

EVENT SAFETY

Information Pack

A guide for event organisers produced by Burnley Borough Council on behalf of the Events Safety Advisory Group [ESAG]

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Whilst every effort has been made to ensure the advice contained in this guide is correct, neither Burnley Borough Council nor any other statutory or public authority mentioned in this guide can accept any liability for loss or damage incurred. You are advised to seek professional guidance where appropriate.

Introduction

Burnley Borough Council has prepared this advice document in consultation with other partners such as Lancashire Constabulary, Lancashire Fire and Rescue service and North West Ambulance Service, Lancashire County Council Highways. It is designed to provide help and guidance to organisations wishing to arrange an event at a Council owned venue or on Council owned land. It is intended to give organisers an idea of those safety issues which may need to be considered and where required, direct you to sources of more specialist advice.

Whatever their size, all events have common issues including planning, organisation, safety, insurance, contingency planning and publicity - read this guide carefully, and action the relevant parts. Please note the timescales involved in planning a safe event. If your event will require licensing, you will normally be required to allow

3 months to obtain the license. Completed notification forms for events taking place on Council land must normally be submitted to the Council for authorisation at least 8 weeks prior to the event for authorisation.

Our objective is to ensure that the public are protected at all events held in the Borough of Burnley and this booklet is designed to help you have a successful event in a safe environment.

Planning effectively for safety is about with prevention through identifying, eliminating and controlling hazards and risks. The amount of time that needs to be set aside for planning will be very much dependent upon the size, type and duration of the event. For large events, experience shows that 6-9 months beforehand is not too early to start.

Burnley Events Safety Advisory Group [ESAG]

The Events Safety Advisory Group has been established to help ensure the safety of all public events within the Borough. The group meets several times a year [please check the council website for meeting dates] of which can be found on the council's website www.burnley.gov.uk and has been established to assist event organisers with planning their event safely, and is made up of the following representatives:

- Burnley Borough Council
- Lancashire Constabulary
- Lancashire Fire & Rescue Service
- North West Ambulance Service
- Lancashire County Council
- Experts as deemed necessary at the discretion of the group

Where appropriate, we will ask others to join the group. The Burnley Events Safety Advisory Group will consider all event notifications and will offer advice and guidance to the parties concerned.

Notifying us allows all of the responsible agencies to be aware of your event and allows these agencies to effectively plan and prioritise their duties and responsibilities. Your notification also prompts you to notify all relevant parties through one central point.

The advice we provide and the sources of specialist knowledge that we may direct you to, complements any legal requirements and government guidance, which you must also refer to. The group does not supersede any permissions, permits, licenses or registrations that you may require.

Any safety concerns and advice given by the group will be documented. If there is an incident resulting in criminal or civil proceedings, we have an obligation to notify any investigating authority about the safety advice given to you about your event.

This Guide is not intended to take the place of or detract from the detail contained in any of the HSE Guides and Leaflets listed in the Further Information section or advice that can be obtained from the Health and Safety Executive [HSE], www.hse.gov.uk.

Legal requirements

Burnley Borough Council employees and members of the Events Safety Action Group [ESAG] will not be held responsible for any personal injury (including sickness and death) or loss of or damage to any property (including property owned by one or more of the ESAG members) caused by or arising from the holding of an event. It is the event organisers' responsibility to ensure all necessary steps have been taken.

It should be noted that the requirements of the Health and Safety at Work etc. Act 1974 and its subordinate regulations apply to both licensed and unlicensed events. The level of detail in your planning should be proportionate to the scale of the event and the degree of risk. Apply Health and safety management arrangements First, decide who will help you with your duties as an event organiser. Whatever the scale of the event, make sure there is a clear understanding within the organising team of who will be responsible for safety matters. For organisations with five or more employees, this is likely to be driven by the company's health and safety policy.

However, the successful management of an unlicensed event is equally dependent upon the consultation with and co-operation from all the agencies involved during the planning process. Event organisers remain legally responsible for the safety of those persons involved in the event and those who attend the event. The priority for event organisers is to minimise the risk to participants, the public, volunteers and staff. This can be done by conducting a risk assessment(s) and formal records should be kept.

The Council's role

If you are planning to use the council's land for an event which you are organising you will need to make an application to the council Greenspaces and Amenities unit - email address greenspaces@burnley.gov.uk, or use the even notification form to apply – downloadable from the council's web site www.burnley.gov.uk

You need to make your application well in advance of your event not only to ensure the area of land you have chosen is available but to give yourself sufficient time to collect the documentation that will be required as part of the process. Once the ESAG has received your application we will begin the consultation process with the Emergency Services, other Council Departments and any additional agencies that need to be involved. This will give them the chance to comment on your event and to make any recommendations they feel necessary. We will collate these comments and advise the applicant of any changes required.

