SAFER EVENTS

GUIDANCE FOR
EVENT ORGANISERS

March 2016
INTRODUCTION

It is recognised that whilst public events can greatly enhance community life, there is potential for risks to public safety and adverse environmental effects posed by the numbers of people attending such events unless proper management is in place with input from relevant stakeholders and the emergency services.

In recognition of this an Event Safety Advisory Group has been formed which includes representatives of the following agencies:

- Cheshire East Council
- Cheshire Fire & Rescue Service
- Cheshire Constabulary
- North West Ambulance Service
- Joint Cheshire Emergency Planning Team

Whilst these organisations are committed to ensuring that safety is an integral part of an event and will work with event organisers to facilitate this, they will NOT take on the responsibilities of the event organiser which are outlined more fully on Page 5.

In particular, the Group will:

- discuss events of a significant scale or potential for risk
- provide up to date and appropriate safety advice to event organisers
- ensure that advice given is consistent and encourages a minimum standard of safety at all events held throughout Cheshire East
- promote best practice to ensure public safety is always in the minds of event organisers
- encourage a positive culture of event safety
- compile and maintain a database of events throughout Cheshire East

The advice given by the Group is free of charge and often in addition to any legal requirements or statutory guidance.

The Group can be contacted through one of the members listed on Page 14. Alternatively, the Group may contact you directly especially if the event has been advertised and is deemed to have significant implications for public safety.

The purpose of this document is to create uniformity in applying safety requirements across Cheshire East and is intended as guidance to organisations involved in public safety at events.

It will also enable organisers to understand the needs of others concerned with events such as the local authority and emergency services and with whom they will need to cooperate. This cooperation should be achieved through the forum of the Event Safety Advisory Group.

It can be applied equally to both licensed and non-licensed events but should be read in conjunction with current guidance some of which is detailed in Guidance & Information.

The range of events across Cheshire East is wide and varied ranging from small charitable events to major events on the national calendar such as the RHS Show at Tatton Park and the Royal Cheshire County Show.

The following list, although not comprehensive, gives an idea of the types of event to which application of this guidance is appropriate:

- marches, parades, motorcades
- fun runs, road races, cycle races, triathlons
- charity walks
- festivals, fairs and markets
- concerts and music festivals
- shows, fetes and street parties
- motor sports
- race meetings
- car boot sales
- bonfires & firework displays

In order to assess the risk presented by your event and to determine the level of assistance that can be offered, you will be required to provide the following information:

- the organiser of the event and their contact details
- the date and times of the event
- the type of event
- how many people are expected to attend
- details of any special or unusual activities
- if the event will be held on the public highway
- the availability of alcohol
- the arrangements made for first aid and fire safety
- if the event will take place in a public area such as a park, town centre or open space

The Group may then send you some safety advice but not take any further action although in some cases the appropriate member organisation may ask you to change some of your plans to improve safety at the event.

For larger or more complex events, we may take a more active role by wishing to meet with you to discuss your plans and arrangements in more detail.

If the Group identifies public events that are to take place with the potential to compromise the safety of the people attending them, then the appropriate member organisation may have to take action to prevent such events from happening unless the necessary safety improvements are implemented.
RESPONSIBILITY OF THE EVENT ORGANISER

Safety at events where members of the public attend is the responsibility of the organiser and/or the owner of the land or property. However the Event Safety Advisory Group has a duty of care for public safety and will work with the organiser/land owner to facilitate a safe event.

The event organiser/land owner has a duty to exercise overall control of the event and ensure all reasonable precautions are taken to maintain the safety of the people at the event throughout its duration.

Guidance and legislation exists to ensure amongst other things, the safety of spectators, performers and staff. Many organised events held in public places require either a licence or permission from the local authority to ensure a means of safety control. Some events may not require such licences or permission or may indeed be excluded by legislation for example religious gatherings and pleasure fairs.

The successful management of an event often depends on the co-operation and planning between all agencies involved and where appropriate the responsibilities of each relevant agency may be specified within a Statement of Intent.

