

Section 1

Event Application Form

This form must be submitted 8 weeks prior to the event

Section 1

Name of event

Event location

Event date

Type of event

Opening time of event Closing time of event

Setting up time Dismantling time

Approximate attendance

Name and address of organiser.....

.....

.....Postcode

Telephone number - Home Work

Mobile number Email address.....

Contact number for public enquiries about your event

You are requested to notify the Police and other appropriate Emergency Services (events cannot be confirmed without this information)

Please indicate name & telephone number of contact made

Police.....

First

Aid.....

Fire.....

Other.....

Copies of public liability insurance cover must be submitted with this application.

Official use only	
Event Reference	Date
.....	



Environment & Development Services

Do you propose to use any of the following? (please circle)

Yes No

Live entertainment..... Y N

Alcohol Y N

Music Y N

Punch & Judy show Y N

If you answer yes to any of the above see note 1 overleaf.

Fairground equipment Y N

Fireworks Y N

Inflatables (e.g. bouncy castles)..... Y N

If you answer yes to any of the above see note 2 overleaf.

Market stalls (see section) Y N

If you answer yes to the above see note 3 overleaf.

Carnival/procession Y N

On-site communications Y N

Motor vehicles Y N

Marquees Y N

Portable generator Y N

Barriers/fencing Y N

Staging Y N

Stewarding/security Y N

P.A. System Y N

Toilets Y N

Admission charge	Y	N
Please state		
Food/drink concessions	Y	N
Bonfire	Y	N
Balloon Launch/hot air balloon	Y	N
Car parking	Y	N

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 the vehicles.

.....

If permission is granted for the event, I hereby agree to comply with any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

Signed

Position

Date

Please forward this completed form, together with the following supporting documentation

- Section 1 – Event Application Form
- Site Plan
- Copy of Risk Assessment
- Event Organiser’s Insurance Details
- Individual Participant’s Insurance Details

Send all information to:

**Events Manager
Events & Promotions Service
40 Bridgegate
Rotherham
S60 1PQ**

NOTE 1
Licensing Act 2003

If you will be having one of the following activities at your event you will require a licence, certificate or authorisation under the Licensing Act 2003:

The sale of alcohol

Regulated Entertainment

The descriptions of regulated entertainment are:

- (a) A performance of a play (including a rehearsal)
- (b) An exhibition of a film
- (c) An indoor sporting event
- (d) A boxing or wrestling entertainment
- (e) A performance of live music
- (f) Any playing of recorded music
- (g) A performance of dance, or
- (h) Entertainment of a similar description to (e), (f) or (g)

For more information and advice on the licence you will need to contact Rotherham Borough Council's Licensing Department 01709 823153.

It is illegal to hold an event including any of the above entertainment without a licence.

NOTE 2

To hold an event on Council land the Event Organiser will need to have in place £5 million public liability insurance.

Additionally each of the following activities will require their own separate £5 million public liability insurance and risk assessments.

- Fairground Equipment
- Fireworks
- Inflatables (e.g. bouncy castles)

NOTE 3

If you are planning on holding a market/car boot sale at the event, you must contact the Markets Department for permission 01709 336957.

NOTE 4

"These documents are provided to the Council to show that relevant insurance is in place, and that a relevant Risk Assessment has been carried out. By granting permission for the event the Council does not make any representation as to the suitability, sufficiency or otherwise of such Insurance or Risk Assessment. You should seek advice from a competent person to confirm the suitability of the Risk Assessment."

Section 2

Event risk assessment guidance note and form

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. A form to record your findings has also been provided. **Please enclose a copy with your application form.**

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.

- Any slipping, tripping or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures (see below for further details*).
- Any chemicals or other substances hazardous to health e.g. dust or fumes.
- Any vehicles on site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity and pinch points.

