



# HYNDBURN EVENTS Safety Guide

## **Introduction**

There is an old saying “failing to plan is planning to fail”.

An effective and efficient event management process plays a key role in organising a successful event. Events that are well organised are great fun and encourage audiences to come back for more. Badly organised events will be remembered by many but for all the wrong reasons.

Hyndburn Borough Council would like to see the local culture thrive and develop, but culture and entertainment has to strike a balance with public safety. The Council’s objective is to ensure that the public are protected at all events held in Hyndburn, whatever the size or the nature of the event.

As an event organiser, you will be responsible under the law for the safety of everyone at the event. (The most relevant safety law is likely to be the Health and Safety at Work etc. Act 1974 and its accompanying Regulations). Therefore you have a duty, so far as is reasonably practicable, to make yourself aware of and consider any current and applicable statutes, regulations, by-laws, approved and associated codes of practice relating to the event.

The purpose of this guide is to improve internal co-ordination and external liaison for events planning. It also sets out the basic requirements of Event organisation such as to provide guidance to all parties including community organisations concerned in the planning and organising and promotion of events in Hyndburn.

In addition Hyndburn Borough Council has setup an Event Safety Group to assist you in organising your event safely. The group is made up of Hyndburn Borough Council Officers, Lancashire Constabulary, Lancashire Fire and Rescue and Lancashire Ambulance Services. Where appropriate we will invite others to join the group. For example, for a carnival procession or any event taking place on the highway, we would co-opt a Lancashire County Highways member on to the group.

The Event Safety Group will consider all event application and offer advice and guidance to the parties’ concerned. Event organisers will be invited to meet with the Event Safety Group to jointly plan the event safety. The advice complements any legal requirements and government guidance, which you should also refer to. The main documents used to address safety advice are illustrated at **Appendix A**.

# Organising Events

## Event Application Form

Before starting the event application process it is advisable that you the event organisers have fully considered the following:

- **What** are you intending to do?
  - Is it a funfair, carnival procession, staged event etc.
- **Where** are you intending to do it?
  - Private land, Council land, Public place, Highway etc. You will also be required to obtain necessary permission from the landowner in some cases.
- **When** are you intending to do it?
  - Take the weather into consideration if it's an outdoor event you are organising. Before deciding on a date, check if there's other event's happening that day, you don't want to clash with other events that may dilute your expected audience.
- **Why** are you intending to do it?
  - To promote arts and culture, for community, for charity, for commercial profit etc.
- **Who** is going to do it?
  - Are you organising the event as a group or is there other partners involved in organising the event.
- **How** are you going to do it?
  - Have you considered a plan of what exactly you intend to do.

Having answered the above question should give you an outline plan and you are now ready to develop that plan. Once you have an Event proposal, approach the Event Safety Group by completing an Event Application Form **Appendix B**. (An electronic Word version of the Event Application Form can be downloaded from the website, if you do not have access to internet then please contact Craig Horabin – HBC Parks & Open Spaces Manager on Tel: 01254 356200 or e-mail [craig.horabin@hyndburnbc.gov.uk](mailto:craig.horabin@hyndburnbc.gov.uk) for a copy)

## Planning the event

For every event there must be a competent named person with whom the Event Safety Group will liaise and plan the event. This person normally will be the Event Safety Officer for your event. Please see **Appendix C** for a timetable of key mile stones that you need to achieve in order to organise a successful and safe event.

The number one priority for you must be to minimise the risk to:

- Participants
- Public
- Volunteers
- Staff

You do that by:

- Identifying the risk
- Assessing the likelihood of it happening
- Assessing the severity of the result if it did happen
- Introducing control measures to minimise it happening and/or the effect if it cannot be prevented

**Appendix D** gives a brief history of well meaning events which ended in tragedy.

## **What else do you need to do?**

You will need to consider the following issue when planning your event:

- Licences
- Public Liability Insurance
- Events on a Highway
- Conditions of an outdoor site
- Environmental Issues
- Disabled Access
- Overcrowding
- Simple crowd dynamics for events off the highway
- Risk Assessment
- Site Plan
- Emergency Evacuation
- Bomb Threat
- Emergency Services
- Fire Fighting
- First Aid
- Stewards
- Communications
- Control Room
- Information Point, Lost Children and Lost Property etc
- Public Address
- Staff Safety
- Food Hygiene
- Stalls
- Staging and Structures
- Electrical supplies, installations and equipment
- Toilets
- Fairground, fairground rides, inflatables and circus

- Fireworks Display
- Rubbish

You will find a useful summary of considerations when planning your event, together with useful contact names and numbers for further advice.

## **Licences**

The new Licensing Act requires you to obtain a Premises Licensing or Temporary Event Notice for any indoor or outdoor entertainment. The Event Safety Group will advise you on the licensing issues.

If you are intending to sell alcohol at your event then you will be required to obtain a licence to sell alcohol, if you need further advice on licensing issues please contact Craig Fairbrother – Hyndburn Borough Council's Licensing Manager on 01254 380611.

## **Public Liability Insurance**

Times are changing and unfortunately there is an increasing likelihood that if something goes wrong during the event, compensation may be sought through the courts by one or more individuals who have sustained injuries. We recommend that any event organiser take out Public Liability Insurance to provide cover in order to pay compensation.

The Event Safety Group will ask you to provide evidence of your insurance cover, before the event can take place. The policy cover must be for a minimum indemnity sum of £5 million. **Appendix E** has some contact for Insurers who provide insurance cover for outdoor events.

## **Events held on the Highway**

Lancashire County Council Road Safety do not generally support any event that takes place on a highway due to the inherent dangers to road user and participant's safety.

Closing a public highway can be a complex legal matter. If you are considering closing a road for an event, you will be required to make an application in writing to Lancashire County Council, the Highway Authority.

They will carefully assess the implications of each proposal. You should note, however, that only closures of minor roads or streets can generally be considered, and there is usually a cost incurred in obtaining the requisite orders.

All temporary signing on the public highway have to be the legal national standards. All signing will require specific approval of the Highway Authority.

## **Condition of an Outdoor Site**

You should check the following:

- 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 other additional hazards
- 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 unsafe or other structures that the public should be kept away from by means of barriers / fencing.

## **Environmental Issues**

As the organiser you must, at all time, have regard for environmental concerns. This will include taking account of weather the venue is suited to the type of event proposed.

Additionally, attention must be given to the concerns of local residents in respect of noise and litter. Welfare and comfort facilities should be reviewed such as toilets, access to water etc.

## **Disabled Access**

Under the Disability Discrimination Act 1995 you must ensure that the needs of disabled and disadvantaged spectators and participants are met. Place parking facilities for people with special needs at the most directly accessible point to those areas set apart for wheelchair users. Spaces allocated should be wider than normal (about 3.6m) to allow room to manoeuvre. At outdoor events parking for people with special needs should also be placed at the most directly accessible point to the site. You should consider not only normal access and egress but also emergency evacuation as well.

## **Overcrowding**

Overcrowding can result in:

- Public disorder caused by frayed tempers
- Crush injuries
- Evacuation difficulties

This is particularly important at indoor venues where the maximum number of people will be dictated by the area of floor space available or the size and number of fire exits to enable evacuation in 2 ½ minutes.

A normal pair of exit door 1.2m wide will allow up to 240 people to pass through in 2.5 minutes. On calculating the number of exits the largest exit should always be discounted.

Outdoor site, provide at least two pedestrian exits from the site. The number and size of the exits should be large enough to permit an orderly evacuation from the site in under 8 minutes.

Exits should be not less than 1.2m in clear width, which will allow up to 1000 people to pass through in 8 minutes, spaced well apart around the site, clearly marked, kept free from obstructions and well lit where the event is likely to last beyond dusk.

## **Simple Crowd Dynamics for Events off the Highway**

The site should be big enough for all 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. and to have unobstructed routes to exits.

This is especially important at indoor events to prevent stalls / goods obstructing exit routes and doors. A guide is that a fire appliance should be able to drive to within 50 metres of any attraction or stall via suitable hard standing with a weight loading of 12.5 tonnes.

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 should be at a scale of 1:100 or 1:200. This drawing should be updated if your plans change and copies of the final version should be with the Safety Officer at the Event.
- Have enough exits for a mass orderly evacuation of the site.
- Have entrance and exits route identified for emergency vehicles (Blue Route)  
These should be agreed with the emergency services bearing in mind the size and weight of their appliances. **Appendix F**
- Ensure that vehicles and pedestrian queues should not obstruct movement on adjacent public highway.

You must ensure that you have adequate queuing capacity within your site. Pay booths should be positioned well away from the access points into the site allowing safe queuing away from the public highway. This should also be taken into consideration when arranging stewarding of the site.

Arrange separate vehicles and pedestrian entrances and exits to the site to avoid opposing traffic and make sure that vehicles and pedestrians can enter

and leave safely. Make sure that the road or footpath that they are entering is wide enough to accommodate them safely.

Arrange entrance queues so that they do not obstruct vehicles access or nearby road junctions. In addition, care should be taken to ensure that queues do not obstruct the free-flow of traffic along adjacent highway.

Common sense measures, such as charging people for entry after they have parked, rather than at the entrance gate, will reduce queues. Wherever possible, try to provide sufficient queuing capacity inside the site.

At all events it is important to make sure that vehicle and pedestrian entrances are well stewarded. Only Police Officers and Community Support Officers have the legal right to direct or control traffic on a public highway.

Design car-parking areas to eliminate hazards to pedestrians such as reversing vehicles. Consider deploying stewards to car parking areas.

Except for emergency purposes, vehicles movements in the public areas of the site during the event or as the public are leaving should not be permitted.

## **Risk Assessment**

A risk assessment is a careful examination of what is likely to happen, the identified risks and the control measures that you will put in place to reduce or eliminate such risks.

As the organiser, you will be required to complete a risk assessment. It is strongly advised that you nominate an Event Safety Officer who will liaise with the Event Safety Group to carry out this function.

Events normally have 5 phases:

- Build up
  - Planning the venue design
  - Venue Capacity
  - Entry and Exit requirements
  - Emergency Access (Blue Route)
  - Sight lines
  - Video screens
  - Seating
  - Slopes
  - Observation Points
  - Production infrastructure
  - Storage
  - Fire Safety
  - Ambulance and First Aid Points
  - Sanitation
  - Perimeter fencing
  - Barriers

- Signage
  - Welfare
  - Selection of Stewards and Staffs
  - Sub-contractors and concessions
  - Planning of stages, amusements and marquees
  - Event schedule
  - Site Security
  - Safety infrastructure
  - Heating, lighting and utilities
- Load in
    - Delivery and installation of equipment and services, such as stages, marquees, and public address systems etc.
  - Show
    - Access and Egress arrangements
    - Crowd management strategies
    - Park and Ride / Parks and Walk Zones
    - Transport strategies
    - Access control
    - Welfare arrangements and facilities
    - Contingency plans
    - Excess numbers
  - Load out
    - Removal of all equipments and other infrastructure referred to at Load in above
  - Breakdown
    - Planning to control risks to return the venue to normality, collection of rubbish, disconnection of power etc

Any risk assessment should cover these 5 phases. **Appendix G**

As well as the risk assessment form shown on **Appendix G**, the Event Safety Group will require you to conduct area risk assessments for:

- All major areas of the event, for example stages, children's area, craft tents, marquees etc.

