

SHROPSHIRE COUNCIL PUBLIC EVENTS SAFETY ADVISORY GROUP GUIDANCE 2020



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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, Shropshire Council and the 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.

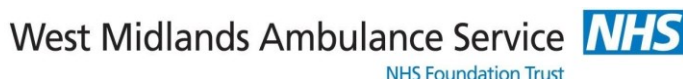
This guide has been produced in partnership with the emergency services and various organisations that you may need to be consulted when organising an event. The Safety Advisory Group (SAG) in Shropshire has been established to enable you to seek advice and guidance through one central body to enable you as the Event Organiser to hold a safe and enjoyable event.

The Safety Advisory Group expect those operating or running events to give early consideration as to how they will achieve the requirements of Covid-19 Secure guidelines including the completion of a risk assessment, taking additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place.

Those operating or running events must be flexible to respond to emerging local transmission rates of Covid-19 which may require control measures to be strengthened or changed and ultimately the cancellation of events, all at short notice.

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 through Event Planning meetings.

Shropshire Public Events Safety Advisory Group



July 2020

AMENDMENTS

Comments on factual accuracy or proposals for amendment are welcomed by the Emergency Planning Unit at:

Emergency Planning Unit
Shropshire Council
Shirehall,
Abbey Foregate
Shrewsbury
Shropshire
SY2 6ND

Telephone number: 01743 251785
Email: epuadmin@shropshire.gov.uk

The EPU 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 EPU, in writing, of any amendments to the information relating to their organisation or authority. All amendments should be addressed to the EPU 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

This Guide will help you to understand the law in relation to licensing, entertainment regulations, and holding events on the highway. Many Event Organisers will require advice and support from the Police, Fire and Rescue Service, Ambulance Service, Shropshire Council and NHS. This guide seeks to highlight that advice and support.

The Safety Advisory Group (SAG) will not take responsibility for your event – this will always remain with the Event Organiser who has the duty of care. 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 and safe event. 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.

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' or go to the Council webpage [Planning an Event](#).*

Event Organisers are responsible for regulatory matters arising from deficiencies in their planning process and subject to enforcement by the relevant authorities, such as 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:
- Shropshire Council
 - West Midlands Ambulance Service
 - West Mercia Police
 - Shropshire Fire and Rescue Service
 - NHS
- 2.2 The group offers guidance and advice to 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 Premises Licence under the Licensing Act 2003.
- 2.3 The SAG will review the event organisers risk assessments and the event management plan (which incorporates the operational and contingency plans). For small sized events usually no more than small amounts of safety advice will be given, however plans might be asked to be altered for safety improvement. 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. It is available as an online form on the Shropshire Council website.
- 2.5 The SAG Chair will ensure that all relevant agencies/partners receive copies of your form, so they can if necessary contact you with any queries. Generally speaking the more notice given to the SAG to perform their role would be appreciated. This should be as soon as a venue, date and approximate attendance are ascertained.

POINTS OF ADVICE

- 2.6 Sources of advice include:

Shropshire Council

- Your duty under legislation including carrying out Health and Safety Risk Assessments and Emergency Planning;
- Covid-19 public health response to the incidence or spread of infection in the area
- Food hygiene, quality and standards;
- Water supplies
- Waste disposal
- Environmental issues e.g. noise pollution and waste control;

- Unfair or misleading commercial practices and counterfeiting;
- Product safety;
- Weights and measures
- Sale/supply of age-restricted products, including alcohol, tobacco, fireworks;
- The need for an authorisation under the Licensing Act 2003 where licensable activities such as the sale of alcohol, regulated entertainment or late night refreshment are taking place
- Public Liability Insurance – Suggested Minimum indemnity £5 Million (£10 Million on a highway);
- 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;
- 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 and traffic safety, the prevention of crime and prevention of breach of the peace and safeguarding.

