such events do so voluntarily, a heavy responsibility for their safety is placed on the Organiser, and thus the Safety Advisory Group are anxious that the dangers involved are made known to all concerned.
- 6.3 It may be necessary for you to obtain a Road Closure using the *Town Police Clauses Act 1847* or a Temporary Traffic Regulation Order using the *Road Traffic Regulation Act 1984*, to allow you to carry out any sort of event on public roads or public rights of way. **These Orders will take up to 8 weeks to obtain** and can incur substantial costs as there are legal formalities and statutory requirements to follow, so make sure to apply in plenty of time. BBLP will advise you of the necessary procedures. It is recommended that you discuss your proposals with BBLP as far in advance as possible.
- 6.4 If the event requires a road closure or traffic diversions then authority must be obtained from BBLP who will consult with the Police for opinion on the suitability of your plans. If the authority is granted, it may be advisable for you to contact a private traffic management company to provide approved signs.
- 6.5 Remember if you are in any doubt; do not hesitate to seek advice from Herefordshire Council Highways and/or the Police. To avoid the potential of criminal prosecution or civil actions being brought against the event organiser, you should be aware of the laws and bylaws that apply on local roads and take the necessary precautions to avoid breaking any of these laws.

POINTS TO CONSIDER FOR PUBLIC HIGHWAYS

6.6 Although not comprehensive, some common hazard considerations when arranging an event that involves roads and highways are:

- **Timing.** Don't hold your event in the dark – bad visibility and tiredness can make accidents more likely.
- **Planning your route.** The Police cannot provide signs for your event. If you want to put up signs you must discuss this with BBLP to ensure that the signs are safe and comply with regulations.
- **Organisation on the day.**
 - Try to start and finish your event off the road.
 - Mass starts are dangerous – avoid them.
 - Enter and leave the highway without causing inconvenience to road users.
 - Don't obstruct the highway.
 - Never allow cars to follow closely behind groups of participants.
 - Support vehicles should not travel slowly causing obstruction or inconvenience to other traffic.
 - Ensure that you have enough marshals to supervise the whole route.
 - Make sure the marshals are properly briefed and clearly identifiable.
 - Make proper arrangements to look after people who drop out.
- **Using crossing places on route.** Unless qualified and accredited to do so, your marshals must not manage traffic on the highway. Ensure crossings are situated where there is good visibility.
- **Changes in the route.** Make sure the Police and Herefordshire Council are advised of any change to your route and are satisfied that suitable safety measures are in place.
- **Advice for those taking part.** You should pass on the following advice to everyone taking part in your event:
 - If any part of the event takes place in the dark, everyone should wear reflective or white clothing. Remember that fluorescent clothing helps people to be seen during the day, but is of little use at night.
 - If on foot, stay in small groups using footpaths and verges.
 - If there are no footpaths, face oncoming traffic, no more than two abreast. Use proper crossing places and always cross in groups.
- Remember that children tire easily and may become a danger to themselves and others.
- If you take animals, keep them under control.

SECTION 7 – FOOD SAFETY

7.1 The 4 Golden Rules of Food Safety are:

- Choose foods that can be cooked and served safely.
- Use trained staff that can demonstrate good practices of personal hygiene.
- Ensure cleaning and disinfection practices are to the highest standards.
- Store perishable foods below 8^oC.

7.2 **Food.** The food itself:

- Keep it simple and only serve food that can be handled safely in the conditions at hand.
- If foods cannot be stored, cooked and served safely – don't use them.
- Do not serve any food, eg homemade mayonnaise, salad dressing, sauce or puddings made with uncooked egg.
- Serve some foods that do not require refrigeration to reduce storage problems.

7.3 **Storage and Cooking – Cold Food, Buffet Dishes and Cream Dishes etc.**

- Hire extra refrigeration equipment as necessary. High-risk foods should be refrigerated at 5^oC or less until ready for service. Keeping food cold is a priority where food safety is concerned.
- Make a list of all the cold foods to be used – then work out if there is sufficient refrigerator space to store them properly
- Ensure you have enough space to store raw and cooked foods separately – preferably in different fridges.