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

***The Regulatory Reform (Fire Safety) Order 2005** replaces previous fire safety legislation. Tents, marquees and outdoor events are all affected by this new piece of legislation. You must carry out a detailed fire risk assessment as part of the overall risk assessment for your event. Further details and information can be obtained from www.communities.gov.uk "Fire Safety Risk Assessment – open air events and venues".

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 public, local residents, disabled persons, expectant mothers, children and elderly persons.

Areas to consider

The following are examples of areas to consider:

- Type of event.
- Potential major incidents.
- Site hazards including car parks.
- Types of attendees such as children, elderly persons, disabled and minority communities.
- Crowd control, capacity, access and egress and stewarding.

- Fire, security and cash collection.

Assessing the risk

The extent of the risk arising from the hazards identified 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 and low. Examples of risks falling into these categories are as follows

High	An unsecured inflatable being used in adverse weather conditions by young children.
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. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following.

- Removal of the hazard.
- Preventing access to the hazard e.g. 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.

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and action to control them. Keep this for future reference or use. If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ. Tel: 01787 881165.

Event risk assessment form

Event:

Date:

Venue:

Organiser:

Hazards identified	People at risk	Risk Estimate High, Medium or Low	Measures to control the risk	Action to be taken by	Date completed

Name of assessor:

Date:

Section 3

Terms and Conditions for use of parks, open spaces, highways, car parks

1 Payment

- 1.1 Payment of all fees and charges must be made in full six weeks prior to the event. If payment is not received the Council shall have the right to cancel the booking immediately.
- 1.2 The Hirer will be liable for the full cost of the provision of any services (where available) by the Council, e.g. electricity, water, marking of pitches etc over and above the hire charge for the event.

2 Refusal of Booking and Cancellation

- 2.1 The Council reserves the right to refuse any application for the hiring of a Venue without being required to give any reason for such refusal.
- 2.2 The Council reserves the right to withdraw permission to use the Venue. However, the Council will repay any deposits paid on cancelling a hiring but shall be under no liability for expense incurred or loss sustained by the Hirer as a result of the cancellation.
- 2.3 Cancellation by the Hirer of a booking must be in writing and the effective date will be the receipt of such information by the Council. On cancellation of the booking the Hirer shall be liable to the Council for the whole of the hire charge together with any additional expenses incurred by the Council, subject to the discretionary power of the Council's authorised representative.
- 2.4 Substitution and amendments of the nature of the booking must be notified in writing. The Council reserves the right either to cancel the booking or amend the hire fee as it considers appropriate. In the event of such cancellation, the Hirer shall be liable as stated in Clause 2.3 above.
- 2.5 The Council accepts no responsibility for the non-arrival by the Due Date of application forms, remittances or cancellations.

3 Emergencies

The Council shall have the right to cancel any booking forthwith in the event that the Venue is affected by an emergency of any kind. The Council will consider refunding part or all of any fees and charges paid and the amount shall be at the Council's sole discretion.

4 Use of the Venue

- 4.1 The Hirer shall keep the Venue clean and tidy and shall ensure that the Venue is regularly litter picked during the event. The Hirer shall further ensure that the Council's obligations under the Environmental Protection Act 1990 – Code of Practice on Litter and Refuse are discharged.