As part of your application we will require an application fee, and full supporting documentation which will need to include evidence of £5 million (minimum) public liability insurance to cover your event and a full risk assessment.

Additionally, we will require all contributors to your event to carry their own £5 million public liability insurance and to have completed a risk assessment. Further documents that may be required are highlighted within this guide.

Once we have received all documentation and made sure that the event organiser has responded to the comments and advice of the ESAG we will issue our permissions letter.

As a Council we have a duty to ensure that events operating on our land are appropriate and safe. Therefore, we are unable to grant permission until all the required documents are in our possession and until our colleagues in the Emergency Services and other agencies are satisfied with the way your event is being conducted.

Establish a committee

Make sure that tasks and responsibilities are clearly allocated (and understood) to all those involved in planning and running the event. For every event there must be a competent named person with whom Burnley Borough Council will liaise. This will normally be the Event Manager and organising committee's should appoint such a person at an early stage.

Insurance

All events will require public liability insurance. All contractors and performers will also need their own public liability cover with a £5 million (minimum) limit of indemnity. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

Risk assessment

The Management of Health and Safety at Work Regulations 1999 (Management Regulations) require all employers and self-employed people to assess the risks to workers and others who may be affected by their work. Effective planning is central to putting on a safe event. Visit Health and Safety Executive (HSE) website for risk assessment information. www.hse.gov.uk/pubns/indg163.pdf

Timescale

Set out the proposed timescale and give yourself as much time as possible to organise the event - you may need as much as 9 to 12 months planning.

For events involving more than 500 people a minimum of 3 months' notice will normally be expected. In the case of large or major events, i.e., those involving more than 500 people, 6 months' notice will normally be expected. These timescales will allow for legal requirements, such as Road Closure Orders or Licensing, to be advertised and obtained.

Completed application packs must be submitted to the Council for authorisation at least 8 weeks prior to the event for authorisation.

Licensing

Under the Licensing Act 2003, a premises license or Temporary Event Notice is required for any event involving the sale by retail of alcohol and/or regulated entertainment. Under the Act, regulated entertainment is defined as:

- live music
- recorded music
- plays
- films
- boxing or wrestling
- indoor sporting events

The Act, promotes four objectives, namely:

- the prevention of crime and disorder;
- public safety;
- prevention of public nuisance;
- protection of children from harm.

Please contact the Licensing Officer for further advice on licensing issues.

The Council also requires all event organisers proposing to have a bonfire and/or fireworks display to apply for a permit, although the rest of the event may not need a license. A permit is required to ensure sufficient levels of supervision and control are maintained throughout the event, due to the potentially hazardous nature of the displays. If your event will require licensing, you will be required to allow 3 months to obtain the license. This is due to statutory licensing regulations.

You also need to be aware that there may be a charge for emergency services or local authority resources, should they be required specifically for your event.

Stage 1 - Pre-planning

Detailed preplanning is essential to ensure the event is successful. The following need to be considered at this stage:

What

Decide on the type of activities to be held. Will there be any specific hazards such as fun fairs, animals or sporting events? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.

A premises licence / temporary events notice may be needed if the event consists of music, dancing, singing or similar, or if it includes a display or exhibition of boxing, wrestling, judo, karate or similar sport.

Where

Make sure the venue you have chosen, is adequate for the proposed event. Do not forget to consider the impact on the local community. Will you be able to get the necessary permission from the landowner and obtain Public Liability insurance to indemnify them? How easy it will be for people to get to the venue and what are the car parking requirements?

When

Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.

Why

Consider the aims of the event. Are you doing it for charity, commercial profit, promotion of culture, etc? Do you have the permission from the parent organisation to organise an event in their name? Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.

Who

Identify who is organising the event, an individual or a group. Have you considered your personal liability if there is a claim for injury if things go wrong?

How

Plan exactly what it is you intend to do. This should include all your health and safety arrangements (eg welfare arrangements, licensing, insurance, permissions etc).

Event plan

When you have answered the above you should develop an event plan. This should include all your health and safety arrangements and you should keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Assess the risk

If you are in doubt about the safety of your event – do not hold it, or make it safer. The larger the event, the more complex the risk assessment will need to be. ([Risk Assessment Form](#) or [Example Risk Assessment Form](#))

Do not be fooled into thinking that just because an event has taken place safely for a number of years that the risks and control measures in place are still valid. Times change and as such, it is vital that an event is risk assessed objectively every time it takes place.