7.4 **Storage and Cooking – Hot Food.**

- Ensure that food can be cooked safely; core food temperatures must reach at least 75^oC.
- Does the equipment to be used have sufficient capacity for its intended purpose?
- If food is to be served hot, is there suitable and sufficient equipment capable of keeping food above 63^oC until sold?
- Ensure dishes made with minced meats, burgers, stuffed joints and rolled joints, are cooked through to the core temperature of 75^oC (no pink bits!).
- You must record and monitor food temperatures. It is suggested that you use a probe thermometer.
- The preparation of raw and cooked food must be kept separate at all times to prevent cross contamination.

7.5 **Cooling Hot Food/Cooking to Serve Cold or to Reheat.**

- Following cooking, food must be allowed sufficient time to cool before being refrigerated, (approx. 1 hour) can this be achieved?
- If food is to be reheated, it must be kept refrigerated until this takes place. The food must then be reheated to 75^oC or above. Can this be achieved?
- Are there means of checking this?

7.6 **Contract Caterers.** Alternatively, you may decide to bring in professional catering companies to handle the catering aspects of your event. In which case:

- Ensure that any contract caterers are registered with their own Local Authority and can demonstrate that they are trained in Food Hygiene.
- Contact Herefordshire Council – Environmental Health, for further guidance on how to check the credentials of prospective caterers.
- If catering yourself, you must register yourself with the Environmental Health Department at Herefordshire Council. Please refer to www.herefordshire.gov.uk

7.7 **Inspections.** Herefordshire Council have the power to inspect any food premises during shows and events at any reasonable time. It is advised though that event organisers contact the Food Safety Team in advance to discuss the catering provision at the event.

SECTION 8 – SITE PREPARATION AND FACILITIES

- 8.1 The following examples identify some of the hazards likely to require consideration in the choice and preparation of the site and the activity to take place and gives guidance on how to eliminate them:
- 8.2 **The Site.** The site should be big enough for all of the activities planned. For all events there must be plenty of space for the public to move around stalls, rides, performance/stage, arena/exhibition areas, etc. There must be unobstructed routes to exits. This is particularly important at indoor events to prevent stalls/goods obstructing exit routes and doors.
- 8.3 **You Should:**
- Prepare a sketch plan of the site, preferably to scale, showing the position of all the activities/attractions, circulation routes and exits. This drawing should be updated regularly. If your plans change, copies of the finalised version must be available at your event and be submitted to the Licensing Authority where appropriate prior to the event
 - Have enough exits for an orderly mass evacuation of the site
 - Have entrances and exits identified for emergency vehicles. These should be agreed with emergency services, bearing in mind the size and weight of their vehicles.
- 8.4 **Condition of Outdoor Site**
- All grassed areas should be kept to a maximum length of 10cm (4 Inches) and kept clear of grass cuttings
 - The site will be suitable in all weathers and that any staging/structures will be safe in bad weather conditions
 - There are no trip, slip or other similar hazards to the public
 - Wet weather will not cause any additional hazards
 - Any traffic signs should comply with the requirements of relevant road safety legislation
 - There are no obvious hazards on both the site and surrounding areas, such as overhead power lines, stored chemicals or machinery, unfenced holes, steep drops between different ground levels, ponds/water and any unsafe structures (these might require barriers to keep the public away).
 - There will be suitable lighting throughout the site, including emergency lighting if the event will go on after dark.
 - Livestock should be removed 21 days before the event.
- 8.5 **Preparing the Site**
- Make sure that construction work and vehicle movements that may take place during site preparation are supervised and/or protected by suitable equipment and barriers.
 - Ensure that preparation activities have been risk assessed.
- 8.6 **Emergency Access.** Keep the emergency service entrances, exits and routes within the site clear of obstruction at all times.