The event organiser must:

- make an application to hold the event within acceptable time limits (usually a minimum of 3 months)
- obtain all the necessary licenses prior to the event
- have adequate public liability insurance to cover the period of the event (see Other Essential Things to Consider)
- attend planning meetings if required

- submit a Risk Assessment for the event
- complete a Fire Risk Assessment which must focus on the fire safety of all relevant persons and pay particular attention to those at special risk such as disabled, those known to have special needs and children
- appoint an event safety officer who can demonstrate competency throughout the planning phase and during the actual event
- provide site plans indicating all relevant details
- provide all other relevant information including an Event Safety Management Plan as deemed necessary
- comply with the safety requirements of the Event Safety Advisory Group

The organiser must be able to demonstrate to the Event Safety Advisory Group an understanding of these responsibilities and a commitment to public safety.
Planning for an event will involve risk assessment and the responsibility for this lies with the organiser.

Risk assessment should be the first step in planning your event with the aim of ensuring the safety of all those involved in the event or likely to be affected by it by minimising hazards and prevent accidents.

The assessment should cover the three phases of an event – the build-up, during the event and the breakdown – and the priority is to minimise the risk to all those taking part in or in any way affected by your event and this is done by:

- identifying the hazards
- deciding who might be harmed and how
- evaluating the risks and deciding on precautions
- recording your findings and implementing them
- reviewing your assessment and updating if necessary

In considering risk assessment the following areas will need consideration although these are not exhaustive:

- The Event
  - nature
  - time of day / year
  - duration

- Those Attending
  - event organiser’s staff, venue staff and contractors
  - exhibitors
  - members of the public
  - numbers

- age profile
- children, the elderly and disabled people

- The Venue
  - site location, layout and capacity
  - access and egress
  - vehicle movements and parking
  - crowd movement & dynamics
  - support facilities e.g. lighting, drinking water
  - underground or overhead services and utilities
  - natural hazards such as lakes, reservoirs or rivers

- Temporary Structures
  These include grandstands, stages, marquees, gazebos etc.
  - structural stability and effects of weather
  - fire
  - electrical equipment
  - certificates required

- First Aid & Medical Cover
  - designated first aid provider
  - potentially dangerous activities during the event

- Security
  - VIPs
  - cash
  - members of staff leaving the event late at night

- Fire Risks
  - sources of ignition, fuel and oxygen
  - people at risk in and around the venue
  - warning of fire
  - escape routes
  - training of stewards and marshals
• **Special Attractions**

If there are special attractions such as fireworks, funfair rides, bungee jumping, lasers, bouncy castles etc., a separate risk assessment should be provided detailing the risks and precautions for each attraction. Specialist contractors may provide these.

Many high-risk attractions require extra space on site for their safe operation whilst some may need to take weather conditions into account.

• **Animals**

If your event includes animals, you must obtain an Animal Gatherings Order licence from the Animal & Plant Health Agency, specify where they will be kept and what arrangements you have made to ensure their security.

As a general rule, animals should be kept separate unless they are used to interaction with people. They should be protected from harassment, particularly by children who may be boisterous and not realise they are causing distress to the animals.

All animals must be provided with adequate food and drink and veterinary assistance should be available if required.
After completing the risk assessment, you should be able to prepare an Event Safety Management Plan in consultation with the key agencies. This should include:

- **Event Overview**
  - include a brief description of the event including the location, dates and duration
  - will it be a commercial, charitable or community event
  - include an outline programme of what will be happening and when
  - indicate your expected attendance and the audience profile e.g. family groups, young adults, children etc.
  - if it's a walking, cycling or running event, give a description of the route and if possible enclose a map
  - indicate the maximum venue capacity, expected attendance and the busiest times
  - detail any special attractions such as fireworks, fairgrounds, bungee jumping etc.

- **Command & Control**
  - detail the chain of command and control e.g. event manager, safety officer, chief steward, stewards etc.
  - include a brief description of their roles and responsibilities

- **Outside Agencies**
  - list the other agencies who may be involved with your event and with whom you have discussed and agreed their responsibilities
  - examples of outside agencies are the emergency services, first aid, traffic management, security etc.