West Midlands Ambulance Service (WMAS)

- Guidance on Notification requirements of the Local Health Trust for extra services that may be needed to deal with matters arising from your event in relation to the Purple Guide • Site Access and parking requirements to ensure that their large and heavy vehicles can safely service the event;
- Advice on numbers and type of first aid provisions that you should supply;
- Emergency Plans for major incidents either on site or nearby and associated with the event

Shropshire 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 structures or buildings (e.g. providing 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 firefighting equipment.
- Provision of suitable and sufficient firefighting 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 firefighting, 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:
 - Those with limiting disabilities.
 - Young people.
 - People sleeping.
 - People in remote locations or lone-working.
 - People under the influence of drink/drugs.
 - Separated groups (e.g. parents from children in a crèche where they may try to rejoin them in the event of fire).



Emergency Response Planning

Organisers 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 – COVID-19 INFECTION CONTROL

The Council received new powers in July 2020 to respond to a serious and imminent threat from Covid-19 to public health and to prevent Covid-19 transmission in its area under the The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020. These regulations include powers for local authorities to:

- restrict access to, or close, individual premises
- prohibit certain events (or types of event) from taking place
- restrict access to, or close, public outdoor places (or types of outdoor public places).

Those operating or running events must follow Covid-19 Secure guidelines including the completion of a risk assessment, taking additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place.

NHS Test and Trace info including the expectation that NHS Test and Trace will be supported.

The potential cumulative covid-19 impact of events must be considered by event organisers who are expected to engage with the SAG and others.

Where there is a serious and imminent threat to public health relating to coronavirus, certain events (or types of events) may be prohibited from taking place. Where necessary, Directions will be issued by Shropshire Council to provide a public health response to the incidence or spread of infection in the area.

Those operating or running events must be flexible to respond to emerging local transmission rates of Covid-19 which may require control measures to be strengthened or changed and ultimately for events to be cancelled, all at short notice.

[Links to Government Guidance / Risk Assessment Templates / Checklist / Risk Assessment Training etc.](#)

SECTION 3 - LICENCES

INTRODUCTION

Under the Licensing Act 2003, the retail sale of alcohol, regulated entertainment and late night refreshments are licensable activities for which an authorisation issued by the Licensing Authority is required. Regulated Entertainment includes live music, recorded music, performances of dance or similar types of entertainment such as comedy shows, the performance of plays, the showing of films and 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 Shropshire Council's Licensing Team:

Telephone 0345 678 9026

Email: licensing@shropshire.gov.uk

For guidance on making a licence application and to read Shropshire Council's Statement of Licensing Policy go to the Licensing webpages:

<https://shropshire.gov.uk/licensing/licensing-types/alcohol-and-entertainment/licensing-act-2003/>

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

TEMPORARY EVENT NOTICE (TEN)

If the event will not exceed 499 people (including the public, members of staff, organisers, performers etc.), then you should apply for a TEN, which will cover any of the above activities. A TEN can last for a maximum period of 168 hours (7 days). No premises may have more than 21 days' worth of events in a 12-month period, and no more than 15 TENs can be given for a premises in a 12 month period.

There is a fee of £21 per notice and the notification needs to be submitted to the Licensing Authority and relevant Responsible Authorities 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.

Further information on TENs can be found on the Council's website at:

<http://shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/temporary-event-notice/>

PREMISES LICENCE

If your event is likely to attract more than 499 people or last longer than 168 hours (7 days), then you will have to apply for a Premises Licence. The application fee for a new Premises Licence is determined by the Non- Domestic Rateable Value (NDRV) of the premises.

General advice is:

- Apply early for a Premises Licence - there are lots of things to take into consideration when applying for a premises licence and the earlier you apply the better advice and assistance we can give to you;
- 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 your event. Consider who you will admit and those you might exclude, and whether the use of licensed/trained door staff might be appropriate;
- Remember to ask for assistance if you need it, and check that your event is safe and legal before you go ahead.

If you need a licence please contact the Licensing Team at Shropshire 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 making the application and the start of the event. The Licensing Authority suggests at least 3 months, but longer if possible.
- A licence will only be issued if you have met all the requirements as laid down in the Licensing Act 2003 and Shropshire Council's Statement of Licensing Policy. If you do not get these correct, you will have to re-start your application. The Licensing Team are available to offer free help and advice with making the necessary applications.
- If representations are made to a premises licence application which cannot be resolved in the 28 day consultation period, it may be necessary for the application to be determined by way of a hearing of the Licensing Act Sub Committee, this could add a further 20 working days on to the 28 day consultation period. The Committee may add restrictions to a licence or could refuse an application which would mean the event could not go ahead, so it is important to go through the application process early to ensure a licence is in place
- Door supervisors: If you intend to use door supervisors at your event they must be registered with the Security Industry Authority (SIA). 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.