8.7 **Safety Barriers.**

- Decide if you need to provide barriers around attractions, displays and equipment to protect the public and/or to prevent unauthorised interference, taking into account the presence of excited people, especially children.
- Examples of where barriers may be required include in front of a stage, next to barbecues, moving machinery, electrical equipment/switchgear etc.
- Any barrier/fencing used, must be capable of withstanding any reasonably foreseeable loading. The design must be suitable to contain and protect people, including small children. Single rope barriers may not be sufficient

8.8 **Staging or Structures.**

- If seating/staging, lighting/sound towers, etc, are to be erected, ensure a competent person undertakes such work. Written certification should be obtained from them to say that the structures are safe.
- The Hereford & Worcester Fire and Rescue Services Technical Fire Safety Officer will advise you on the safety aspects of marquees and tents, including their siting, construction, and the provision of exits, normal and emergency lighting, etc. Allow time for a site visit and corrective action.
- Arrangements should be made to stop unauthorised persons gaining access to or interfering with electrical equipment.
- When positioning structures and/or staging, the organiser needs to take into account the position of emergency entrances and exits.
- The open edges at the side and rear of any performance platform should have rails to prevent people from falling off. Secure, safe flights of steps should be provided to access the platform.
- All staging and structures should be free from trip hazards and other physical hazards (i.e. sharp edges/points/protruding support members, etc).

8.9 **Electrical Supplies, Installations and Equipment.**

- A suitably competent and qualified electrician should install all electrical equipment such as wiring, switchgear and any generator used. They should provide a written certification of their competency and the work undertaken.
- The safety standard of the installation should be at least that of the current Institute of Electrical Engineers' Wiring Regulations.
- All electrical equipment used at the event must be in a safe condition and suitable for the intended type of use, i.e. outdoors equipment needs to be water proofed to protect it from rain.

8.10 A safe temporary electrical supply should at least include:

- Protection by suitable residual current devices (RCDs).
- The use of cables of the correct rating for the possible load. They must be undamaged and use the correct type of connectors for outdoor use.
- All supply cables positioned so they are NOT liable to physical damage, for example; through door openings, across the surface of walkways/roadways.
- All cables, including those for sound systems, positioned so not to cause a trip hazard.
- Any generator used to be satisfactorily earthed, and have a safety certificate provided to prove it is electrically safe.
- Any generator and electrical equipment to be satisfactorily enclosed to prevent unauthorised access and interference.

SECTION 9 - HEALTH AND SAFETY IMPLICATIONS

Remember that each event is unique; the place, the people, the activity. Outside agencies can give you broad guidelines on how to put on a safe event, but as the event organiser familiar with the intricacies and quirks, you occupy the best position from which to ensure your event is a safe and successful one.

9.1 Things to Do.

- Form a group to help you plan the event and to identify potential hazards.
- Seek volunteers to be in charge of specific tasks (examples are shown below).
- Carry out a risk assessment of each area, detailing the risks and the measures to minimise the risk of harm. A competent person should undertake the risk assessment and record any significant risks in writing.

9.2 Things to Consider.

- **Who is attending the event?** Have they got any special needs that require consideration? (E.g. disabled access to fire escapes).
- **Crowd Control:** Set a realistic maximum number who can attend (this may be limited if the event requires a Premise License). Be prepared for gatecrashers! If it is appropriate, issue numbered tickets to be sold or distributed through named contacts, but remember these can be easily forged. Supervise the event to prevent crushing. If you are using door supervisors you may need to discuss this with Herefordshire Council's Licensing Officer.
- **Emergency escape:** Identify means of escape (if necessary contact the Fire and Rescue Service for advice). Ensure that emergency exits are well signposted and lit, and kept clear of obstructions, both inside and outside. Control parking to ensure access for emergency vehicles.
- **Emergency lighting:** At small events torches may be sufficient, but large events will need emergency lighting on standby. Ensure these are earthed where applicable.
- **Electrical Safety:** Consider the entire installation and seek expert advice. If the event is outside, consider whether it could be run off lower voltage via a transformer? Use a residual current device (RCD) especially outside in damp or wet conditions. This is particularly important for musical instruments, microphones, etc. You cannot use an RCD where a sudden loss of power could be dangerous, for example, on lighting systems or moving machinery. Use proper electrical connectors and avoid botch jobs with insulation tape or any other temporary measures. Locate electrical leads safely to prevent tripping hazards.
- **First Aid:** Have trained first-aiders at your event and have a well-stocked first aid kit available.
- **Manual Handling (lifting & carrying):** Assess the venue and the tasks involved in creating the event. What will need to be moved and how will you do it? Will there be awkward, heavy items such as beer barrels or marquees: Assess:
 - Load – is it heavy, slippery, uneven in weight or shape?
 - Individual -who is doing the work? Are there enough people? Do they know how to avoid injury whilst handling heavy items?
 - Task – where is it going? Up or down stairs, into a tight space, etc.
 - Environment -the area where the load is moving from and to. Is it slippery, on a slope etc.