A common format of risk assessments are usually displayed in columns. **Appendix H** The standard format uses the following columns:

- Hazard identified
 

Describe the nature of the hazard. A hazard is anything which has the potential to cause harm to people. A risk is the probability of the harm from a hazard being realised. Think about what could go wrong and write it down.

- Existing Control  
What existing control measures in place to safeguard against the risk?
- Probability  
How likely it is the hazard will occur? Use a scale of 1 to 5 where 1 is extremely unlikely, 2 is unlikely, 3 likely, 4 very likely, 5 extremely likely.
- Severity  
How sever is the hazard – if it happens how bad would it be? Use a scale of 1 to 5 where 1 is minimal loss, 2 is minor injury, 3 is refer to Health Professional, 4 is serious injury or loss, 5 is fatality.
- To workout which risk band the hazard falls in you need to multiply the figure in the probability column and figure in the severity column. This is give you a figure between 0 to 25 from which you will be able to determine which risk bands that particular hazard fall in.
- Action Required  
What additional action required to remove the risk or reduce it to an acceptable level? Who will undertake the require action?
- Priorities your hazards depending on the risk band each hazards fall into.

## **Site Plan**

Site plan should be clear and accurate. Maps can be printed from – [www.maps.google.co.uk](http://www.maps.google.co.uk) or contact the Event Safety Group. Think about the types of maps you will need for your event. You will probably need three version of the full site map. These should all be based on the same basic document but with different level of details added.

- Public copy – For programs and entrances etc. This does not need a huge amount of details but should include major areas, entrances and exits, first aid, toilets, information point, lost children etc.
- Participants / staff copy – This is more detailed than the public copy of the site map. It should include details of all entrances and exits, emergency entrances and blue route, control room location, location of stage, generator, all major areas of the event etc
- Control room and Event Safety Group copy – Same as the above but also contains additional useful control information. This may include Emergency Evacuation location, high risk areas, processions routes etc.

Further maps may be required depending on the event. For example

- Stallholder allocation – Listing the stalls in a separate document means you only need to show the pitch number on the full site plan.
- Marquee plan – list of stalls in a large marquee and the pitch number.

## **Emergency Evacuation**

An emergency evacuation plan should be drawn up by you in liaison with the Emergency Services and the Event Safety Group. The plan should describe arrangements for matters such as:

- Who makes key decisions
- Roles of various personnel e.g. management, stewards
- Stopping the event
- Emergency route for the public
- Message codes to stewards & the public address announcements
- Rendezvous point for emergency services
- First aid treatment areas
- Route to emergency hospitals

## **Bomb Threat**

If a telephone bomb threat is received, details of the call must be recorded as accurately as possible. (The Police and Event Safety Group are able to provide guidance on this) **Appendix I**. It is essential that the information is immediately passed to the Police for evacuation and response.

The Police will advise on the validity of a threat. Generally, any decision to evacuate or move people will rest with you. The exception is where a device is found or where Police have received specific information. In these circumstances the Police may initiate action and the directions of the senior Police Officer present must be complied with. If a bomb is real threat, care must be taken to be alert for secondary devices. These might be aimed at the emergency services or the moved / evacuated audience.

## **Emergency Services**

For any event taking place in Hyndburn, you are required to notify the Police, Fire and Rescue Services and Ambulance Services. The emergency services need to ensure that your event does not pose operational problems either at the scene or in the surrounding areas.

## **Fire-fighting**

Provide equipment for putting out small fires (e.g. fire extinguishers – Water, Dry Powder, CO<sub>2</sub>) throughout the site.

Make sure that stewards know where the equipment is and how to use it. They should be told not to attempt to fight major fires. Their priority should be evacuation of people, not saving marquees.

The Fire Brigade should be called at once to any fire, suspected or real, however slight.

When parking vehicles, ensure that there is sufficient gap between rows or parked vehicles to minimise the risk of vehicles fire spreading.

## **First Aid**

First Aid provision needs to be suitable for the number of people expected to attend and for the type of event. **Appendix G** Risk Assessment – Section 2 Emergency Services – Table 4 will provide you with the first aid requirements for your event.

Make sure that the basic services for first aid are always available. At smaller events 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 can be asked to provide a First Aid Post.

A first aid post and organiser control centre should be near the outside of the site, not in the centre of it. They will be of no use if they are in the centre of the incident itself.

The first aid post should be clearly signposted and provided with easy access for spectators and an ambulance at all times. Where an ambulance is required, a parking area should be provided close to the first aid post with a clear exit from the site. Make sure that all people assisting at the event know where the first aid post is.

## **Stewards**

You will need to provide enough identifiable stewards to cater for the size and nature of your event. It is imperative that stewards are adequately briefed as to their roles and responsibilities. **Appendix J**

If stewards are controlling access to premises licensed for alcohol, they will need to be licensed by the Security Industry Authority.

It is not the role of the Police to provide stewarding at the event, nor to provide training to steward personnel.

It is important that stewards and organisers are able to communicate effectively. Just as important is communicating with the public. In the event of evacuation, for example, an effective means of communication must be available.

If the event is to last several hours, extra stewards should be arranged to allow others to take meal breaks etc.

## **Communication**

Provide personal radio contact between the safety officer and stewards and any other people responsible for activating the plan.

Compile a list of contact names / contact number of those who will be at the event (e.g. local authority, emergency services, performers, fun fair operators etc) and circulate to all senior staff who will be on duty at the event.

## **Control Room**

A control room may be needed at larger events, and where one is needed it should be on the outside of the main event area not in the centre of it. Should there be an emergency, the Control room will not be able to perform its functions if it has been located in the centre of the emergency situation.

At larger events provide site maps at the entrance and around the site and signs indicate the other activities, attractions and facilities.

## **Information Point, Lost Children and Lost Property etc**

Provide a location where enquires can be made about lost children **Appendix K**, lost property and for information about the event. This could be in the Control Room itself but should be on the outside of the main event area not in the centre of it.

## **Public Address**

Consider providing a public address system for announcements and instructions to staff and the public. For smaller events a portable loudhailer may be sufficient. Larger events may require a system with an emergency power backup.

## **Staff Safety**

**Cash Handling** – think about the routines and security arrangements for staff who are handling cash, many of whom may be unfamiliar with this role.

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

## **Food Hygiene**

Food hygiene legislation applies to any event that involves the provision of food including beverages. You will have to obtain a copy of their Public Liability Insurance cover of a minimum value of £5 million and Current Health and Hygiene certificate. These documents need to be passed on to the Event Safety Group who will advise you on the protocol.

## **Stalls**

All stallholders will be required to complete a risk assessment forms for their stall. **Appendix H a**

## **Staging and Structures**

If staging, seating, lighting, sound tower etc, are to be erected this must be done by a professional supplier. Proof of their Public Liability Insurance Certificate and Risk Assessment should be obtained before sub-contracting them.

The open edge at the side and rear of any performance platform should be guarded to prevent people 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).

## **Electrical Supplies, Installation and Equipment**

The whole installation, including wiring, switchgear and any generator, should be installed in a safe manner by a suitably competent electrician who should provide a written certificate to prove this.

The safety standard of the installation should be at least that of the current I.E.E. Wiring Regulations.

A safe temporary electrical supply should:

- Protect the supply by suitable earth leakage device(s), normally a R.C.D having a maximum tripping current rating of 30 mA
- Use cables of the correct rating for the possible load with no damage to the insulation and using the correct type of connectors for external use
- Position supply cables so they are not liable to physical damage, e.g. not through door openings, across the surface of walkways / roadways / public rights of way / public highways
- Position cables including to sound equipment, so as not to cause trip / other hazard
- Have generator and / or electrical equipment, including switchgear, fenced off to prevent unauthorised access and / or interference

## **Toilets**

Ensure that adequate sanitary provision is made for the number of people expected to attend the event, and that consideration is given to location, access, construction, type of temporary facilities, lighting and signage.

Construct and locate toilets so that people are protected from bad weather and trip hazards. The floors, ramps and steps of the units should be stable and of a non-slip surface construction. Protect connecting pipe work to avoid damage.

Toilets should be readily visible, lit and clearly signed from all parts of the venue. The areas and, where appropriate, the individual units, should be adequately lit at night and during the day, if required.

Where possible, locate toilets at different points around the venue rather than concentrating in one small area, to minimise crowding and queuing problems. **Appendix G** Risk Assessment has a section on toilets and has an equation to determine the number of toilets required for your event.

## **Fairground, fairground rides, inflatables and circus**

If you wish to include amusement activities at your event, it is important to obtain the required safety information about the activity from the operator. This is to ensure that the sitting and operation of the amusement does not:

- Compromise safety in relation to the overall risk assessment for the event
- Block the emergency access routes
- Cause audience congestion problems

**Appendix L** for information you should consider when incorporating any amusements or attractions.

If you are incorporating fun fair rides, inflatables, or a circus then you must notify the Event Safety Group at least two months before the event and produce evidence of the following documents:

- Public Liability Insurance Cover of a minimum value of £5 million per ride
- Current Health & Safety Test Certificate
- Current Risk Assessment forms

If you or the fun fair operator unable to provide the relevant documents than the Event Safety Group will have no option but to refuse your application to incorporate fun fair rides to your event.

## **Fireworks Display**

On the grounds of public safety, bonfire and firework display should be restricted to professional operators and recognised bonfire and firework societies. All display must be organised in accordance with the Event Safety Group's conditions of hire. Contact the Event Safety Group as soon as possible for guidance on organising the display safely.

## **Rubbish**

One event can generate a lot of rubbish – provide an adequate number of rubbish bins around the site where they will be most required.

Make arrangements to regularly empty the bins, and to satisfactorily dispose of the rubbish at the end of the event. Consider hiring a skip for the event.

If the event is held on Council owned land or property the site clearance will be a condition of hire. Any additional cost for clearance by the Council will be charged to the event organiser.