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.

SECTION 4 – RISK ASSESSMENTS

RISK ASSESSMENT REQUIREMENTS

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.

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.

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

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:

<https://www.shropshirefire.gov.uk/safety-at-work/apply-to-my-premises>


Also:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

For unusual events that don't appear to fit this guidance, or for specific advice related to any event, please contact Shropshire Fire and Rescue Service on 01743 260200 and ask to speak with a Fire Safety Officer or email BFSINTELPF@shopshirefire.gov.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.

SECTION 5 GENERAL POINTS TO CONSIDER

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?
- How will public car parks be affected? Do you need to liaise with Shropshire Council's Car Parks Manager?

STEWARDS.

It is important to understand the roles of a Steward are different from SIA Security Staff who are present to ensure the security and control of the site and the attending public.

Stewards and volunteers can assist in areas such as:

- Welfare duties including directing patrons to refreshments, toilet and first aid facilities
- Directing patrons to seating areas by checking tickets
- Providing safety advice and assistance to patrons as required
- Ensuring gangways and exit/evacuation routes are kept clear for health & safety purposes
- Providing assistance in the carrying out of evacuation procedures in the event of danger to patrons, including liaising with representatives of the emergency services
- To be responsible for the health and safety and comfort of spectators within a designated area
- Monitoring and maintaining the pedestrian flow at key locations e.g. entry and exit points.
- Providing guidance and direction to visitors arriving by car or on foot
- Report to a supervisor or safety officer any damage or defect which is likely to pose a threat to spectator 'health and safety' e.g. a damaged seat or barrier

The Organiser should ensure that:

- Appropriate training and personal protective equipment be provided to the stewards/volunteers. They should be aware of emergency procedures, which may include access/egress, fire, injury, and welfare services.

- The number of stewards needed would be calculated by considering each of the separate tasks to be covered. This calculation is related to your Risk Assessment.
- If the event is to last several hours, remember extra stewards should be available to allow others to take meal breaks, etc.

SECURITY STAFF

Most events require some professional security to help with:

- manage access and egress
- crowd control,
- assessment of crowd densities, problematic dynamics within the crowd
- resolving access issues
- ejection from venue
- conduct searches of bags, items and persons
- providing a security presence for the prevention and detection of crime or anti-social behaviour

Your risk assessment must include your security requirements, which will depend on things like your event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

Security staff at events must be SIA (Security Industry Authority) registered.

Ensure you provide a security plan in your event plan or as a separate plan.

COMMON RISK 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.

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 consider 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.

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. Best practice recommends 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.

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.

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.

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.

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. Advice on aspects of food safety and hygiene at the event can be obtained from the Environmental Health Department at Shropshire Council.

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.

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.

- 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.
- The Purple Guide provides further advice and guidance on the recommended minimum number of toilets required for events.

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.

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.

EVENT CONTROL

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).

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 have a premises licence it is a legal requirement to provide free drinking water 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 the Environmental Health Department at Shropshire Council.

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. Consider using environmentally friendly rubbish disposal techniques and re-cycling as much waste as practically possible.

PERMISSION OF LAND OWNER.

If your Event is to be held on Shropshire 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.

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.
- Gate crashers 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.

SECTION 6 - POINTS TO CONSIDER BY TYPE OF EVENT

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 Shropshire Council's Street Works Team about getting a road closure order and discuss 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 can be 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 suitable 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.
- 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.

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 should be placed between participants and traffic. 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. Stewards are not permitted to stop or regulate traffic in anyway without appropriate measures such as signing in place.
- 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 should 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.

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, bridleways, 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.

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.

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. Organisers can seek the advice of Shropshire Council Regulatory Services if they are unfamiliar with the safety requirements.
- Consideration must be given to local residents, as fun fairs can produce substantial noise pollution.

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 an objection from the Responsible Authorities to any application for a Premises Licence 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.
- Organising outdoor concerts (includes those under canvass or temporary structures) is a completely different operation from those contained within a pub, club or hall. Consider your own limitations in terms of organisational ability, experience and financial considerations.
- Traffic flows and availability of parking must be considered, and measures planned with guidance from appropriate Highways Authority Officers.