Whenever possible, the team should be issued with equipment to assist them, such as sack trucks.

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- A consideration often overlooked is the potential onset of adverse weather, resulting in poor ground conditions which create an instant danger for pedestrians and vehicle traffic. You should consider providing a four-wheel drive vehicle or tractor to assist participants whose vehicles are affected. The provision of a wheel wash might also be considered to prevent the transfer of mud from the site onto the Highway. The employment of professional private contractors to undertake the management of parking and on site vehicle movement could relieve you of much work
- At smaller events it may be sufficient to use your own Traffic Controllers, provided that they receive appropriate and adequate training for their duties.
- Traffic direction on private land within the site can be undertaken by anyone, but we recommend that only persons over 18 years of age be used for this purpose. All traffic controllers within a site should wear brightly coloured reflective jackets for their own safety. It should display their responsibility clearly in writing.
- Be aware that an accident resulting from an act or omission (including lack of training) could result in a civil action being pursued against the Organiser.
- An effective means of communication is vital in order to co-ordinate the activities of the officials and inform the participants of safety related issues. An Event Control Point is recommended from which radio, telephone and public address systems can be controlled.
- You should appoint a competent Event Safety Officer whose role is to oversee all aspects of Event Safety and to liaise with the Emergency Services.
- This advice applies equally to static site situations and mobile ones such as carnival processions or parades.

Additional health and safety precautions may be required to deal with proposed events or entertainment that are unusual or potentially dangerous. For further advice, please refer to Herefordshire Council's Environmental Health Department.

SECTION 10 – EVENT AND CONTINGENCY MANAGEMENT PLANS

10.1 **Introduction.** The Event Management Plan deals with ‘normal’ circumstances on site, while Contingency Plans cover any incident or set of circumstances that endanger or have the potential to endanger public safety and that are beyond the capabilities of the on-site resources to manage.

EVENT MANAGEMENT PLAN

10.2 **Prepare your Event Management Plan.** The Event Management Plan is a set of acceptable proposals and documents that if implemented would indicate that an event is likely to be effectively managed. It is designed to ensure effective communication and co-ordinated procedures between the organiser, Herefordshire Council, NHS and the Emergency Services both in times of normality and in the event of a major incident. As a minimum, it should contain:

- Management arrangements for the event and key contact details
- Site Grid Plan/Temporary Structure Plans/Fixed Structure Plans
- Risk Assessments
- Management and Contingency Arrangements (including Evacuation Plan)
- Any other relevant documents/information

10.3 **Management Arrangements.** Details of the arrangements for dealing with the following areas (if applicable) and the identity and qualifications of those responsible for each:

- Organiser/Licensee
- Deputy/Assistant to above
- Health & Safety Officer (Event Safety Officer)
- Security
- Stewarding
- Fire Safety
- Medical/First Aid
- Traffic management – on and off site
- Food Safety
- Communications
- Crowd Management
- Lost Children
- Lost/Found Property
- Sanitation
- Water Provision
- Waste Management
- Electricity Supply
- Lighting
- Structures/tents
- Public Information
- Emergency Liaison
- Event Control
- On-site welfare
- On-site information