## Useful Publications

The Event Safety Guide (Purple Guide)  
**Health and Safety Executive**

Five Steps to Risk Assessment  
**Health and Safety Executive**

Guide to Safety at Sports Grounds  
**Stationery Office Books**

Managing Crowds Safely  
**Health and Safety Executive**

National Outdoor Events Association Code of Practice for Outdoor Events  
**Produced by the National Outdoor Events Association (Tel: 0208 669 8121)**

Safety and Sponsored Walks  
**Department of Transport (T/1NF261)**

The Highway Code  
**Department for Transport**

Working Together at Firework Displays  
**Health and Safety Executive**

A Guide to Safety for Firework Display Organisers and Operators  
**Health and Safety Executive**

Giving Your Own Firework Display  
**Health and Safety Executive**



**HYNDBURN**  
making Hyndburn a better place to live, work and visit

**Event Application Form**

Official use only		
Event reference number reference	Date	Department

Name of Event: - \_\_\_\_\_

Event Location:- \_\_\_\_\_

Event Date:- \_\_\_\_\_

**Section One – Organiser Details**

Name of the Organisation:- \_\_\_\_\_

Event Organiser / s:- \_\_\_\_\_

Contact address:- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: - \_\_\_\_\_

Tel No. (Home) \_\_\_\_\_

Tel No. (Work) \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail address \_\_\_\_\_

Event public enquiries No. \_\_\_\_\_



Will all income raised go to the Charity concerned? Yes  No

If No, please give details:

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Date / Time to enter site for preparation:- \_\_\_\_\_

Start time each day:- \_\_\_\_\_

Finish time each day:- \_\_\_\_\_

Date / Time the site will be vacated after the event:- \_\_\_\_\_

Is the event free? Yes  No

If No, what is the admission price? £ \_\_\_\_\_

Will you be selling programmes? Yes  No

If Yes, what is the proposed price? £ \_\_\_\_\_

<p><b>Note:</b></p>	<p>Any proposed entrance fees must be discussed with the appropriate department as compulsory admission charges may not be possible for legal reasons and this includes the sale of programmes.</p>
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Expected number of participants:- \_\_\_\_\_

Expected audience size:- \_\_\_\_\_

Possible alternative site:- \_\_\_\_\_

Possible alternative date:- \_\_\_\_\_

Do you intend to use the following?

Highway Directional Signs

Banners / Posters

<p><b>Note:</b></p>	<p>Written approval must be obtained from the relevant department</p>
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Please provide full details:

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**Note:** The Council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate box (some of these may not be permitted at all sites)

- |                                    |                          |                           |                          |
|------------------------------------|--------------------------|---------------------------|--------------------------|
| Fireworks / pyrotechnics           | <input type="checkbox"/> | Live music                | <input type="checkbox"/> |
| Carnival / procession              | <input type="checkbox"/> | Live entertainment        | <input type="checkbox"/> |
| Fairground equipment               | <input type="checkbox"/> | Lost children point       | <input type="checkbox"/> |
| Aircraft                           | <input type="checkbox"/> | Barrier / fencing         | <input type="checkbox"/> |
| Parachutists                       | <input type="checkbox"/> | Marquees                  | <input type="checkbox"/> |
| Balloon launch                     | <input type="checkbox"/> | Portable generator        | <input type="checkbox"/> |
| Hot Air Balloons                   | <input type="checkbox"/> | Power supply              | <input type="checkbox"/> |
| Horses / donkey<br>other animals   | <input type="checkbox"/> | Toilets                   | <input type="checkbox"/> |
| Motorcycles                        | <input type="checkbox"/> | Alcohol                   | <input type="checkbox"/> |
| Other motor vehicles               | <input type="checkbox"/> | Food / drink concessions  | <input type="checkbox"/> |
| Coconut shy                        | <input type="checkbox"/> | Berthing facilities       | <input type="checkbox"/> |
| Inflatable<br>(e.g. Bouncy castle) | <input type="checkbox"/> | Train hire                | <input type="checkbox"/> |
| Portable staging                   | <input type="checkbox"/> | Bonfire / barbecue permit | <input type="checkbox"/> |

- |  |                          |                                |                          |
|--|--------------------------|--------------------------------|--------------------------|
| <b>P.A. System</b>                             | <input type="checkbox"/> | <b>Foreshore boat</b>          | <input type="checkbox"/> |
| <b>Stewarding / security</b>                   | <input type="checkbox"/> | <b>Living history or other</b> | <input type="checkbox"/> |
| <b>On site communications</b>                  | <input type="checkbox"/> | <b>Market stalls</b>           | <input type="checkbox"/> |
| <b>Water<br/>(limited supply at some site)</b> | <input type="checkbox"/> | <b>Re-enactment groups</b>     | <input type="checkbox"/> |

**Other (please specify):-**

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**Note: (1) Please supply as much information as possible on all of the items above.  
(2) After this application has been submitted, on additional items may be included without the express consent of the appropriate department.**

**Do you anticipate the need for:-**

- |                                      |                          |                          |                          |
|--------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>Road closure</b>                  | <input type="checkbox"/> | <b>Traffic diversion</b> | <input type="checkbox"/> |
| <b>On street parking restriction</b> | <input type="checkbox"/> | <b>Car park closure</b>  | <input type="checkbox"/> |

**If you have ticked any of the above, please provide full details of locations, dates and times.**

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**Note: If a formal traffic order is required, then please allow at least 6 weeks notice.**

**Please provide details of the number, weight and size of delivery vehicles and / or participating vehicles and whether they intend to remain on site overnight?**

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**You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company:**

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**Please identify the method to be used in order to maintain the area free of litter and refuse:**

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**Note: The event organiser should ensure that the site is regularly litter-picking during the event and at the end of each day to ensure that the Council's obligations under the Environmental Protection Act 1990 – Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.**

**It is the event organiser's responsibility to arrange removal of all rubbish from the site.**

**Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.**

Will you be requiring car parking space for event staff? Yes  No   
and / or general public? Yes  No

**Note: A fee may be chargeable in certain circumstances**

If Yes, please indicate the approximate number of vehicles attending the event, indicate on your site plan your proposed car parking area and how you intend to manage the parking of those vehicles.

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### Section Three – Insurance

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party Risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council’s Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Event Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, sub-contractor, caterer etc. whom they have instructed / authorised to appear at the event.

**Note: All documentation must be produced 4 weeks prior to the commencement of the event and must be available for inspection at any time during the event. However if you are required to obtain ROAD CLOSURE PERMIT or PREMISES LICENCE or TEMPORARY EVENT NOTICE than all the document must be produced 8 weeks prior to the**

## Section Four – Emergency Services

Event Organisers are required to notify the Police and other appropriate Emergency Services. Please indicate contact made and provide contact details.

Police  \_\_\_\_\_

Ambulance  \_\_\_\_\_  
Service

St. John  \_\_\_\_\_  
Ambulance

Red Cross  \_\_\_\_\_

Fire  \_\_\_\_\_

HM  \_\_\_\_\_  
Coastguard

Other  \_\_\_\_\_

Please supply details of the First Aid Cover to be provided:-

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## Section Five – Additional Requirements

Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of races etc. a detailed route plan which must also show location of route marshals, must be provided.

Event Organisers will be required to complete the attached Risk Assessment form. A copy of the Risk Assessment and supporting documents must be forwarded 4 weeks prior to the event.

Please return this completed form to:  
Craig Horabin  
Parks and Open Spaces Manager  
Hyndburn Borough Council  
Willows Lane Depot  
Willows lane  
Accrington  
BB5 OPF

# Timetable

Time Scale	Tasks	Responsibility
9 months before the event	Establish roles and responsibilities of members in the Committee: - Event Co-ordinator / Infrastructure, Admin, Finance / Funding Application, Marketing / Sponsorship, Event Safety Officer	Event organisers
	Prepare an <b>Event Proposal</b>	Event organisers
	Complete the <b>Event Application Form</b> and return to HBC	Event organisers
	Inform local emergency services (Police, Fire & Rescue Services and First Aid) of your intentions, giving them as much information as possible.	Event organisers
	Prepare a budget for the event: One based on external funding and one without.	Event organisers
	Seek advice on source of funding available. Contact Hyndburn & Ribble Valley CVS for guidance.	Event organisers
	Start raising funds locally: fundraising activities or sponsorship.	Event organisers
	Make an assessment of the event's viability.	Event organisers
	Apply for funding	Event organisers
8 months	Check availability and price of artists / performers. Make provisional bookings.	Event organisers
	Obtain Public Liability and Employee Liability Insurance cover for the event.	Event organisers
	Check availability of major hires: Stage, PA's, barriers, generators, toilets, professional security and marquees.	Event organisers
	Provisionally book fun fair operator.	Event organisers
	Apply for Licence if required. Contact HBC Licence Manger for guidance.	Event organisers
6 months	Confirmation of permission and licence has been approved	Event organisers
	Confirm funding has been approved.	Event organisers
	Confirm booking or artists / performers and send contracts.	Event organisers
	Confirm booking of major hires.	Event organisers
	Confirm booking of fun fair operator and other children entertainment	Event organisers
	Prepare a detailed budget	Event organisers
	Send out stall registration form. Please see <b>Appendix N</b> for a sample letter and stall registration form to stall holders	Event organisers
4 months	Start the Risk Assessment process for the event Please see <b>Appendix G &amp; H</b> for Risk Assessment forms	Event Safety Officer liaising with HBC Event Safety Group
	Event budget Review	Event organisers
	Send out your first press release. <b>Appendix M</b>	Event organisers

Appendix C

3 months	Sending out second press release	Event organisers
	Start getting artwork for publicity materials	Event organisers
	Recruit volunteers for the event	Event organisers
	Collate artwork for publicity materials	Event organisers
2 months	Confirm stallholders	Event organisers
	Collate information from infrastructure suppliers, stallholders and fun fair operators.	Event organisers
	Send out third press release	Event organisers
	Send out letters to local residents regarding the event taking place. <b>Appendix O</b>	Event organisers
	Complete Risk Assessment, Site Plan, List of registered Stalls and supporting documents.	Event organisers
1month	Submit the Risk Assessments, site plan, Proof of Public Liability Insurance cover and supporting document to the Event Safety Group. (Please note if your event require Road Closure Permit or Premises Licence then please submit the documents 8 weeks prior to the event)	Event organisers
	Confirm that HBC has approved the relevant documents provided by stallholders and other parties	Event organisers
	Send out confirmation letter to stallholders with information pack <b>Appendix P</b>	Event organisers
	Send out fourth press release	Event organisers
	Distribute publicity materials (for flyers, distribute 6 weeks before) and (for posters, distribute 2 weeks before the event)	Event organisers
	Check on major hires and send out a detailed site plan to keep them updated	Event organisers
	Send out confirmation to stallholders and relevant document: site plan outlining the exact layout of the stall, set up time, H & S policy and Parking permit if applicable.	Event organisers
	Budget update	Event organisers
1 week	Send out fifth press release	Event organisers
	Final brief to Event organisers, Police, Council Staff, Security, Stewards and Volunteers and allocate final duties to relevant parties. <b>Appendix Q for a sample final duties list and final brief</b>	Event organisers
3 days	Final site visit with HBC Parks dept.	Event organisers and HBC Parks dept. staff
1 day	Mark out the site according to the site plan	Event organisers and HBC Parks. Staff
<b>The day</b>	<b>Ensure everything is going to plan</b>	<b>Event organisers, Police and other parties</b>
1 month after the event	De-brief and evaluation of the event	Event Organiser