The risk assessment should consider

- Site layout including access for attendees, car parking and access for emergency services
- If the event is outdoors plan for adverse weather
- Numbers attending, and likely audience profile
- Whether there will be equipment such as marquees, inflatables, fairground rides, pyrotechnics

Stage 2 – Organising the event

Site plan

Prepare a sketch layout of the site (it does not need to be professionally prepared, just understandable) identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

Numbers attending

The maximum number of people the event can safely hold must be established. For events that include either the sale of alcohol or the provision of regulated entertainment the maximum number of persons attending at any one time will determine what type of licence is required. If no more than 499 people (including staff) attend then the organisers may serve a temporary event notice on the Council and the Police. This notice must be served at least 10 working days prior to the event and the Police may object on the grounds of crime and

disorder. A temporary event notice allows events to take place for a maximum of 96 hours.

For larger events a premises licence will be required which is a far more involved process and may take up to 3 months to complete. Local residents and responsible authorities will have to be consulted and the application must be advertised, both in the local press and by the display of public notices at the event site/venue. You are advised to contact the Principal Licensing Officer for advice on Temporary Event Notices or premises licence applications.

The numbers of people attending the event may have to be counted to prevent overcrowding and may be reduced dependant upon the activities being planned.

Calculating maximum safe occupancy figures may not always be a straightforward process depending on the size and layout of the premise concerned. Reference should be made to Appendix 2, 'Assessing Safe Occupancy Figures' on pg13.

Outdoor Events

You should ensure that the site will be suitable in all weathers, 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, and 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 or fencing.

First Aid

The first aid provision needs to be suitable for the number of people expected to attend and for the type of event. Make sure that the basic services for first aid are always available. At smaller events, ie, indoor markets, jumble sales etc, a qualified first aider should be present and an area suitable for first aid treatment, including a water supply, should be available. A voluntary first aid society can be asked to provide a first aid post.

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

Highways and road closures

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 as the Highway Authority. They will carefully assess the implications of each proposal. You should note that only closures of minor roads or streets can generally be considered and there is usually a cost incurred in obtaining the requisite orders. The Police do not have powers to close roads for pre-planned events. All temporary signing on the public highway has to meet the legal national standards and will require specific approval from the Highway Authority.

Demonstrations, Marches and Parades

Lancashire County Council can, in special circumstances, close roads to allow sporting events, parades or demonstrations to take place. At least six weeks' notice is required in most cases and public liability indemnity insurance in the amount of £5 million (minimum) may be required.

You will also need permission from Lancashire County Council to place temporary signs on the highway prior to an event. See the further information section pg10 for contact details for Lancashire County Council.

Police and the policing of events

Lancashire Constabulary have recently adopted the Association of Chief Police Officers' (ACPO) 'National Guidance' which means that the police do not undertake any traffic management for an event on the highway other than those events that are deemed, by the police, to be of national importance [such as a Remembrance Day parade].

The requirement for police attendance and action at public events will be principally based on the need for them to discharge their core responsibilities:

- Prevention and detection of crime;
- Preventing or stopping breaches of the peace;

- Action against a breach and subsequent investigation of a closure within the legal powers provided by statute for, a Road Closure Order (Town Police Clauses Act 1847) or a Traffic Regulation Order (Road Traffic Regulation Act 1984);
- Activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities.

It is noted that whilst the police retain discretion to attend and take action at public events in order to discharge their core duties, the ownership for stewarding and marshalling remains with the event organiser.

As a result it is the event organiser's responsibility to liaise with the local authority about how the event will be managed and to ensure robust traffic management plans are in place with a suitable number of marshals to enforce it. No event which involves stopping or directing traffic would be supported by the Police unless the marshals were correctly accredited. The police recommend that, in the first instance, enquiries with regard to the planning of public events should be directed to the local authority's Event Safety Advisory Group (ESAG).

Private marshalling and stewarding has become a recognised way in which events are supported. This, however, does not preclude any local arrangements between police and the event organisers. Police may charge for their officers' attendance at private and public events and organisers will be advised by the police where this appears appropriate. Police, however, recognise the importance of key national and significant local community events of a non-commercial nature and will normally endeavour to provide appropriate support and advice without charge. Early discussion with the police by event organisers is strongly advised.

Street parties or fêtes

This is about the sort of street parties and fêtes that groups of residents get together to arrange for their neighbors. Organising small, private street parties and fêtes is very simple and generally does not include activities that need a licence, such as selling alcohol or providing certain types of entertainment.

Please see the information provided at gov.uk/government/publications/your-guide-to-organising-a-street-party

It is however worth noting that for community events resulting in the need to close a highway the County Council would suggest the event organisers and Burnley Borough Council consider providing the road closure via the Town Police Clauses Act 1847.