- **Risk Management**
  - enclose the risk assessment(s) you have produced
  - provide copies of risk assessments from contractors or other outside agencies who are involved with the event

- **Temporary Structures**
  - include details of all temporary structures such as grandstands, stages, marquees etc. and who will be responsible for their erection and dismantling
  - their sizes and locations should be identified on a site layout

- **Traffic Management**
  Your plan should address the maintenance of public safety on the local highway infrastructure and minimising the disruption and impact on local communities. Cheshire East Highways must be consulted in the following circumstances:
  - if there is any likelihood of crowds spilling onto the highway
  - it is necessary to prevent normal traffic flow for however short duration to facilitate the event e.g. parades and processions
  - the volume of people taking part in the event means that road safety could be compromised
  - it is necessary to control the traffic flow by managing the routes available for use

Applications for road closures should be submitted to Cheshire East Highways at least 8 weeks prior to the event and signs on the public highway must be approved by the Highways team who will ensure that they comply with the appropriate regulations.
• **Parking**
  ➢ consider the provision of free car parking or park and ride to reduce the need for people to walk along rural roads where no footpaths exist, particularly if the event continues during the hours of darkness.
  ➢ adequate facilities should be provided off the public highway and if significant delays are likely on entrance and exit, consult the Police and Highways.
  ➢ if collecting entrance money, ensure this is carried out some distance from the roadway to restrict queuing times
  ➢ consider the possible effects of bad weather particularly if parking is on grassland
  ➢ note that approximately 300 cars are equivalent to one mile of queue

• **Communications**
  ➢ consider the impact on local businesses and residents and how you will inform them of the event
  ➢ describe how you will communicate between the event organiser’s staff, the public attending the event and the emergency services
  ➢ provide a list of useful telephone numbers and other contacts.
  ➢ it is not recommended that you rely entirely on mobile phones due to possibly limited coverage or noisy environments

• **First Aid**
  ➢ include details of the organisation providing first aid/medical cover, where they will be located and the times when they will be in attendance

• be aware that someone who has completed a First Aid at Work course or is a Community First Responder does not qualify as a person competent to administer first aid to members of the public

• **Crowd Management**
  ➢ identify the number and location of exits and entrances available including any designated emergency exits
  ➢ describe how crowds will be managed especially if queues are likely before admission or as people leave
  ➢ ensure safe and easy movement around all parts of the site remembering that a specific attraction may draw large numbers
  ➢ state who will direct the crowds in the event of an emergency
  ➢ ensure adequate facilities for the disabled e.g. parking near to the entrances, specific viewing areas etc.

• **Fire Safety**
  ➢ include the fire risk assessment you have carried out and any other assessments from contractors such as catering suppliers
  ➢ detail the types, numbers and locations of firefighting equipment and escape routes

• **Children & Vulnerable Adults**
  ➢ provide details of how you will deal with children or vulnerable persons who are reported as lost as well as where they will be taken if found and need to be reunited with their carers
  ➢ children and vulnerable adults must be supervised by appropriately trained people who have been subject to a Disclosure & Barring Service (formerly Criminal Records Bureau) check
• **Stewards and Marshals**
  - detail whether your stewards and marshals are SIA approved or are voluntary and how they can be identified
  - provide sufficient numbers to cater for the size and nature of the event
  - specify their roles and responsibilities. They should be fully briefed on all aspects of the event including crowd management and emergency arrangements

• **Barriers & Fencing**
  - specify if you intend to use barriers to control visitors when queuing, to define walkways or in front of the stage
  - if you intend to use temporary fencing, identify on the site layout where emergency access will be provided

• **Welfare**
  - describe the food and drink facilities you are providing
  - consider the need for toilets, showers, baby changing facilities and drinking water
  - if toilets are provided, consider how they will be maintained
  - take into account the needs of disabled people
  - specify the arrangements for litter and waste collection and appropriate disposal

• **Emergency Planning**
  - include a copy of your emergency (contingency) plan stating the actions you will take in the event of an emergency, including evacuation of the site
  - consider how emergency vehicles will access the site and where they will rendezvous
  - the plan should take into account the needs of people with disabilities
  - identify how you will stop or suspend the event during an emergency
  - detail who will be responsible for liaison with the emergency services
  - consider external disruptions such as severe weather, emergency road closures, failure of utilities or major public transport difficulties
OTHER ESSENTIAL THINGS TO CONSIDER

- **Insurance**
  You must have public liability insurance to cover your event which should include liabilities to contractors, staff, members of the public and anyone else who may be affected. This should provide a minimum cover of £5 million. Dependent on the nature of your organisation and the proposed event, other insurances may also be required.