**The reasons why the Safety Advisory Group exists**

Le Mans Crash 1955	83 dead	100 injured
Ibrox Park Crowd Pressure 1971	66 dead	170 injured
Summerland Fire Isle of Man 1973	50 dead	50 injured
Lowenbraukeller, Munich, Crowd 1973	02 dead	
The Who Concert Cincinnati! 1979 crowd	11 dead	250 injured
Stardust Disco, Dublin 1981 fire	48 dead	128 injured
Bradford Stadium 1985 Fire	56 dead	100 injured
Haysel Stadium 1985 Riot	38 dead	437 injured
Ramstein Airshow 1988 Fire	45 dead	345 injured
Hillsborough 1989 Crowd ingress	95 dead	730 injured
East 17 concert 1994 Cambridge Crowd		90 injured
Pink Floyd Earls Court 1994 (Seating collapse)		86 injured
Roskilde Music Festival Denmark 2000	9 dead	
Radobe, South Africa 2001	43 dead	
Accra, Ghana 2001	120 dead	
Epitome Nightclub Chicago 2003 Crush	21 dead	
Station Night Club, Rhode Island 2003		
Pyrotechnics	96 dead	200 injured
Buenos Aires Disco Fire Dec 2004	88 dead	260 injured

## **Contacts for Public Liability Insurance**

### **Event Insurance Services Ltd**

Event House,  
20A Headlands Business Park  
Ringwood,  
Hants.  
BH24 3PB.

tel: 01425 470360  
fax: 01425 474905  
e-mail: [info@events-insurance.co.uk](mailto:info@events-insurance.co.uk)  
Website: [www.events-insurance.co.uk](http://www.events-insurance.co.uk)

### **Zurich Commercial Insurance**

Zurich House  
Stanhope Road  
Portsmouth  
Hampshire.  
PO1 1DU

tel: 0800 0563055  
e-mail: [businessdirect@uk.zurich.com](mailto:businessdirect@uk.zurich.com)  
website: [www.zurich.co.uk/BusinessInsuranceDirect/home/Introduction.htm](http://www.zurich.co.uk/BusinessInsuranceDirect/home/Introduction.htm)

## **Emergency Access Gates and Exits (Blue Route)**

Emergency Access and Exits (BLUE ROUTE) should be a priority to be kept clear of obstruction at all times and should be restricted for the use of Emergency vehicles in an Emergency situation. Blue Route is a designated route that Emergency vehicles will take to have reasonable access to areas of the sites and within 50m of all structures. You should consult with the local fire authority in advance of the event to ensure that Emergency Access and Blue Route are suitable for the size and weight of vehicles and appliances. This should be outlined in your site plan and a copy sent to the Event Safety Group.

As a rough indication:

- Emergency Access and Blue Route should be at least 4 meters wide.
- Emergency Access and Blue Route should have no overhead structure or cable less than 4.5 meters from the ground.
- Blue Route should be capable of taking the weight of a fire-fighting appliance, which is around 12.5 tonnes.



# HYNDBURN

making Hyndburn a better place to live, work and visit

## RISK ASSESSMENT, EMERGENCY PROCEDURE DOCUMENT AND HEALTH & SAFETY POLICY

Name of Event	
Date of Event	
Main contact / organiser on the day	
Position	
Tel. no	
Event Start time	
Event finish time	
Venue	

It is recommended that this document is used in conjunction with "**The Event Safety Guide - A Guide to health, safety and welfare at music and similar events**" - HSG195 ISBN No. 0-7176-2453-6 produced by the Health & Safety Executive price £20

In assessing the venue design and audience size, consideration has been made of the **nature of the event**

Nature of Event		Please tick all that apply
A) Nature of Event	Bonfire/Pyrotechnic Display (Risk Assessment document required from Company providing fireworks)	
	Pop/Rock Concert	
	Classical performance	
	Dance Event	
	Agricultural/Country Show / family fun day	
	Marine	
	Motorcycle display	
	Aviation	
	Motor Sport	
	State occasions	
	VIP visits/summit	
	Music Festival	
	Demonstrations, marches, political events	
	Sponsored fun run / walk	

	Other (please state):	
	Free to attend	
B) Venue	Outdoor in confined location e.g. Park	
	Indoor	
	Stadium	
	Other Outdoor e.g. Festival	
	Widespread public location in streets	
	Temporary outdoor structures	
	Includes overnight camping	
c) Standing/ seating	Standing	
	Seated	
	Mixed	
	Dancing	
D) Audience profile	Full mix in family groups.	
	Full mix, not in family groups	
	Predominately children and teenagers	
	Predominately elderly	
	Full mix, rival factions	

#### 1.1 Expected Audience size

<500	
<1000	
<3000	
<5000	
<10000	
<20000	

#### 1.2 Past History

E) Past History	Good data, Low casualty rate previously (less than 1%)	
	Good data, medium casualty rate previously (1-2%)	
	Good data, high casualty rate previously (more than 2%)	
	First event, no data	
G) Expected queuing	< 4 hours	
	>4 hours	
	>12 hours	
H) Time of year	Summer	
	Autumn	
	Winter	
	Spring	
K) Additional Hazards	Carnival	
	Helicopters	
	Motor Sport	
	Parachute display	
	Street Theatre	

## **2 EMERGENCY SERVICES**

**2.1** Please use tables 1 – 3 to score your event based on both good documented evidence and experience of annual events. Application for first aid should be made to either the British Red Cross / St John Ambulance Service. Allow at least 4 weeks' notice.

### **2.2 Table 1 Event Nature**

<b><u>ITEM</u></b>	<b><u>DETAILS</u></b>	<b><u>SCORE (please circle)</u></b>
A) Nature of Event	Classical performance	2
	Public Exhibition	3
	Pop / Rock Concert	5
	Dance Event	8
	Agricultural/Country Show / family fun day	2
	Marine	3
	Motorcycle display	3
	Aviation	3
	Motor Sport	4
	State occasions	2
	VIP visits/summit	3
	Music Festival	3
	Bonfire / Pyrotechnic display	4
	New Year Celebrations	7
	Demonstrations, marches, political events	
	Low risk of disorder	2
	Medium risk of disorder	5
	High risk of disorder	7
	Opposing factions involved	9
B) Venue	Indoor	1
	Stadium	2
	Outdoor in confined location e.g. Park	2
	Other Outdoor e.g. Festival	3
	Widespread public location in streets	4
	Temporary outdoor structures	4
	Includes overnight camping	5
c) Standing/ seating	Seated	1
	Mixed	2
	Standing	3
D) Audience profile	Full mix in family groups	2
	Full mix, not in family groups	3
	Predominately young adults	3
	Predominately children and teenagers	4
	Predominately elderly	4
	Full mix, rival factions	5
<b>Add A+B+C+D</b>	<b>Total Score for Table 1</b>	

**Table 2 Event intelligence**

<b>ITEM</b>	<b>DETAILS</b>	<b>SCORE</b>
E) Past History	Good data, Low casualty rate previously (less than 1%)	-1
	Good data, medium casualty rate previously (1-2%)	1
	Good data, high casualty rate previously (more than 2%)	2
	First event, no data	3
F) Expected Numbers	<1000	1
	<3000	2
	<5000	8
	<10000	12
	<20000	16
	<30000	20
<b>Add E+F</b>	<b>Total Score for Table 2</b>	

**Table 3**

<b>ITEM</b>	<b>DETAILS</b>	<b>SCORE</b>
G) Expected queuing	< 4 hours	1
	> 4 hours	2
	> 12 hours	3
H) Time of year your event taking place	Summer	2
	Autumn	1
	Winter	2
	Spring	1
I) Proximity to definitive care (nearest suitable A&E facility)	Less than 30 min by road	0
	More than 30 min by road	2
J) Profile of definitive care	Choice of A&E departments	1
	Large A&E Department	2
	Small A&E Department	3
K) Additional Hazards	Carnival	1
	Helicopters	1
	Motor sport	1
	Parachute display	1
	Street Theatre	1
L) Additional on-site facilities	Suturing	-2
	X-ray	-2
	Minor Surgery	-2
	Plastering	-2
	Psychiatric / GP Facilities	-2
<b>Add G+H+I+J+K Subtract L</b>	<b>Total Score for Table 3</b>	
<b>Add the total scores for Tables 1+2+3 above to calculate the overall score for the event.</b>		

**Table 4 Suggested resource requirement**

Score	Ambulance	First Aider	Ambulance Personnel	Doctor	Nurse	NHS Ambulance manager	Support Unit
0	0	0	0	0	0	0	0

Please refer to the table below to indicate the level of resource required for the event.

Score	Ambulance	First Aider	Ambulance Personnel	Doctor	Nurse	NHS Ambulance manager	Support Unit
< 20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	Visit	0
26-30	1	8	2	0	0	Visit	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0
41-50	4	40	12	3	6	2	1
51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	1
66-70	6	100	16	6	12	4	2
71-75	10	150	24	9	18	6	3
> 75	15+	200+	35+	12+	24+	8+	3

**Note: Please ensure a site plan of the BLUE ROUTE (emergency access for Blue Light Emergency Vehicles) is included. Please refer to the HBC Event Manual for guidance.**

**RISK ASSESSMENT CHECKLIST**

	<u>YES</u>	<u>NO</u>
<b>1. Fire safety</b> - open exits on park allowing quick dispersal		
1.1 Fire point on site?		
1.2 PA on stage?		
1.3 Generator on site?		
1.4 Dry powder extinguishers on site for electrical? ie. PA on stage		
1.5 Dry powder for each generator and positioned accordingly?		
1.6 Fire Services advised of event?		
1.7 Have you agreed which entrance to use in the case of emergency and informed the emergency services?		



<b>4. Crowd management plan</b>		<b><u>YES</u></b>	<b><u>NO</u></b>
4.1	Have the Police been involved in planning meetings?		
4.2	Has the number and type of stewards and professional security has been assessed both on the basis of the nature of event? (see Section 1), potential capacity audience size and nature of audience		
4.3	Has the number and positioning of stewards and professional security been based on the actual plan?		
4.4	Has Professional Security Company attended planning and site meetings?		
4.5	Have facilities and areas on site been identified such as front of stage, main entrances and exit points?		
4.6	Is there a main location point?(ie. marquee) for security, stewards		
4.7	Has a rota been established for security and stewards?		
4.8	Have stewards attended a briefing meeting?(to involve Police, Head of Prof Security and Fire Services)		
4.9	Are stewards over the age of 18?		
4.10	Have stewards been advised of Emergency Plan?		
4.11	Will stewards be issued with high visibility vests?		
4.12	Has a Head Steward been appointed		
4.13	Total of number of professional security to be employed		
	<10		
	<15		
	<20		
	<25		
	<b>Stewards</b>		
	<10		
	<15		
	<20		
	<25		

	<u>YES</u>	<u>NO</u>
4.14 Name, address and experience of Professional security company:		
4.15 Has Security Company previously been employed?		
<b>5. Communication</b>	<u>YES</u>	<u>NO</u>
5.1 Has number of type of two radio communications been based on number of Professional security, stewards and main organisers?		
5.2 Are two way radios all on the same frequency?		
5.3 Is there a mobile phone on site for raising alarm?		
5.4 Is there a landline on site for raising alarm?		
5.5 Has communication lines been established between main organiser, Professional Security, Head of Stewards, Police, First Aid etc?		
5.6 Has Communication lines been established in the event of emergency i.e. music stops and PA announcement made?		
<b>6. Police/security arrangements</b>	<u>YES</u>	<u>NO</u>
6.1 Have the Police attended planning meetings?		
6.2 Will Police provide Specials on site?		
6.3 Other Police cover (assessment made of nature of event)		
6.4 Have the Police provided any specific current intelligence to suggest any problems at the event i.e. racially related problems, bomb threats etc.?  If yes, please specify arrangements.....		