Larger public events

The main differences between a small and a larger public event are:

Street parties and fêtes	Larger public events
For residents/neighbours only	Anyone can attend
Publicity only to residents	External publicity (such as in newspapers)
No music licences normally necessary if music incidental and no selling is involved	Music licence usually needed
No formal risk assessment needed	Insurance needed
Self-organised	Professional/skilled organisers

If you want to have a pay bar, intend to provide entertainment to the wider public or charge to raise money for your event, you will need a Temporary Event Notice (TEN), which is a type of licence and currently costs £21. Further information is available from www.burnley.gov.uk or from the licensing department.

Emergency plan

The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. Organisers of larger events may wish to contact the Council for further information.

Fire Safety

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled quickly, effectively and safely or that if a fire does occur and grow, to ensure that everyone in your premises are able to escape to a place of total safety easily and quickly.

Good management of fire safety at a temporary or permanent open air event or venue will help to ensure that any fire safety matters that arise will always be addressed effectively. Therefore identification of the 'responsible person' is imperative. It is of fundamental importance to appreciate that planning for effective fire safety for an open air event, site or venue should start at the same time as the planning for all other aspects of the proposed event.

The organiser should consider the risk from fire at all outdoor events. Members of the public must be able to escape safely from any enclosure, tent or other premises in the event of a fire occurring. The Regulatory Reform (Fire Safety) Order 2005 makes it a legal requirement for a suitable and sufficient fire risk assessment to be made. The responsible person must take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises, including outside areas, and all means of access to, and exits from the premises, are safe. The risk assessment that you must carry out will help you to ensure that your fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention. As an organiser, you have a duty to ensure that emergency procedures for evacuation of any area of the event are included in the planning process. In all cases where a crowd is placed in a confined place – either indoors or outdoors, an evacuation procedure must be part of the risk assessment process.

Temporary structures

Many events will require temporary structures such as staging, tents, marquees, stalls etc. to be erected and this must be done by a competent person. Written certification should be obtained from them to say that the structures are safe. The open edges at the side and rear of any performance platform should be guarded to prevent people falling off. Secure and safe flights of steps should be provided to access the platform. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. All barriers should be designed to meet the necessary loadings as described in the publication [Temporary demountable structures: Guidance](#) on design, procurement and use.

Checks should be made by a competent person to ensure that, when erected, the barrier meets the design criteria. In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Further advice is contained on the HSE web site within the events safety section.

Catering & retail food providers (Including mobile catering units, ice cream vendors, bars etc)

Need to comply with food safety legislation. Mobile food providers **must** complete the '[Combined Outdoor & Mobile Caterer Questionnaire & Checklist](#)'. Caterers should be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. You may wish to use only caterers who are members of the NCASS Nationwide Caterers Association. You should obtain a list of their menu and charges to ensure their prices are reasonable. You will need to check your food providers are listed on the FSA website with a current [National Food Hygiene Rating](#) (minimum 3). Please note that questionnaires must be returned at least 14 days before the commencement of any event. The event organiser must take responsibility and manage this by making sure each food provider submits their form. *If the food provider does not complete and return the form, they may be asked to leave. For more information visit the council's website [Food & Drink at Safe Events](#)

Communications

Provide access to a telephone or provide mobile phones. Consider providing personal radio contact between the event manager, safety officer and senior stewards and any other peoples responsible for activating the contingency arrangements. It is recommended that at least two different types of communication systems are used and that one of these is a radio communications system. Effective communication, especially during an emergency situation, is often the key to effective management to prevent escalation. Compile a list of contact names/telephone numbers/e-mail addresses within your organisation and those you may need to contact during the event, eg, local authority, emergency services etc, and circulate these to all senior staff who will be on duty at the event.

Public Address Systems

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.

Noise nuisance

Amplified music is often played at events. Organisers are advised to make early contact with the councils Environmental Health Department to seek advice on all aspects of noise nuisance at their event. The Council, at the same time as wanting to promote events in the Burnley, has a duty of care under the Environmental Protection Act, to prevent noise nuisance. Please be aware that if you are planning on having PA systems, amplified music or any other form of 'noisy' activity, you must, as the Event Organiser, ensure that the level of noise is monitored and controlled. It is the event organiser's responsibility to limit the impact that their event has on the surrounding area and local residents.