- **Licensing**
  Under the Licensing Act 2003, a Premises Licence or Temporary Event Notice is required for any event involving the sale by retail of alcohol, provision of late night refreshment and/or regulated entertainment which is defined as: -
  - live or recorded music
  - plays
  - films
  - boxing or wrestling
  - indoor sporting events
  - performance of dance (or dancing)

Under the Gambling Act 2005, licences or permits may be required if the event is to provide any form of gambling. This includes certain types of prize draw or raffle.

- **Noise**
  Consider the noise likely to be generated by your event which may arise from a number of attractions including live bands, karaoke, PA systems, recorded music, fairground rides, fireworks, crowds etc.

- **Food Hygiene**
  All food businesses must be registered with the relevant Local Authority.

  - you must ensure that food preparation is undertaken in hygienic conditions and in compliance with the relevant legislation.
  - hazards associated with barbecues, hog roasts etc. include the use and storage of fuel such as gas bottles, naked flames and hot components
  - catering stalls and stands should be located away from children’s activity areas, near to a water supply and toilets
  - adequate space must be left between them to prevent any risk of fire spread

- **Local Residents & Businesses**
  Businesses and residents local to the event should be informed particularly if large vehicles and equipment are likely to arrive at the venue before the event. They should also be advised of any potentially noisy events.

  If your event will be held at the weekend and especially if using the public highway, consult local places of worship which may have long-standing arrangements for weddings, baptisms etc.

- **Information for People attending the Event**
  In promotional literature, suggesting directions and travel routes with advice on planning journeys, travelling in groups etc. can be helpful particularly if the event is to finish late.

- **Public Transport**
  If your event involves use of the public highway, you should inform local bus and taxi companies well in advance
• **Information Point, Lost Children & Lost Property**
  Provide a location where enquiries can be made about lost children, lost property and information about the event. This should be adjacent to the main event area and not in the centre of it.

• **Camping**
  If your event will include camping:
  - give an approximate number of people likely to camp and their arrival times
  - identify the location of the camp site in relation to other activities
  - a separate fire safety risk assessment should be carried out

RHS Show at Tatton Park
GUIDANCE & INFORMATION

The following is a list of useful publications which give excellent advice about event safety:

- The Purple Guide to Health, Safety and Welfare at Music and Other Events
  *Event Industry Forum*

- Fire Safety Risk Assessment – Open Air Events & Venues
  *Department for Communities & Local Government*

- Managing Crowds Safely
  *Health & Safety Executive ref. HSG154*

- Five Steps to Risk Assessment
  *Health & Safety Executive ref. INDG163*

- Giving Your Own Firework Display
  *Health & Safety Executive ref. HSG124*

- Organising a Voluntary Event: a ‘Can do’ guide
  *Cabinet Office*

- Top tips for holding a public event in your community
  *Local Government Association*

- Arrangements for the Use of Council Land or Premises
  *Cheshire East Council*
ADVICE AND ASSISTANCE

If you require any further advice or assistance with your event, please contact the following:

First Aid & Medical Services:
Steve Grimes, 07812 305376
Email: steven.grimes@nwas.nhs.uk

Consumer Protection & Safety Advisory Group Chair:
Jane Longley, 01270 685954
Email: jane.longley@cheshireeast.gov.uk

Emergency Planning:
Andy Eadon, 01606 365733
Email: andy.eadon@cheshire.pnn.police.uk
Norman Powell, 01244 973868
Email: norman.powell@cheshiresharedservices.gov.uk

Environmental Health:
Margaret Hopley, 01270 686603
Email: margaret.hopley@cheshireeast.gov.uk

Fire Safety:
Cheshire East Community Fire Protection, 01270 213246
Email: fireadvicecheshireeast@cheshirefire.gov.uk

Licensing:
Cheshire East Licensing, 0300 123 5015
Email: licensing@cheshireeast.gov.uk

Police:
Derek Griffiths, 01606 364339
Email: derek.griffiths@cheshire.pnn.police.uk

Public Open Spaces:
Andrew Latham, 01270 686785 / 07834 342979
Email: andrew.latham@cheshireeast.gov.uk

Events on the Highway
Isabelle Smith, 01260 371052
Email: isabelle.smith@cheshireeasthighways.org
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