	<b><u>YES</u></b>	<b><u>NO</u></b>
6.5 Will Traffic Wardens be able to assist with traffic management and avoid unauthorised parking on nearby streets?		
6.6 Will Police arrange for road coning?		
6.7 Is there any public parking on site?		
6.8 What, if any alternative car parking arrangements have been made?		
6.9 Will these be signed and stewarded?		
6.10 Will entrances to parks be stewarded to avoid unauthorised access by vehicles?		
6.11 Will all stall holders, caterers etc be issued with official car park passes and designated areas on site for official car parking?		
<b>7. Emergency plan –</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
7.1 Has an action plan been agreed in the event of a major incident or contingency. This is based on a number of factors - Type of event, nature of performers, time of day and duration, location, audience profile, size, behaviour, special needs		
7.2 <b>Bomb/terrorism threat</b> – Is there a procedure in place? i.e. if telephone bomb threat received – consider how received, is it a recognised coded message and if so, immediately contact the police. Details of the call must be recorded as accurately as possible, type of caller (any details, i.e. sober, slurred, young, accents etc, call box, mobile phone etc). Who has taken call, at what time? Based on this information, decision must be made as to whether to advice police. If a recognised coded threat, then event will need to be evacuated. Stewards and professional security will be given coded message over radio communications – <b><u>Code name</u></b> _____. Security will take positions by barriers and open exits as per their rotas. Short scripted message made over PA announcement to advise audience to immediately evacuate area. Stewards will calmly direct audience to exits and evacuation.		

	<u>YES</u>	<u>NO</u>
7.3 <b>If a suspicious package or device is found on site.</b> Details must be advised such as exact position, when the package was found and Police immediately informed. If evacuation is required, the location of the device will dictate the emergency exits to be used and stewards will take positions accordingly. Will PA make an announcement advising audience which exits to leave by and will stewards help to direct?		
7.4 Will announcements be made during the evening to not leave bags etc unattended and to be vigilant?		
7.5 In the event of serious bomb threat or device found and evacuation of the site is there a procedure to stop attempts to re-start or re-enter the arena?		
<b>8. Fire/explosion</b>	<u>YES</u>	<u>NO</u>
8.1 Are there fire extinguishers for small fire (dry for electrical – stage PA, generator, water for materials etc i.e. Marquee).		
8.2 Are the stewards trained in their use for small fires (i.e. Litter bin on fire). Is the main fire point located as per plan?		
8.3 If a major fire or explosion, stewards direct audience away from any immediate danger. Fire services immediately notified over mobile phone and advised location and best access point.		
8.4 Lighting or power failure – one main generator, In the event of a failure will there be engineer on site to solve any problems?		
8.5 Additional lighting - Will there be at least 3 floodlight towers powered by generators from say 9pm depending on weather and lighting conditions?		
<b>9 Extremes of weather</b>	<u>YES</u>	<u>NO</u>
9.1 <b>Excessive heat</b> – re. Water- take a view on size of audience, signs of distress, dehydration i.e. Fainting - Will First Aid be on site to deal with incidents. Have arrangements been made for <b>drinking water</b> on site.		
9.2 Have contingencies been made to deal with extreme cold weather?		

	<b><u>YES</u></b>	<b><u>NO</u></b>
9.3 Extreme weather conditions such as high winds, excessive rain, danger from flooding etc – Has a separate <b>contingency plan</b> been produced?  If yes, is it attached?		
<b>10 Vulnerable People and people with special needs</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
10.1 Have provision been made for orange or new European blue badge displayed cars to park on site? Is there a viewing platform for wheelchairs or are stewards briefed to help near to stage.		
10.2 Have the stewards been briefed to be aware of wheelchair audience in the event of emergency evacuation. Are there any physical obstacles?		
10.3 Has a child protection officer been appointed for the event?		
10.4 Has a lost children point been identified and marked on your plan?		
<b>11 Noise</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
11.1 Has Environmental Health been advised of arrangements?		
11.2 Has a letter been sent to local residents in the vicinity of the event location?		
11.3 Have measures been put in place to minimise noise pollution?		
11.4 Has someone been appointed to deal with any complaints pertaining to noise?		
<b>12. Catering</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
12.1 Have all caterers provided evidence of public liability insurance?		
12.2 Are they registered with Environmental Health Department?		
12.3 Has a Risk assessment form been sent out to all caterers prior to event to be signed and returned advising H & S?		
<b>12. Staging</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
12.1 Do all built stages conform to Pop Guidelines?		
12.2 Are there secure steps to stages?		

12.3	For built stages, have drawings been provided for inspection by H&S; consider height and location for viewing?		
<b>13. PA, lighting etc</b>		<b><u>YES</u></b>	<b><u>NO</u></b>
13.1	Has all appropriate insurance and PAT testing (Pop Guidelines) been provided?		
13.2	Is there adequate cover in the event of poor/wet weather conditions?		
		<b><u>YES</u></b>	<b><u>NO</u></b>
13.3	Have all cables to be slitted into the earth? Including cables between generator, stage, marquees etc		
13.4	Where cannot be slitted, cables to be taken through marquees above vehicle height.		
13.5	Has lighting securing been fixed according to pop guidelines?		
<b>14 Fencing/security, seating</b>		<b><u>YES</u></b>	<b><u>NO</u></b>
14.1	Is there a Sound desk tower, fenced off from Public access?		
14.2	Are there front of stage barriers ?– 1m fencing (security in front of stage)		
14.3	Has type of crowd control barriers been assessed in terms of potential crushing? i.e. if not a pop concert, no major acts likely to create a surge, family audience		
14.4	Has Generator been fenced off and back stage (6' herras) for security from general public?		
14.5	Is Access limited to official badge holders ?(i.e. main committee, security, organiser, artists etc)		
14.6	Will any temporary seating be placed in front of stage and audience generally standing?		
14.7	Will any temporary seating system be installed, built i.e. raised, tapered seating?		
<b>15 Fun Fair</b>		<b><u>YES</u></b>	<b><u>NO</u></b>
15.1	Is Fun Fair Operator member of Showman's Guild or other appropriate organisation?		
15.2	Has a Site visit occurred to determine exact location of rides?		

15.3	Has all appropriate insurances and test certificates for each ride been received and passed to H&S Officer ?(minimum of 3 weeks' notice)		
15.4	Has separate checklist for fun fairs been completed?		
<b>16</b>	<b>OTHER ENTERTAINMENT, FACILITIES</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
16.1	<b><u>Bouncy Castles</u></b> - has evidence of test and insurance certificates been provided?		
		<b><u>YES</u></b>	<b><u>NO</u></b>
16.2	Has specific separate guidelines on Bouncy Castle safety and supervision been followed?		
<b>17</b>	<b>BAR, ALCOHOL</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
17.1	Will alcohol be served on site?		
17.2	Has permission, arrangements been agreed with Police?		
17.3	Has a temporary alcohol licence been applied for? (allow minimum of 8 weeks notice) If yes, state applicants name, details		
17.4	Will there be a beer/alcohol tent on site?		
17.5	If yes, state size/capacity		
17.6	Have adequate arrangements been made to control under-age drinking in discussion with the Police? i.e. ticket sales, barrier, queuing operations		
17.7	Is the marquee adequately stewarded ?(see guidelines on capacity, exits etc)		
17.8	Will alcohol be dispensed in paper cups, no glass or bottles on site?		
<b>18</b>	<b>Licences/Insurance</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
18.1	<b>Entertainment licence</b> – is one required?		
18.2	Has Public Liability Insurance - up to £5million been arranged?		
18.3	Has Cash/money insurance been arranged?		
18.4	Has Employee Liability Insurance of £10 million been arranged?		

18.5 Has Cancellation/abandonment insurance been arranged?		
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<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

## Safety Inspection Checklist (Before, during and after the event)

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and also the remedial action taken. This is not care should be taken to identify any other hazards associated with the activities at the event.

Location: \_\_\_\_\_

### Before the event

Site access / egress	Yes	No
Are entrances / exits clear?		
Are staffs been fully briefed?		
Are staffs / stewards in place?		
Can emergency vehicles gain access?		
Are pedestrians segregated from vehicles?		
Are security precautions in place?		
Have adequate signs been provided?		

Site condition	Yes	No
Are there any underground / overhead cables or hazards?		
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?		
Are permanent fixtures in good condition e.g. seats, fencing, signage etc?		
Has vegetation been cut back, debris removed and the area made safe?		
Have current weather conditions created new hazards to be addressed?		

Attractions / activities / structures	Yes	No
Have all structures been completed?		
Have all structures been inspected and approved by a competent person where required?		
Are all activities / attractions sited correctly and checked?		
Have all activities / attractions supplied evidence of insurance and health and safety requirements?		
Are all potentially hazardous activities segregated and / or fencing as required?		
Have temporary flags / decorations been installed correctly and checked?		
Have any unanticipated hazards been introduced?		

<b>Event provisions</b>	<b>Yes</b>	<b>No</b>
Is fire fighting equipment in place?		
Is lighting in place where required?		
Have electrical supplies / equipment been checked / certified?		
Have toilets been provided where required?		
Are first aid facilities in place?		
Is control centre in place and public address system working?		
Are adequate waste bins in place?		
Are stewards in place?		

**Defects note:-**

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**Remedial action taken:-**

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**Printed Name of Inspector:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date & Time of Inspection:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**During the event**

<b>Site access / egress</b>	<b>Yes</b>	<b>No</b>
Are entrances / exits clear?		
Are staffs been fully briefed?		
Are staffs / stewards in place?		
Can emergency vehicles gain access?		
Are pedestrians segregated from vehicles?		
Are security precautions in place?		
Have adequate signs been provided?		

<b>Site condition</b>	<b>Yes</b>	<b>No</b>
Are there any underground / overhead cables or hazards?		
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?		
Are permanent fixtures in good condition e.g. seats, fencing, signage etc?		
Has vegetation been cut back, debris removed and the area made safe?		
Have current weather conditions created new hazards to be addressed?		

<b>Attractions / activities / structures</b>	<b>Yes</b>	<b>No</b>
Have all structures been completed?		
Have all structures been inspected and approved by a competent person where required?		
Are all activities / attractions sited correctly and checked?		
Have all activities / attractions supplied evidence of insurance and health and safety requirements?		
Are all potentially hazardous activities segregated and / or fencing as required?		
Have temporary flags / decorations been installed correctly and checked?		
Have any unanticipated hazards been introduced?		