Stewards

You will need to provide enough identifiable stewards to cater for the size and nature of the event. It is imperative that stewards are adequately briefed as to their roles and responsibilities and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager. Once the event commences you will need to ensure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification. All stewards should be properly trained and competent as they will need to be constantly

on the lookout for hazards, which could develop during the event. If stewards are controlling access to premises licensed for alcohol, they must be licensed by the Security Industry Authority. It is not the role of the Police to provide stewarding at events, nor to provide training to steward personnel. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems.

Specific training should be provided for basic first aid assistance and fire fighting. Stewards may require personal protective clothing such as high visibility hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required to allow meal breaks etc.

Crowd control

The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system. The preparation of a crowd management plan is an essential part of the event management plan and would normally be prepared by the person appointed to direct or manage security and/or crowd management and/or safety. While every plan is unique to a specific event the overall event management plan, which details transport plans, infrastructure and amenities, should focus on hazards and risks that might impact on those attending the event be they staff, contractors, or performers. In each case, the appropriate risk assessment should be included.

Provision for disabled people - Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event. You should consider not only normal access and egress but also emergency evacuation.

Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

On-site traffic

Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians (e.g. by using physical barriers). It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated. Guide pedestrians (e.g. signs, verbal) to designated access and exit points; ensure all exit points open outwards and make sure pedestrians routes have enough lighting to allow people to see where they are going, particularly at entrances and exits.

Off-site traffic

Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be considered (see highways / road closures)

Transportation

The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. You will also need to liaise with them if road closures or diversions are intended.

Contractors

All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

Performers

All performers should have their own insurances and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.

Utilities

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public.

Electrical Supplies, Installations 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 those to sound equipment, so as not to cause trip/other hazard,
- have generators and/or electrical equipment, including switchgear, barred to prevent unauthorised access and/or interference.

All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

Fire-fighting

Provide equipment throughout the site for putting out small fires. These may be fire extinguishers and fire blankets. Make sure that the 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 of parked vehicles to minimise the risk of vehicle fires spreading.

Toilets

Provide an adequate number and type of toilets for the number of people expected, including provision for people with disabilities. It is best to use toilets that are connected to mains services, but temporary units may have to be provided. Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event. Provide direction signs to indicate the location of the toilets and provide adequate lighting where necessary.

Stage 3 – Final preparations

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

Routes

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

Inspections

A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference.

Siting

Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.

Signage

Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.

Vehicles

Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

Structures

Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors has a record of this.

Contingency plans

Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue? This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

Clearing up

Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. At some events there could be discarded hypodermic needles which need to be disposed of safely. This will require specialist training and equipment.

Barriers

Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

Lighting

Check all lighting is working, including any emergency lighting.

Public information

Make sure the public address system is working and can be heard in all areas.

Briefing

Check that all stewards and staff have been fully briefed and understand their responsibilities.

Events on a Highway

The Police and Lancashire County Council do not generally support any event that takes place on a highway due to the inherent dangers to road users and the safety of the participants. 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 as the Highway Authority. They will carefully assess the implications of each proposal. You should note that only closures of minor roads or streets can generally be considered and there is usually a cost incurred in obtaining the correct the requisite orders. The police do not have the powers to close roads for pre-planned events. All temporary signage on the public highway has to meet the legal national standards and will require specific approval from the Highway Authority. Please see events on the highway guidance from Lancashire County Council.

Outdoor sites

You should ensure that:

- The site will be suitable in all weathers

- 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, and
- 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 or fencing.

Circus / Fairground / Fairground Rides /Inflatable's

If you wish to include amusements 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

If you are incorporating fun fair rides, inflatables, or a Circus then you must notify the ESAG 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 is unable to provide the relevant documents then the ESAG will have no option but to refuse your application to incorporate fun fair rides at your event.

Stage 4 – After the event

Site condition - after the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage, which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.

Accidents

If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An

Environmental issues

As the event organiser you must, at all times, have regard for environmental concerns.

This will include as a minimum:

- Taking account of whether 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.
- Provide an adequate number and type of toilets for the number of people expected, including provisions for people with disabilities. It is best to use toilets that are connected to the mains services, but temporary units may have to be provided.
- Arrange for the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event.
- Provide direction signs to indicate the location of the toilets and provide adequate lighting where necessary, particularly if the event continues into the evening.

One event can generate a lot of rubbish and you must 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. Further information can be obtained from the Green Spaces and Amenities team greenspaces@burnley.gov.uk.

Disabled Access

You must ensure that the needs of disabled and disadvantaged spectators and participants are considered during the planning arrangements. You should consider not only normal access and egress but also emergency evacuation of such people.

accident form should be completed and a copy sent to the landowner. A sample accident/incident reporting form is included in the pack. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.

Claims

Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident / incident form.