10.4 **Site Grid Plan.** Preparing a site plan is beneficial for ALL static events and should show the following details:

- Access and egress points for contractors, vehicles and pedestrians
- Emergency Exits and Exit Routes
- Emergency Services access and egress points and routes through the site
- Emergency Services Rendezvous Point/holding area
- Toilets
- Water points
- Location of catering facilities
- Car parking areas
- Ticketing Points
- First Aid/medical provision points
- Information Point
- Any relevant additional information

Note: For small community events, a clear readable, non-scale plan will suffice.

10.5 Site plans should be divided into grid squares, marked alphabetically, from the left on the horizontal axis and numerically from the bottom on the vertical axis. The size of the squares should be relative to the site size and the areas divided equally between the squares. The Site Plan should also acknowledge the position of magnetic North (which traditionally is at the top of the plan).

North

3	Catering			Toilets
2		Marquee		
1	Entry	Parking	Parking	Exit
	A	B	C	D

10.6 In the event of an incident happening in the area containing the marquee, it can be given as a map reference B2. If making a scale plan, don't forget to write the scale on the drawing.

10.7 **Risk Assessments.** List the areas of concern and issues applicable to your event's site and facilities (using the detail within the preceding Sections to inform your risk assessment). Also note what you intend to do to combat these. Due to the differences in events there can be no generic Risk Assessment checklist however listed below are the fundamental checks required for an event:

If you have answered 'NO' to any of these questions, then you must address the problem as a matter of urgency.

ITEM	CONSIDER	YES	NO
CROWD SAFETY	Are Premises (or site) free from hazards?		
	Have all hazards already been considered in your risk assessment?		
ACTIVITIES	Are all activities/attractions/structures complete and adequately staffed?		
STRUCTURES	Are structures/seating secure?		
	Are stairways, platforms and equipment guarded?		
	Are protective barriers adequate and secure?		
ENTRY/EXIT	Sufficient number to deal with normal flow of people?		
	Sufficient number to deal with emergency evacuation?		
	Are these all sufficiently staffed?		
OBSTRUCTIONS	Are all circulation areas, stairways, escape routes and exits free from obstructions and unlocked?		
CROWD MANAGEMENT	Is your management system operational and communication systems checked & working?		
STEWARDS	Are the required numbers of stewards at their allocated positions?		
	Have all stewards been trained?		
	Have all stewards been briefed?		
	Are they all wearing high visibility clothing of some sort?		
ELECTRICS	Is installation complete and certified?		
	Are installations secure and protected?		
	Are the public separated from electrics?		
LIGHTING	Is normal and emergency lighting provided, in working order and lit (where necessary)?		
MEDICAL FACILITIES	Are there adequate facilities and trained medical staff on site?		
	Is there a supply of safe drinking water?		
FIRE SAFETY	Is the correct fire fighting equipment in place and in working order?		
	Is combustible material/rubbish being stored away from tents/structures?		
WASTE	Are there sufficient bins and arrangements for emptying?		
TOILETS	Are they clearly marked (including disabled provision)?		
	Are servicing arrangements sufficient?		
ROAD CLOSURES (and other traffic management arrangements)	Have they been approved, arranged and put in place?		
EMERGENCY ACCESS	Are the Emergency Services able to get to where they can help you?		

CONTINGENCY PLANS

10.8 You may need to write contingency plans for dealing with incidents such as bomb threats, fire and evacuation. They follow as a result of a risk assessment (a documented exercise necessary to identify any potential hazards and listing measures for their reduction or removal). Such matters need to be considered in conjunction with the emergency services and Herefordshire Council's Health, Safety and Resilience Team at an early stage of your planning process. The following should be documented:

- Method of contacting the Emergency Services
- Location/staffing of any Incident Control Room (including Event Safety Officer and Security/Stewards Liaison Officer)
- Communication System
- Public announcement and alerting procedures (important to avoid mass panic)
- Evacuation Plan (covering part evacuation, total evacuation and abandonment of the event)
- Initial Fire Fighting response
- A clear statement of when and how during an incident, control is transferred between the Organiser and the Police
- Emergency Services Liaison Officer (to meet and brief Emergency Services at Emergency Services Rendezvous Point)
- Press Liaison Officer

For further advice, please contact Herefordshire Council's Health, Safety and Resilience Team.