<b>Event provisions</b>	<b>Yes</b>	<b>No</b>
Is fire fighting equipment in place?		
Is lighting in place where required?		
Have electrical supplies / equipment been checked / certified?		
Have toilets been provided where required?		
Are first aid facilities in place?		
Is control centre in place and public address system working?		
Are adequate waste bins in place?		
Are stewards in place?		

**Defects note:-**

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**Remedial action taken:-**

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**Printed Name of Inspector:**\_\_\_\_\_

**Signature:**\_\_\_\_\_

**Date & Time of Inspection:**\_\_\_\_\_

**Location:** \_\_\_\_\_

**After the event**

<b>Site condition</b>	<b>Yes</b>	<b>No</b>
Is the site left clean and tidy?		
All the litter, rubbish and debris been removed from the site?		
Are there any damages to the site? If yes please specify below.		

**Defects note:-**

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**Remedial action taken:-**

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**Printed Name of Inspector:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date & Time of Inspection:** \_\_\_\_\_

Name of the Training Session:							
Name of Workshop Leader:							
Location:		Time:					
Date:							
Main Contact of the day:							
<b>PROBABILITY</b> 5 – Extremely Likely 4 – Very Likely 3 – Likely 2 – Unlikely 1 – Extremely Unlikely		<b>SEVERITY</b> 5 – Fatality 4 – Serious Injury or loss 3 – Refer to Health Profession 2 – Minor Injury 1- Minimal Loss			<b>RISK BAND</b> 0 – 5 = Low 6 – 10 = Medium 11 – 25 = High		
No.	Hazard	Existing Control	Probability	Severity	Risk Band	Action Required	Priority

## RISK ASSESSEMENT MATRIX

**Risk Assessment – Probability (Likelihood) x Severity (Consequences)**

<b>P r o b a b i l i t y</b>	<b>Extremely Likely</b>	5	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>Very Likely</b>	4	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>Likely</b>	3	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>Unlikely</b>	2	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>Extremely Unlikely</b>	1	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			<b>Minimal Loss</b>	<b>Minor Injury</b>	<b>LTA or Production Stoppage</b>	<b>Serious or Significant Loss</b>	<b>Fatality or Major Incident</b>
			1	2	3	4	5
			<b>Severity</b>				

	HIGH RISK
	MEDIUM RISK
	LOW RISK

Name of the Group / Organisation / Business :								
Address:								
Tel no.					Mobile no.			
e-mail								
Type of Stall								
<b>PROBABILITY</b> 5 – Extremely Likely 4 – Very Likely 3 – Likely 2 – Unlikely 1 – Extremely Unlikely			<b>SEVERITY</b> 5 – Fatality 4 – Serious Injury or loss 3 – Refer to Health Profession 2 – Minor Injury 1- Minimal Loss			<b>RISK BAND</b> 0 – 5 = Low 6 – 10 = Medium 11 – 25 = High		
No.	Hazard	Existing Control	Probability	Severity	Risk Band	Action Required	Priority	

## BOMB PROCEDURE

Bombs come in almost any shape and form. They can be built into cigarette packets, tape cassettes, brief cases, sports bags or vehicles. There can be no exact description of what to expect.

1. Be aware at all times of exactly what items you have in and around your area including rubbish and stocks.
2. Keep your area tidy – good housekeeping will help you spot if something unusual has appeared or if something is out of place.
3. Ensure you know the vehicles parked in your area. If a vehicle appears which you do not recognise and cannot identify it or it is out of place.
4. If you find anything of which you are suspicious because:
  - It should not be there
  - Cannot be accounted for, or
  - Is out of place

Or if you see anyone behaving suspiciously, in an area you would not expect them to be, or carefully placing an item rather than dropping it, contact the Police / Organiser immediately. Do not touch or move the item. Move yourself and others away from the area but be on hand to assist the Police.

5. If the Police ask you to search your area following the instructions in point 4.
6. If you are requested to evacuate the area by the Police:
  - Turn off all cooking appliances and LEAVE IMMEDIATELY
  - Take your handbags with you
  - Ensure you stay outside the exclusion zone dictated by the Police until given permission to return

Please be vigilant at all times and contact the Police or Organiser if you have any suspicious.

## **STEWARDS BRIEF – ROLES AND RESPONSIBILITIES**

### **Level One Stewards** (Experiences Community Stewards)

- **Shift One**  
Hours of Duty:
- **Shift Two**  
Hours of Duty:

**Rate of Pay: £ 4.50 per hour** – paid at the end of your shift on completion of duties and signing sheet. Report to Control Room on arrival. Catering voucher to be exchanged at catering outlets on site for food and one drink.

### **Main contacts on the day:**

1. Stewards will be issued with high visibility vests, to be worn at all times, and provided with two way radios, to be returned to Control Room at end of the day.
2. Stewards on **designated entrances** as per rota. Keep **EMERGENCY ENTRANCE** clear of obstructions at all time for emergency vehicle access. Stop unauthorised vehicles from entering. If in doubt, check with Event Organiser during set up period and Head Steward thereafter. See attached Site Plan and list of Catering, Trade Stall, Sponsors, Workshops and Programme of entertainment. All authorised vehicles should drive across the park pass and will arrive between \_\_\_\_ and \_\_\_\_\_. Trade stalls and caterers cars are parked to the rear of marquees. All other in official car park (see plan). Notify Control Room of the arrival of the Mayor, Councillors and guest speakers around \_\_\_\_\_.
3. Stewards in two large **Marquees** ( ). Steward entrance to marquee, check that all exists are kept clear of any obstructions for emergency exits. Stewards responsible for location of and use of fire extinguisher in fire emergency. Ensure that marquees are not overcrowded (particularly coconut matting floor covering needs straightening).
4. Stewards to act in a courteous and friendly manner when helping the general public and provide general information as requested i.e. programme of activities, location of facilities. Entry to the event is free.
5. Car parking – Brief the stewards of any parking arrangements for participants, stall holders, guests, visitors including disabled parking.
6. Stewards on break will be provided with catering vouchers. Whilst on break should remain on site.
7. Patrolling the site – generally be vigilant for any disturbances or problems. Look out for any unusual packages on site (see Bomb Alert advice sheet). In the event of disturbances of a violent nature, **DO NOT INTERVENE**. Report to Professional Security (if applicable), nearest steward with radio or Control Room, whichever is most convenient. Describe situation, number of people, etc.
8. Lost Children – Report and take lost children to Control Room (See Plan). Announcements will be made over the PA.

9. First Aid – report any incidents requiring first aid. First Aid post is located as per plan near to \_\_\_\_\_.
10. In the event of fire – notify Control Room immediately advising nature of fire and location. If appropriate use nearest fire extinguisher. Dry powder for electrical i.e. Generator, PA, electrical cooking appliances.
11. Programme of activities is attached (Mayor and dignitary will be arriving from 2pm onwards – advice Control Room and direct them to \_\_\_\_\_)

## Level Two Stewards (Stewards with no experience)

- **Shift One**

Hours of Duty:

- **Shift Two**

Hours of Duty:

**Rate of Pay: £ 2.50 per hour (£20 for 8hour shift)** – paid at the end of the shift on completion of duties and signing sheet. Report to Control Room on arrival. Catering voucher to be exchanged at catering outlets on site for food and one drink

### Main contact on the day

1. Stewards to wear high visibility vest at all times to be returned to Control Room at end of the day.
2. Patrol the site according to allocated area – stewards to report back to Control Room / Head of Stewards once **EVERY HOUR**. Breaks will be allowed during the day. Stewards to generally be vigilant for any disturbances or problems. Look out for any unusual packages on site (see Bomb Advice sheet). In the event of disturbances of a violent nature, **DO NOT INTERVENE**. Think about what you have seen i.e. how many people, age, nature of incident and immediately report to Professional Security (if applicable), nearest steward with radio of Site Office, whichever is most convenient.
3. Stewards to act in a courteous and friendly manner when helping the general public and provide general information as requested i.e. programme of activities, location of facilities. Entry to the event is free.
4. Car parking – Brief the stewards of any parking arrangements for participants, stall holders, guests, visitors including disabled parking.
5. Stewards on break will be provided with catering vouchers. Whilst on break should remain on site.
6. Lost Children – Report and take lost children to Control Room (See Plan). Announcements will be made over the PA.
7. First Aid – report any incidents requiring first aid. First Aid post is located as per plan near to \_\_\_\_\_.
8. In the event of fire – notify Control Room immediately advising nature of fire and location. If appropriate use nearest fire extinguisher. Dry powder for electrical i.e. Generator, PA, electrical cooking appliances.
9. Litter – you will be provided with gloves and black bin bags for picking up of litter during the day.

## **Lost Children Procedure**

***Children who have become separated from their parents will be taken to the Control Room at \_\_\_\_\_ and cared for by a qualified CRB checked volunteer and/or the police.***

You should keep a note of lost children and only include a description of the child or parents name for security reasons. If no one responds after 15 minutes inform the police that the child has still not been reunited with their parent or guardian.

You should brief stewards, marshals, security staff, toilet supervisors, Police, medical providers etc on the method of dealing with lost children before the event.

Make a public announcement for lost children over the PA (if it's a staged event) or use the radio to relay the message to all personnel working at the event.

The Safety Officer, volunteers and Police will use radio contact during the event.

### **Stewards, marshals, security staff and volunteers should:**

- a) Establish the location of the Lost Child area at Control Room at \_\_\_\_\_ before the event.
- b) Avoid being alone with a child. Do not escort a child to the Control Room on your own, follow the procedure for a Lost Child.
- c) Avoid physical contact with a child.
- d) In the event of a minor incident – e.g. grabbing a child's hand and pulling them back from a potential accident – it may not be necessary to inform the police as long as a supervising adult is present and able to witness the incident. It is still advisable to write and keep an account of the incident with witness names in case of later comeback. Reports should be kept in an Incident Book that will be held in the Control Room.
- e) If you see a child leave a group or their family direct the child (verbally) and supervise them back to their group or parent if nearby. DO NOT guide the child physically.

### **Procedures (dealing with a lone child).**

In the event of an emergency or unforeseen circumstances, it is possible that a volunteer will find themselves alone with a child– possibly in a distressed state. For example, this may occur if a child has lost a parent or wandered away from a group. If this happens the following procedure should be followed.