Additional Information:

- **Guidance on running events safely**
- **The purple guide**
- **A brief guide to controlling risks in the workplace**
- **Use of Contractors**
- **Fire Safety at open air events and concert venues**
- **Guide to organising a street party**
- **Working Together at Firework Displays (HSG 123)**
- **Giving your own Firework Display (HSG 124)**
- **HSE website**
- **Guide to Safety at Sport Grounds (Green Guide) I**
- **Department of National Heritage Code of Practice for Outdoor Events**
- **National Outdoor Events Association**
- **CIEH Outdoor Mobile Catering Guidance**

Leaflets

- Health and safety made simple. The basics for your business INDG449
- Health and safety on audio-visual production. Your legal duties INDG360
- Workplace transport safety INDG199
- Workplace transport checklist
- The Work at Height Regulations 2005 (as amended) INDG401
- Mobile towers CIS10
- Mobile elevated work platforms CIS58
- Working at heights in the broadcasting and entertainment industries ETIS6
- Electrical safety at places of entertainment GS50
- Electrical safety for entertainers INDG247
- Working safely near overhead power lines AIS8
- Zoonoses AIS2
- Managing work-related violence in licensed and retail premises INDG423
- Guidance for employers on welfare provision
- Workplace health, safety and welfare. A short guide for employers
- Small-scale use of LPG in cylinders CHIS5
- Theatrical and stage effects (including guidance on the planning and management of special effects)
- Smoke and vapour effects

Health and safety guidance

- Managing crowds safely
- Fairgrounds and amusement parks: Guidance on safe practice
- Health and safety in construction
- Safe use and handling of flammable liquids
- Avoiding danger from underground services
- Electricity at work: Safe working practices
- The radiation safety of lasers used for display purposes
- The safe use of vehicles on construction sites

Other publications

- Guide to safety at sports grounds (Green Guide) Sports Ground Safety Authority (SGSA)
- Good practice safety guide (Red Guide) Home Office
- Temporary demountable structures. Guidance on design, procurement and use (3rd edition) Institution of Structural Engineers
- Safe use and operation of marquees and temporary demountable fabric structures (Revised March 2011) Performance Textiles Association (MUTA)
- Civil Contingencies Act 2004 Cabinet Office
- Scottish guidance on preparing for emergencies
- Bomb threats National Counter Terrorism Security Office (NaCTSO)
- Noise Council Code of Practice on environmental noise at concerts 1995 Chartered Institute of Environmental Health ISBN 0 900103 51 5
- TG20:2008 Guide to good practice for scaffolding with tube and fittings National Access and Scaffolding Confederation (NASC)
- Preventing falls in scaffolding SG04:2010 National Access and Scaffolding Confederation (NASC)
- REACH Regulations (Registration, Evaluation, Authorisation and Restriction of Chemicals)

Useful contacts:

Licence/permit/consent/ advice needed	Tel. No/ extension No.	Form	Application/ Approval timescale, etc.
General Events Enquiries	Green Spaces and Amenities: 01282 477232 Towneley Hall: 01282 424213 Town Centre: 01282 425011 ext 3148/3329 Mechanics: 01282 664400	Yes	You should submit a completed application pack to the Council at least 8 weeks prior to the event to obtain the Council's authorisation. If your event will require licensing, you will normally be required to allow 3 months to obtain the license.
Health & Safety Enquiries	Strategic Health and Safety Consultant: 01282 477288 Environmental Health: 01282 477247	No	None
Noise Complaints	Environmental Protection: 01282 425011 ext. 3281	No	None
Food Enquiries	Food Safety Team: 01282 425011	Yes	2 weeks prior to event
Street Trader Consent	01282 477283	Yes	2-8 weeks depending on complexity may be longer.
Car boots / street fairs	01282 477188		
Temporary Events License / Premises License / Licensing Officer	01282 477283	Yes	Temporary events license – at least 10 days before the event. Only the police may object (on grounds of crime/disorder) and may do so within 48 hours. Premises License – 28 days for objections and further 28 days in which to hold hearing
Community-based General/ Fireworks/ bonfire applications	Fire & Rescue Service: 0800 169 1125	Yes	Applications take 10-14 days. Consultation takes place if 'concerned'
Emergency Planning	Lancashire County Council: 01772 537909	No	
Highway Closures, Diversions, Public right of way	Lancashire County Council: 0300 123 6780	Yes	There is a cost attached to these! They may take up to 3 months to complete and are subject to appeal etc.
Police	0845 125 3545		
Fire & Rescue Service	01282 429452		

Appendix 1 – Risk Assessment:

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments and a form to records your findings has also been provided.

Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm, only note hazards, which could result in significant harm. The following should be taken into account:

- Type of event and the attractions (see Application form section 2)
- Potential major incidents
- Site hazards including car parks, slipping, tripping or falling hazards etc
- Attendees such as children, elderly persons and the disabled
- Hazards relating to fire risks or fire evacuation procedures
- Any chemicals or substances hazardous to health eg dust or fumes
- Moving parts of machinery
- Provision for the emergency services
- Electrical safety eg use of portable electrical appliances
- Manual handling activities
- High noise levels
- Poor lighting, heating, ventilation
- Any possible risk from specific demonstrations or activities
- Crowd intensity and pinch points consider crowd control, capacity, access, egress and stewarding

This list is by no means exhaustive and care should be taken to identify and other hazards associated with the activities at the event.

Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Children and elderly persons
- Potential trespassers
- Expectant mothers
- Local residents

Assessing the risk

The extent of the risk arising from the hazards must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

Any information, instruction and training regarding the event and the activities involved

Compliance with legislative standards, codes of good practice and British Standards

Whether or not the existing controls have reduced the risk as far as is reasonably practicable

Further action necessary to control the risk

Classify risks into high, medium, low. Examples of risks falling into these categories are as follows:

- **High** An unsecured inflatable being used in adverse weather conditions
- **Medium** A display of animals in a roped off arena
- **Low** A mime artist performing amongst the crowd

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level.

Consider the following:

- Removal of the hazard
- Preventing access to the hazard eg by guarding dangerous parts of machinery
- Implement procedures to reduce exposure to the hazard
- The use of personal protective equipment
- Find a substitute for that activity / machine etc

Record the risk assessment findings

Attached is an example risk assessment form on which to record all significant hazards, the things that are in place to control them and any action required to control them. Keep this for future reference or use.

The risk assessment will need to be revised and updated if the nature of the risks change during the planning of the event.

Any significant risks should be provided to all those affected regarding the nature of the risk and the control measures implemented.

Events risk assessment form

[DOWNLOAD](#)

Appendix 2 - Assessing Maximum Safe Occupancy Figures

The Licensing Act 2003 identifies four key objectives, one of which is Public Safety. **BY VIRTUE OF THIS OBJECTIVE, IN A LICENSED PREMISE, IT IS IMPERATIVE THAT THE FIRE RISK ASSESSMENT CLEARLY IDENTIFIES A MAXIMUM SAFE OCCUPANCY FIGURE (INCLUDING STAFF).** Procedures must be put in place to ensure the maximum safe occupancy is not exceeded and evidence should be available to show that staff have received relevant training in respect of such procedures. In certain circumstances it may be necessary to identify occupancy figures for specific areas eg a mezzanine floor. Calculating maximum safe occupancy figures may not always be a straightforward process depending on the size and layout of the premise concerned.

This document provides guidance on the basic principles involved; however, as this matter is vital to the safe operation of a licensed premise **IF ANY DOUBT EXISTS OVER THE ACCURACY OF SUCH CALCULATIONS, A SUITABLY QUALIFIED FIRE SAFETY EXPERT SHOULD BE CONTACTED.** If the Fire Authority audit your risk assessment and do not agree with the maximum safe occupancy figure identified, enforcement action under the provisions of the Workplace Fire Precautions Legislation may be brought alongside a

request to review the status of the licence to the Licensing Authority.

If your premises has previously been issued with a Public Entertainment Licence it may be advisable to use the occupancy figures specified as a condition of that licence unless you are planning to make alterations to the premises (and the fire risk assessment) and can adequately justify any increase.

When calculating maximum safe occupancy figures consideration must be given to the following:

- The usable floor space (and how this floor space is used eg. seating, dancing etc)
- The location of designated fire exits
- The width of designated fire exits (and routes leading to and from them)
- The expected evacuation time (determined from the forgoing sections)
- The need to always discount the largest exit/s from the final calculation (as it has to be assumed that the fire may block these exits)

Usable Floor Space

Consideration should be given to how the floor space is used.

Use of room	Occupant load factor
Area for standing	0.3 m ² pp
Amusement Arcade, assembly hall, bingo hall, dance hall, venue for pop concert queuing area	0.5 m ² pp
Bar	0.3 to 0.5* m ² pp
Bowling alley, snooker room	9.3 m ² pp
Conference room, dining room, restaurant	1.0 to 1.5* m ² pp

* Depending on the amount of seating and tables provided

* For guidance on seating layouts in theatres, cinemas and at sporting events the documents listed at the on page 1 should be referenced

The capacity of your premises can be easily determined by measuring your usable floor area (excluding toilets etc) and dividing that by the appropriate floor space indicated above (it is sometimes necessary to use different occupant load factors for different parts of the SAME room). e.g.150 square metres divided by 0.3 (busy public house with no seating) = potential capacity of 500 people.