FIREWORK DISPLAYS.

Firework displays can cause considerable nuisance, distress and danger to residents and others based in the community who have not been advised of, or considered, in the planning of an event. Insufficient forewarning of a fireworks display in a community can increase the level of confusion amongst local residents, as well as adversely impact on animal welfare. It can also lead to well-intentioned, but false, reports of explosions to the Police, who are then obliged to commit resources to investigate. For these reasons, event organisers are strongly urged to ensure:

- They understand and fully comply with the legal requirements relating to the use and display of fireworks. Further advice can be obtained from HSE at <https://www.hse.gov.uk/explosives/fireworks/> and from the Council at <https://www.shropshire.gov.uk/licensing/licensing-types/explosives-and-fireworks-storage/> and <https://www.shropshire.gov.uk/licensing/licensing-types/sale-of-fireworks/>.
- They inform SAG partners, in advance, of any public fireworks displays to allow the partners to compile and display, on their respective websites and social media platforms, a list of public displays to help inform residents and give them time to take precautions to protect themselves, any vulnerable people in the community and their animals.
- All displays are appropriately advertised by the event organiser, in advance, to allow residents to take precautions to protect themselves, any vulnerable people in their local communities and their animals.
- The extent to which high noise fireworks are used in a display is reduced to a minimum, particularly in built up areas, and serious consideration is given to using silent displays with music to protect young children and animals from harm.
- Displays finish as early as possible, particularly if close to a built-up area.

SECTION 7 - NOTIFYING EVENTS ON THE PUBLIC HIGHWAY

Shropshire Council works closely with the Police and other Authorities on matters concerning public roads.

Collectively, the SAG does not encourage events on the public highway. 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.

Shropshire Council advice is for event organisers 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 for safety. **These Orders can take some time to obtain as there are legal formalities and statutory requirements to follow, so ensure you allow as much time as possible to apply.**


Remember: if you are in any doubt; do not hesitate to seek advice from Shropshire Council Streetworks Team 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.

Contact Shropshire Council's Streetworks Team for further information.

POINTS TO CONSIDER FOR PUBLIC HIGHWAYS

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

- **Planning your route.** The Police cannot provide signs for your event. If you want to put up signs you must discuss this with the relevant highways authority, either Shropshire Council Highways or Highways England to ensure that the signs are safe and comply with regulations.
- You may be asked to consult local Council members, Highways England, Parish or Town Councils and local business groups and to provide evidence of consultation to the Highway Authority.
- **Organisation Planning**
 - Ensure all affected residents, business', churches etc. are notified in advance
 - Consider how your event will affect other road users, residents, business', churches, parks etc.
 - Consider how to minimise disruption
 - Undertake a risk assessment
 - Provide a traffic management plan
 - Consider what highway signs are needed and where they may be obtained
 - Ensure that you have enough marshals/stewards to supervise the whole route/event.
 - Make sure the marshals are properly briefed and clearly identifiable.
- **Traffic Management**
 - Consider using an accredited traffic management company
- **Changes in the route.** Make sure the Police and Shropshire 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.
 - If you take animals, keep them under control.

SECTION 8 – FOOD SAFETY

If you are providing catering yourself, please ensure you follow accepted practices for food safety. Information can be found on the Food Standards Agency website and the Shropshire Council Environment Health webpage, links are set out below:

<https://shropshire.gov.uk/environmental-health/food-safety/>

<https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers>

<https://shropshire.gov.uk/media/1561/fact-sheet-mobile-traders.pdf>

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 Shropshire Council – Environmental Health, for further guidance on how to check the credentials of prospective caterers.
- If catering yourself, you may need to register yourself with the Environmental Health Department at Shropshire Council. Please refer to website links above for information on what you need to know.

Inspections.

Shropshire Council has 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 9 – SITE PREPARATION AND FACILITIES

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:

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.

You Should:

- Prepare a 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.

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.

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.


EMERGENCY ACCESS

Keep the emergency service entrances, exits and routes within the site clear of obstruction at all times.