- a) Radio the Lost Child Volunteer immediately if you find a lost child. Remain where you are in a safe place close to the location where the child was found. Make sure there are other adults present. The Lost Child Volunteer and yourself should remain in the vicinity for 5 minutes to allow the parent / guardians to recover the child.
- b) Make your position easily visible to aid the parent / guardian to find the child.
- c) The Lost Child Volunteer will notify the Control Room and the Police of the lost child's name and the location where they were found if they are not picked up by a parent or guardian immediately (within 5 minutes).
- d) If the child is not picked up immediately (within 5 minutes) the Lost Child Volunteer and the person finding the child will take the child to the Control Room immediately and use the radio system to notify others of the child's new location as soon as they arrive. The Police reserve the right to take any lost child to the local Police Station.
- e) If possible tell someone else, who will be remaining in the vicinity of the area where the child was found, exactly where you are going (to the Control Room), what you are doing (taking the child to the Lost Child Area) and why (so that the child can be reunited with its parent or guardian). If the parent or guardian turns up they can then direct them to the Control Room.
- f) If the child is seriously distressed or hysterical you may have to make physical contact so make sure that you take the child directly to the Control Room with the **Lost Child Volunteer who is a CRB checked volunteer**. **There will be other** independent adults around e.g. staff and volunteers at the Control Room

## At the Control Room

- a) The child must be received by the CRB checked Lost Child Volunteer at the Control Room. The Lost Child Volunteer will radio the Safety Officer immediately. Other volunteers, St John Ambulance staff, Police will also be in radio contact so they are kept informed of the child's location.
- b) The Lost Child Volunteer will record the incident on the Lost Child Form and take care of the child until the parent / guardian arrives.
- c) The Lost Child Volunteer will note down any information volunteered by the child along with witness names, time, date, evidence of distress etc. on the form and/or in the Incident Book.
- d) If we cannot identify to which group or family the child belongs and we need to find out information from a child – their name, phone number or address – we will ensure that another known adult is present and record this information on the lost child form and/or in the Incident Book.

- g) In the case of a child who comes into the Control Room premises alone looking for assistance, always ensure that you remain in public areas preferably with another independent adult. Record this information in the Incident Book and contact the Lost Child Volunteer immediately who will complete the lost child form.
- h) Contact the Lost Child Volunteer, Safety officer, police, security staff, marshals / volunteers and inform them a child has been found and is in the Control Room.
- i) The parent / guardian collecting a child will need to provide proof of identity and a signature. In the event of a child being reluctant to be handed over to an adult the Police assistance will be sought.
- j) Once a child has been reunited with the parent or guardian the Lost Child Volunteer will notify all relevant personnel including Safety Officer, marshals, St John Ambulance and the Police.

## **How to deal with the Parents/Guardians of a lost child**

- a) If a parent or guardian approaches you about a lost child, act calmly.
- b) Locate the Safety Officer and the Lost Child Volunteer using your radio or get someone else with a radio to do this for you. Ask for a detailed description of the child and where they were last seen. All volunteers in your vicinity will be alerted immediately to support a rapid search of the immediate area. The Safety Officer or Lost Child volunteer will alert the Police who will continue the search until the child has been found.

### **Procedures (in the event of an incident or disclosure).**

- a) If a child hurts him or herself it should always be entered into the accident book, no-matter how minor it is.
- b) Remember that it is the responsibility of the parent or person *in loco parentis* to decide what should happen to the child if they are hurt.
- c) In a serious case where a parent or *in loco parentis* supervising adult cannot be found, phone the emergency services for medical advice.

### **Shops and Other Premises - Inform the Event Organiser or Safety officer**

- a) If a child comes in to your shop/premises from outside, alone and in distress, immediately contact the Control Room to ask their advice before trying to deal with the situation. Do not allow them to leave your

shop/premises alone again. Some one will arrive to take them to the Control Room and deal with the situation.

- b) You have a moral obligation to care for them once they have approached you for help. Only ask for information about name, address and phone number in the presence of another adult.
- c) In the event of a child making an accusation of abuse against someone (whether part of your organisation or not) the event organiser and/or the Police HAVE to be informed immediately

**Control Room for Information Point, Lost Children and Lost Property, etc**

\_\_\_\_\_ will be used as the control room and will:

- Monitor the event, giving an early indication of any problems;
- Control any incidents;
- Direct resources to deal with any problems, and
- Act as a base for any communications systems.

The control room will be constantly staffed during the event and is provided with a telephone. All agencies on site at a public event have a duty of care to lost children; to ensure safety of lost children and this plan must be actioned during the event.

## Lost Child Form

<b>Event</b>			
<b>Location of the event</b>			
<b>Date</b>		<b>Time</b>	
<b>Name of the child</b>		<b>Age</b>	
<b>Description of the child</b>			
<b>Address</b>			
<b>Tel</b>		<b>Parents or guardian name</b>	
<b>When was the child found?</b>		<b>Where did you find the child?</b>	
<b>Name of the person who found the child</b>		<b>Contact number of the person</b>	
<p><b>Lost Children Report</b> – Try to ascertain where he / she last saw his / her parents or guardian, what they're wearing etc. Also any information that might help reunite the child with his / her parents or guardian.</p>			
<b>Lost Child Volunteer's name</b>		<b>Independent witness's name</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Proof of ID</b>			
<b>Parent or guardian signature</b>			

## **Fairground, fairground rides and inflatables**

Points to consider when incorporating any fairground as part of the overall entertainment including the following:

- Obtain advice about the particular hazards associated with the amusement or attraction from the operator and ask them for copies of their own risk assessment and safety information. Incorporate into your overall risk assessment for the event.
- Obtain advice from HBC about the particular amusement. HBC Event Safety Group and HSE inspectors should have up-to-date information concerning hazards that have been reported about a particular ride or inflatable.
- Check the competence of the operator. It should be relatively straightforward to check the competence of the operator against information already acquired. Is the operator able to demonstrate compliance with legislation or codes of practice? Are they a member of an association? Do they have current public liability insurance? Does each ride, inflatables have a current certificate of thorough examination from an H & S inspection body? What experience have they had? What safety information can they supply in relation to the rides, inflatables?
- Information concerned with the safe operation of the amusement should also be given to other contractors working at the event who may be affected.
- Determine appropriate setting-up times, operating times and dismantling times. Fairground, rides and inflatables should be set up before the audience enters or approaches the event. Make sure that nothing is dismantled until all member of the audience have left or are at a safe distance. Vehicle movements are often prohibited during events and fairground operators need to be informed about the policy.
- Ensure that suitable space has been allocated for the fairground. Space is one of the most important considerations for any fairground. This does not just include space on the ground but often space above. Obstacles such as large trees, overhead-cables and power-lines can cause major hazards to the safe operation. The sides and rear of the fairground may need barriers to prevent members of the audience being exposed to hazardous parts of the ride. The space allocation must therefore be considered in your site design. Minimum space requirements can be found in *Fairground and amusement parks: Guidance of safe practice*.
- When planning the positioning of the fairground, consider emergency access routes as well as space for members of the audience who may be queuing to 'have a go' on the amusement. Space may be needed for family, friends and others to comfortably watch the rides.
- Ensure that the operation is co-ordinated with the rest of the event. Crowd management problems can arise if operators are still offering rides or 'go's on the rides after the event has ended and if members of the audience try to have one last go before leaving. On the other hand, it may be appropriate to continue the operation of the fairground to stagger people leaving the event. Whatever the decision, careful co-

ordination of the activities must be planned and communicated to the operator and stewards.

- The availability of natural light may also be an important safety factor in the operation of some rides, particularly where colour-dependent safety features are used.

## **PRESS RELEASE**

### **INSERT TITLE**

**First Paragraph** – The first paragraph needs to grab the journalist’s attention and should sum up the essence of the story. It should incorporate the 5 W’s – What, Who, When, Where and Why. What is happening, When it is happening, Who is involved, Where it is happening and finally, Why it is happening. Use the active rather than the passive tense e.g. Today sees the start of a new Marketing Campaign by Hyndburn BC.

**Main body of text** – This can say ‘How it is happening’ and give some background to the release. E.g The Marketing campaign has been launched as a result of consultation with residents who wanted more information about up and coming events.

**Quote** (if applicable) Usually from the relevant Councillor.

**Final Paragraph** – Should be the ‘call to action’ and contact details for readers requiring further information.

**-Ends-**

### **Notes for Editors:**

***Use these if there is a complex topic that you need to explain in more details- e.g. What a Local Strategic Partnership is.***

**Event Organiser's address**

**Stallholder's address**

Date as postmark

Dear Sir/Madam

**Re: the name of the event**

I am delighted to invite you to participate at the \_\_\_\_\_, **taking place at** \_\_\_\_\_ **on** \_\_\_\_\_. *Include event information such as type of event, history of the event if its an existing event, activities planned for, number of audience etc.*

I am delighted to invite you to have a stall at the festival, please complete the attached booking forms and return with your cheque made payable to \_\_\_\_\_ to the above address.

If you would like to receive information on sponsoring this year's festival please contact us at the above number or email.

Yours faithfully

**BOOKING FORM - EXHIBITION SPACE / STALL**

Name of Group / Organisation / Business

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Description of stall / exhibition / product

Size of stall or space needed: .....

(ALL EQUIPMENT i.e. CHAIRS AND TABLES TO BE PROVIDED BY EXHIBITOR).  
PITCHES WILL BE BOOKED ON A FIRST-COME-FIRST-SERVED BASIS.  
FEES - Please circle appropriate charge.

Public Service Organisations i.e. Police, Fire Brigade, etc.

Charity / Voluntary / Partner organisations

Commercial

Please note if you require to be invoiced in to issue payment, this will incur an additional £5 administration charge.

PAYMENT: Please Enclose a cheque with this booking form, payable to \_\_\_\_\_ and return all paperwork to:

## **Stallholders – Terms and Conditions**

### **Responsibilities of the Stallholder**

- a) Stallholders must hold Public Liability Insurance minimum of £5 million. Evidence will be required with the registration form.  
**The Stallholders shall indemnify the event organisers against all actions, claims and demands by any person who suffers or sustains any loss, damage or injury arising out of or as a result of the stall other than death or personal injury due to any act or neglect of the event organiser or Council employees or agents. All necessary actions must be taken to ensure the safety of the visiting members of the public. Please ensure that you have adequate insurance cover.**
- b) Stallholders will complete the Risk Assessment form and return a copy with the registration form.
- c) All stallholder are responsible for the removal of litter adjacent to their unit at the end of the event
- d) The selling of ALCOHOL IS STRICTLY PROHIBITED
- e) CANCELLATION. In the event of cancellation or no show by the Operator, fees cannot be refunded.
- f) Catering stalls are responsible for ensuring that an appropriate fire extinguisher is next to their catering unit for the duration of the event.

**Responsibilities of the Organisers** The Organises will organise a FREE event involving entertainment, bands, stalls and will make every effort to encourage visitor attendance. The organisers reserve the right to cancel the event or alter arrangements in the event of severe weather conditions or circumstances beyond the control of the organisers. In such a case, fees will not be refunded.

**HEALTH & SAFETY REQUIREMENTS** Operators must abide by all appropriate Health & Safety requirements as laid down by the Event Organiser.

**ENVIRONMENTAL HEALTH** All food prepared off and on site must comply with the requirements of the Chief Environmental Health Officer. Inspections will be made on site and the Organisers reserve the right to close down operators on site if they do not meet the requirements as laid down. Advice on guidelines can be sought by contacting Hyndburn Borough Council Environmental Health Department on 01254 380628.