This above calculation gives an indication of the potential occupancy. It is more important to ensure that sufficient fire exits are provided to safely allow all the occupants to escape within the two and a half-minute period (for normal fire risk areas)

Location Of Designated Fire Exits

Designated fire exits should be as widely spaced as possible so as to allow occupants to turn their backs on the fire and to proceed in the opposite direction to a place of safety. Exits from the premise should lead via distinct and separate routes, a number of exits which

discharge into a common area cannot be regarded as alternative to each other. In all but the smallest licensed premises (small take-away or off-licence) a minimum of two well-spaced exits are normally required.

The Width Of Designated Exits

The width of an escape route determines the number of people that can safely be expected to use it. Each designated exit should be assessed based on the following guidance (Alternative guidance exists in The Building Regulations 2000, Approved Document B: Fire Safety)

Exit Capacity - number of people (based on evacuation time of 2.5mins at a flow rate of 40 people per minute)			Maximum number for one exit (4 units=1950mm+)
Per unit of exit width			
1 unit (525mm)	2 units (1050mm)	3 units (1500mm)	
100	200	300	400

The normal minimum width of a single exit door should not be less than 750mm. Revolving doors should not be considered in the calculation of available exit widths.

Fire exit doors should normally open in the direction of escape unless they are to be used by less than 60 people.

It should be noted that exit doors which may be utilised by wheelchair users require a minimum width of not less than 900mm

The Need To Discount At Least One Designated Fire Exit

When an assessment of exit capacity for each individual designated exit has been undertaken, it would appear that the final maximum occupancy figure should be obtained by adding together these totals. THIS WOULD NOT PROVIDE AN ACCURATE SAFE OCCUPANCY FIGURE, AS IT DOES NOT ALLOW FOR THE FACT THAT ONE (OR MORE) EXITS

MAY BE UNAVAILABLE FOR USE DUE TO THE LOCATION OF THE FIRE. Therefore it is essential that, prior to calculating the total figure, the number of people expected to use the largest exit (and any exits in close proximity) be discounted from the final total.

Example 1

For a normal risk building with 3 WELL SEPARATED* designated fire exits:

Capacity of Door A (750mm)	= 100 people
Capacity of Door B (1050mm)	= 200 people
Capacity of Door C (2200mm)	= 400 people

(EXIT A and D EXCLUDED FROM CALCULATION)

Total Maximum Safe Occupancy Figure = A (100) + B (200)

TOTAL = 300

Example 2

For a Class B building with 4 designated fire exits (but Door A and Door D are not well separated*):

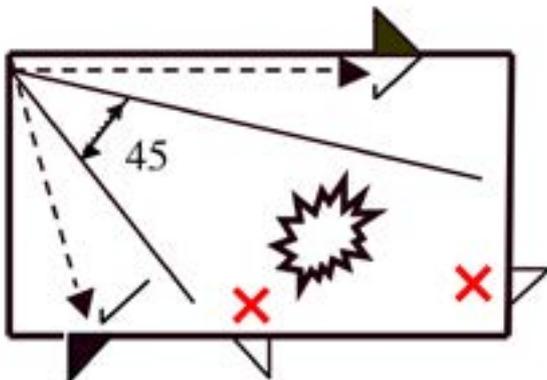
Capacity of Door A (750mm)	= 100 people
Capacity of Door B (1050mm)	= 200 people
Capacity of Door C (1500mm)	= 300 people
Capacity of Door D (2200mm)	= 400 people

(EXIT A and D EXCLUDED FROM CALCULATION)

Total Maximum Safe Occupancy Figure = B (200) + C (300)

TOTAL = 500

* WELL SEPARATED: Fire exit separation is generally defined by the 45-degree rule. If from any point in a room, two exits cannot be included within a 45-degree angle, then they may be viewed as being well separated. The following diagram illustrates well-separated exits:



KEY

- ✓ Acceptable exit outside 45°
- ✗ Exits within 45° of each other classed as one exit
- ☀ Fire

The overriding factor when determining a maximum safe occupancy figure is the capacity of the designated fire exits, regardless of the floor area available. Therefore, as a general principle, it is advisable to ensure the exit capacity matches the potential occupancy based on the floor space available. If it is not possible to achieve this (i.e. the floor capacity will accommodate a greater number of people than the exits will safely allow to escape within the designated time limit) then; IT IS ESSENTIAL THAT OCCUPANT NUMBERS ARE MANAGED TO THE SAFE CAPACITY DICTATED BY THE EXIT WIDTH CALCULATION