SAFETY BARRIERS

Decide if you need to provide barriers around attractions, displays and equipment to protect the public and/or to prevent unauthorised interference, considering 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

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.

Shropshire Fire and Rescue Fire Safety Officer can provide guidance on the safety aspects of marquees and tents, including their siting, construction, and the provision of exits, normal and emergency lighting, etc.

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 consider 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).

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.

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 10 - 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.

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 must undertake the risk assessment and record any significant risks in writing.

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 gate crashers! 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 Shropshire 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.
- 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. It is important that you engage with a competent Safety Officer who can assist in risk assessing your event.

SECTION 11 – MEDICAL/FIRST AID REQUIREMENTS

West Midlands Ambulance Service (WMAS) NHS Trust have responsibility for providing an emergency ambulance service for Shropshire.

- The first aid provision needs to be suitable for the number of people expected to attend and for the type of event (events involving dangerous activities such as motor sports may need to have a larger first aid presence).
- Such higher risk events MAY require NHS Ambulance Officers to attend in addition to the voluntary services.
- In large crowd events, **a HCPC Registered Paramedic or a qualified medical practitioner** may also be required to attend.
- Make sure that the basic requirements for first aid are always available. At smaller events such as indoor markets/jumble sales, a **qualified first-aider** should be present and an area suitable for first aid treatment, including a supply of water, should be available.
- A voluntary first aid society or private medical provider can be asked to provide a First Aid Post, staffed by **qualified first-aiders**.
- WMAS should be informed of any on-site or off-site emergency plans associated with the event.
- Ambulances are large and heavy vehicles that require a wide berth. Frequent access and egress to possible incidents occurring at an event is likely and therefore a firm access route is required by the Ambulance Service in order to carry out its duties. Organisers must therefore consider these points prior to and during the event as part of the Event Plan.
- West Midlands Ambulance Services asks that Event Organisers fill in the following request form in order to assess your event. The form is available electronically on the Shropshire Council website in the Event Safety section.

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.

SECTION 12 – EVENT AND CONTINGENCY MANAGEMENT PLANS

EVENT MANAGEMENT PLAN

Prepare your Event Management Plan.

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. It is designed to ensure effective communication and coordinated procedures between the organiser, Shropshire Council, 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)
- Welfare Arrangements
- Security Arrangements
- Crowd Management
- Any other relevant documents/information

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

SITE 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.

The Site Plan should also acknowledge the position of magnetic North (which traditionally is at the top of the plan).

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, a check list is provided as a starting point for event organisers on the council's event safety webpage [Planning an Event](#).

A basic risk assessment template is available on the HSE website:

<http://www.hse.gov.uk/simple-health-safety/manage.htm>

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/cases/studies/>). Simply choose the example closest to your business.

Company name: Date of risk assessment:

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|-----------------------|---|--|---|--|-------------------------|------------------------------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. | Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced. | All staff, supervisor to monitor Manager | From now on xx/xx/xx | xx/xx/xx xx/xx/xx |
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You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk/>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/cases/studies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

CONTINGENCY PLANS

Contingency plans for dealing with major incidents such as bomb threats, fire and evacuation are required. 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 Shropshire Council's Emergency Planning Unit 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 Shropshire Council's Emergency Planning Unit.

OTHER DOCUMENTATION TO INCLUDE

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.

FURTHER PLANNING ASSISTANCE

The Chief Fire Officers Association ("CFOA") have created a comprehensive Event Organisers Checklist which covers considerations from the planning stage to the build stage and beyond. It is freely available to download online at:

<http://www.cfoa.org.uk/11544>

SECTION 12 – RECOMMENDED READING

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) (Priced publication)
- HM Government Fire Safety Risk Assessment: Open Air Events and Venues – available free to download
- Licensing Act 2003 – available free to download
- Shropshire Council’s Licensing Policy
- 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
- National Fire Chief’s Council: Event Safety Documentation – free document
<https://www.nationalfirechiefs.org.uk/Event-safety>

SECTION 13 – SAFETY ADVISORY GROUP NOTIFICATION FORM

This Notification Form is available to fill in online:

<https://www.shropshire.gov.uk/planning-an-event/>

A PDF version can be provided by emailing epuadmin@shropshire.gov.uk and requesting the form be emailed to you.