Dear Residents,

**Re: event name and location**

We would like to inform you that the \_\_\_\_\_ Festival is being held on \_\_\_\_\_ at \_\_\_\_\_.

The festival commences at \_\_\_\_\_ and finishes at \_\_\_\_\_ prompt. The (*name of the event organiser*) has made every effort to ensure a well-organised and enjoyable event. We are expecting approximately \_\_\_\_\_ audiences throughout the day. The event is free and everyone is welcome to attend.

There will be a range of activities varying from Creative Workshop activities, relaxation marquee, table football tournament, Circus Skills, live music, art, dance, food and general family entertainment.

If you have any concerns on the day, please report these to the community stewards who will be clearly visible by their bright yellow vests.

We apologise for any disruption and look forward to seeing you there.

**Event Organiser's address****Stallholder's address**

Date as postmark

Dear Sir/Madam

**Re: the name of the event**

I am delighted that you are participating at this year's \_\_\_\_\_ and I am pleased to confirm final arrangements. The event is all to be a huge success with an exciting entertainment programme, general family entertainment, a record number of stalls and displays, catering, workshops and much more.

Access to the \_\_\_\_\_ is available from \_\_\_\_\_ for set up purposes and the main entrance is from \_\_\_\_\_. The event commences at \_\_\_\_\_ and finishes at \_\_\_\_\_. The organisers have made every effort to ensure an well-organised and enjoyable event including the provision on site of fully qualified professional security, trained stewards, police, Council staff and committee members.

For your own safety, ease of access and general enjoyment of the event, please carefully read and follow all instructions in the enclosed information.

1. **Car Parking Pass** – gives entry to site – one car per stall and please display the parking permit in windscreen
2. **Stall location** – please see attached stall list for your stall number and check it against the site plan to determine your stall allocation. (this is to assist with directions on site during the setting up period)
3. **Site Plan** – shows access to site; please note that access after \_\_\_\_\_ is **NOT** available due to Health & Safety reason. Vehicles should use either take the (alternative entrance if available)
4. **List of stall holders** – please ensure you have the list with you on \_\_\_\_\_.
5. **Lost Children Procedure** – general advice note
6. **Bomb Alert Advice** – precaution only and general advice note

If you have any queries or have not received any of the above enclosed, please contact \_\_\_\_\_. I very much hope you have an enjoyable and successful day.

Yours faithfully,

## **Sample Stewards Briefing – you will need to modify it to fit your event requirements**

### **Stewards Briefing Note:**

#### **1. Role of Stewards:**

The role of the Stewards for this event is to act on behalf of the organisers of the Winter Warmer to ensure minimum standards of public safety.

Stewards must be aware at all times during the event that public safety relates to all matters within the event and includes such things as:

1. Road Safety and ensuring no movement of private vehicles are allowed between the opening and closing of the event by the Event Safety Officer/Police.
2. Dangerous practices being carried out by Stallholders
3. Dangerous practices being carried out by members of the public.

Much of the work of the stewards will be to carry out the duties directed to them by the organisers of the event and it is important that these directions are followed.

In addition all stewards need to remain vigilant for matters arising during the event which are likely to pose a danger to the public and it should be remembered that the event is unlikely to remain consistent throughout. Changes of weather, crowd movement, attractions starting and ending all represent changes in levels of risk, and stewards should be aware of the implications for public safety.

Stewards should remember that they are not the Police, and where a serious incident occurs, or is felt likely to occur by the steward, the first reaction of the steward should be to call for police assistance and notify the Control Centre.

All stewards whilst on duty must wear the Hi-Viz Steward vests provided. These vests display the wording “**Community Event Steward**” and will be recognised by both the public and other stewards.

#### **1.1. Road Safety**

The stewards are responsible for ensuring the roads being used by the event (as detailed on the Road Closure plan) are free from traffic movement once the event has been opened and vehicle movement will cease 15 minutes beforehand.

It is essential that the public, stallholders and any other non-emergency vehicles are prohibited from using the roads within the closure plan whilst the event is **open**. This includes cars and vans, but also motorcycles, bicycles, skateboards and roller skates. Stewards need to remember that the road closure is to allow safe use by the public at all times.

If an incident occurs there may be a requirement for **Barrier Stewards** to open the roads for BLUE LIGHT emergency vehicles. Where Blue Light vehicles are required to have access the instructions of the emergency services should be followed, and the Police will be on hand to take charge.

It is the intention of the organisers to close the roads to public vehicles from 3.00pm and only approved vehicles displaying a “**Winter Warmer Vehicle Pass**” should be allowed access.

An amount of time (about 2 hours) will be allowed by the Safety Officer for stallholder vehicles to unload their stalls and merchandise. In most cases vehicles will then be asked to vacate the road closure area and park their vehicles in a nearby car park. The Event Safety Officer

will not open the event until he is fully satisfied that vehicles have been removed or that, if they remain, they will not be moved until he reopens them for use after the public has dispersed and the event finished. The approximate time for this will be 9.30pm

The event is scheduled to finish for the public at approximately 9.00pm when stallholders and shops will be asked to close their premises to the public.

Stewards will be asked to assist the public in dispersing in an orderly and timely manner in order to allow stallholders to dismantle their stalls and prepare for their removal.

At approximately 9.30pm the Safety Officer will notify the organisers to signal the **Barrier Stewards** to allow stallholder vehicles to re-enter the closed roads to remove their dismantled stalls and merchandise.

By approx 10.00pm all stallholders should have loaded their stalls and other merchandise onto their vehicles and passed through the barriers, and onto the open road for their journey home.

The event Safety Officer will notify the Control Centre when he is satisfied that the roads can be re-opened and the Control Centre will notify the Chief Barrier Steward (Alan Whalley) to instruct his Barrier Stewards accordingly.

If stallholders or members of the public seek to cause disruption to this process stewards need to contact the Control Centre for immediate assistance. Stewards must not leave their designated area without notifying the Control Centre as this may increase the danger to the public.

## **1.2. Dangerous Practices carried out by Stallholders**

Whilst carrying out their duties stewards need to be vigilant for potentially dangerous practices by Stallholders. These might include:

- Excessive litter being left around a stall
- The use of naked flames
- Dangerous Electrical equipment
- Trailing leads and cables likely to cause trips and falls
- Erection and dismantling of stalls and structures

If a steward identifies something they believe is a dangerous practice carried out by a stallholder then they must notify the Control Centre of the danger, the location of the danger, and the Stallholder name.

The Control Centre will then notify the Safety Officer who will immediately carry out an inspection.

The steward should not attempt to intervene with the stallholder otherwise than to advise the stallholder that a matter is considered dangerous, and should be rectified/ceased immediately.

If the dangerous practice is considered by the steward to pose an imminent danger to the public then they should call the police for assistance in addition to notifying the Control Centre.

Whilst the stallholder is erecting or dismantling their stall or facility the steward should keep members of the public a safe distance from the work being carried out.

## **1.3. Dangerous Practices carried out by Members of the Public.**

The steward should carefully consider the circumstances of the danger, and the likely reaction from the member of the public to instructions from the steward. If in doubt then the steward

should ask the Control Centre for assistance, and advise that the Police be called to the location.

Dangerous Practices by the public might include:

- Drunken and disorderly behaviour
- Use of motor vehicles, skateboards, skates or bicycles within the event
- Throwing objects
- Foul language or yobbish behaviour
- Racial threats or prejudice

## **2. Steward Responsibilities**

2.1 The stewards are responsible for carrying out the directions of the organisers and the Event Safety Officer in a safe and diligent manner so as to allow all participants coming to the event to have a safe and enjoyable evening.

2.2 The stewards are responsible for monitoring the public, stallholders and entertainers so as to ensure safe practices are maintained during the event or, if unsafe practices are observed, then reporting these to the Control Centre, the Event Safety Officer, or the police whichever is appropriate in the circumstances.

2.3 The stewards are responsible for maintaining good communication between themselves and the Control Centre, the Event Safety Officer and the police and to use the communication devices provided by the organisers in a reasonable and appropriate manner.

If in the event of a breakdown in the above communication devices the steward is responsible for contacting the Control Centre by any other convenient and satisfactory means which allows the message to be received in a timely manner.

2.4 In the event of a serious occurrence such as a fire or a police direction to evacuate the public from the event under Police direction it is the steward's responsibility to act in accordance with police instruction and assist the police in the safe evacuation of the public including stallholders and other participants.

2.5 However, none of these responsibilities are to be taken as being an instruction by the organisers to incur or expose the steward(s) to risk of harm, injury or death whilst carrying out their duties, and the safety of the stewards remains of paramount importance to the organisers alongside the safety of the public and other event participants.

2.6 It is the responsibility of each and every steward to familiarise themselves with each and all of the following in order for them to carry out their duties satisfactorily:

- To familiarise themselves with the road closure layout and the position of the road closure barriers.
- To familiarise themselves with the location of the event Ambulance, Control Room, Lost Children facility, First Aid Posts, and Fire Extinguishers
- To familiarise themselves with the location of the toilets (including disabled toilets) so as to enable directions of their location to the public on request.
- To familiarise themselves with the communication devices provided by the organisers.
- To effect good and appropriate communication between their fellow stewards and the police in order to enable a good working relationship to be established during the event.

- To report for their duties to the Control Centre at the agreed time and to report to the Control Centre when they have finished their duties.
- To present themselves for their duties suitably clothed for an outdoor winter evening event
- To return all equipment supplied by the organisers.

### 3. Organisation of Stewards

Stewards will be organised into the following teams under the immediate direction and supervision of a nominated Team Leader.

The organised teams are as follows:

Team Name	
Barrier Stewards	
Event Stewards	
Procession Stewards	
Collection Stewards	

**Each Team leader is responsible for:**

- The organisation and control of the stewards of their team in order that they carry out both the specific and general duties ascribed to them during the event by the organisers up to a time when it may be relinquished because of Police involvement.
- Carrying out the requirements of the Organisers and the Event Safety Officer with a remit to deliver a safe public event.
- Ensuring the stewards in their team are adequately briefed and suitably clothed for the event
- Maintaining open connections to both a Walkie Talkie **and personal Mobile Phone** whilst the event is continuing.
- Providing suitable refreshment breaks for the stewards in their team during the event
- Distributing to their team a refreshment voucher provided by the organisers for use by each steward during the event.
- Ensuring lost children are notified to the Control Centre who will arrange for their safe collection (by the Police???) and removal to the Control Centre awaiting parental announcement & recovery.
- Providing and recovering equipment issued to their team by the event organisers.

### 4. Control Centre & Lost Children Point ( )

The Control Centre has the following resources:

- A land line Telephone – number
- Coffee making facilities
- Toilet and Washing facilities
- Accident Book
- Accident Report Forms
- First Aid cover by
- A supervised area for Lost Children

The Control Centre will be continually manned during the event by at least **TWO** nominees of the organisers.