OTHER DOCUMENTATION

10.9 This would include for example, copies of Food Hygiene Training Certificates from food vendors, Insurance Certificates and Ride Examination Certificates (ADIPS) from fairground attractions etc.

SECTION 11 – RECOMMENDED READING

11.1 The following publications provide additional information and advice on safety at events. You should ensure that you have the most up to date version.

- 5 Steps to Risk Assessment – HSE (Health & Safety Executive) – available free to download
- Purple Guide to Health, Safety and Welfare at Music and Other Events
- Green Guide – Guide to Safety at Sports Grounds (includes Alternative use of Sports Grounds)
- Guide to Fire Precautions in Existing places of Public Entertainment and the like Premises HMSO (Her Majesties Stationery Office) (Prices publication)
- Licensing Act 2003 – available free to download
- Herefordshire Council Licensing Policy – available free to download
- Guidance issues under Section 182 of the Licensing Act 2003 – available free to download
- The Event Safety Guide – HSE (Health & Safety Executive) – available free to download
- Fairgrounds and Amusement Parks – Guidance on Safe Practice – HSE priced publication
- Safe Operation of Passenger Carrying Amusement Devices: Inflatable Bouncing Devices – HSE priced publication
- The Radiation Safety of Lasers Used for Display Purposes – HSE
- Code of Practice for Outdoor Events – The National Outdoor Events Association (Priced publication)
- A Guide to Organising Safe Firework Displays (free from Local Authorities)
- Working Together on Firework Displays – HSE priced publication
- Managing Crowds Safely – HSE priced publication
- Guidance on the Amusement Device Inspection Procedures Scheme (ADIPS) – HSE free leaflet
- Electrical Safety for Entertainers – HSE free leaflet
- Health & Safety at Motorsport Events – HSE priced publication
- Health at Open Farms – HSE free leaflet

SECTION 12 – NOTIFICATION FORM (HEREFORDSHIRE SAFETY ADVISORY GROUP)

This Notification Form should be detached and completed (in BLOCK CAPITALS) by the person who is responsible for Event Planning. It should be submitted in plenty of time to ensure that the Safety Advisory Group (SAG) can provide as much advice and information as possible.

DATE OF EVENT: _____

TYPE OF EVENT: _____

EVENT ORGANISER:

NAME: _____

ADDRESS: _____

POST CODE: _____

TELEPHONE NUMBER: _____

EMAIL: _____

Location/Address of Event: Please give all addresses if more than one location)

Venue Owner and Address	Venue Address/Telephone Number

Herefordshire Safety Advisory Group – Notification Form (Page 2)

Is your event being held indoors? Yes / No

Attendance expected:

Number attending:	
Age range of those attending:	
Time of Event (start and finish):	
Are you charging for admission?:	

HEALTH & SAFETY

Have you carried out a risk assessment for your event? Yes / No

(It will help us greatly if you enclose a copy with your notification form along with an Evacuation Plan and a grid marked Site Plan – if appropriate).

Name and Address of the nominated **Event Safety Officer**

NAME: _____

ADDRESS: _____

POST CODE: _____

TELEPHONE NUMBER: _____

EMAIL: _____

If your event going to serve alcohol? Yes / No

Is your event going to have entertainment? Yes / No

Is your event going to serve food? Yes / No

Is your event going to have music or dancing? Yes / No

Complete and return this form to:

Herefordshire Safety Advisory Group (HSAG)
 Herefordshire Council
 Plough Lane
 Hereford
 HR4 0LE

Email: SAG@herefordshire.gov.uk