- 4.2 All litter and refuse generated by the Event shall be removed from the Venue by the Hirer. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any council skip/litter bins etc. for disposal.
- 4.3 The Hirer must at all times take good care of the Venue and will be responsible for the full costs of any damage to the Venue or any part of it or any equipment or other property of the Council whether forming part of the hire or not.
- 4.4 The property of the Hirer and the Hirer's agents must be removed at the end of the period of hire or by a time and date to be agreed by the Council. The Council accepts no responsibility for any property left on the Venue before, during or after the hire period.
- 4.5 If the Hirer fails to perform any of its obligations set out in Clauses 4.1, 4.2, 4.3 and 4.4 above the Council reserves the right to perform any such obligations and any costs incurred by the Council in the performance of such obligations shall be borne by the Hirer.
- 4.6 The Hirer is responsible for the administration, organisation and running of the Event and for having sufficient stewards and officials to fulfill these Conditions.
- 4.7 The Hirer is responsible for the supervision and control of Event participants, officials, visitors and spectators.
- 4.8 The Hirer shall not be permitted to remove or obscure Council notices or placards displayed on the Venue without the prior written consent of the Council.
- 4.9 Where it has been necessary to make a road closure order the Hirer shall ensure that the road closure equipment provided by the Council is not moved and shall maintain the integrity of the closure.
- 4.10 The Hirer shall not interfere with or attach anything to any item of street furniture or parks furniture.
- 4.11 The Hirer shall not excavate or drill pinning holes into the Venue except with the prior written consent of the Council.
- 4.12 The Hirer shall ensure that any unwanted liquids are removed from the Venue and not disposed of into the sewage system or on the Venue.
- 4.13 The Hirer shall ensure that no vehicles are parked or driven across any public footpath located within the Venue.
- 4.14 The Hirer shall ensure that pedestrians are allowed unrestricted access along any public footpath located within the Venue.
- 4.15 The Hirer shall not interfere with or make any alteration to the layout or arrangement of the Venue without the prior written consent of the Council.
- 4.16 Where the Council has agreed that the Venue shall be used for a fun fair then the Hirer shall supply full details of all side shows and rides prior to the due date and shall comply with and ensure that the operators of the rides comply with the guidance given in the publication *Fairgrounds and Amusement Parks – Guidance on Safe Practice* published by the Health and Safety Executive, and all other statutory requirements.

- 4.17 The Hirer shall ensure that no noise nuisance shall be caused to occupiers of properties surrounding the Venue or users of the immediate surrounding area of the Venue.
- 4.18 The event must cease at the time agreed by the Council and all clearing up operations must be completed forthwith.
- 4.19 The Council reserve the right to require the Hirer to provide at his own expense temporary sanitary accommodation at such a level as deemed reasonable by the Council.
- 4.20 The Hirer must ensure that all users of the venue have unrestricted access to the permanent public toilet facilities if applicable.
- 4.21 The Hirer will not permit the operation or release of any high flying object without the prior written consent of the Council, the Civil Aviation Authority and the South Yorkshire Police.
- 4.22 It is the responsibility of the Hirer to liaise with the Council and the South Yorkshire Police regarding the impact the Event may have on traffic arrangements in the vicinity of the Venue. The Hirer will agree to comply with any requirements of the Council and South Yorkshire Police regarding traffic management.
- 4.23 The Hirer agrees that where the Venue is to be used in the dark then he will provide appropriate lighting to cover all areas to which the public are admitted or have access.
- 4.24 The Hirer shall not bring into the Venue any article of an inflammable or explosive character or that produces an offensive smell, or CFC or any oil, electrical, gas or other apparatus without the written approval of the Council.
- 4.25 The Hirer shall obtain approval from the Council for the use of generators at the Event. If such approval shall be granted the Hirer must ensure that any generators permitted at the event are operated in a safe manner and are segregated from the public or are protected by suitable covers or barrier, so as to prevent access by members of the public.
- 4.26 The Hirer shall not bring, place or erect any sign furniture, fitting or structure nor place or fix any additional or decorative lighting in or on any parts of the Venue without the prior written consent of the Council.
- 4.27 The use of any public address system at the Event must be first agreed in writing by the Council and must be operated so as not to cause a noise nuisance in breach of clause 4.17. Any necessary licences must be obtained by the Hirer.
- 4.28 The Hirer shall repay to the Council on demand the cost, as certified by the Council, of reinstating, repairing or replacing or cleansing any part of or property in the Venue if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire if related to or by reason of the hiring. The Council's valuation of any damage/loss is final.

5 Right of Entry

- 5.1 Authorised Council officers or Members shall be permitted entry to the Venue at all times during the period of hire.
- 5.2 The Council reserves the right to refuse admission to or evict any person from the Venue.
- 5.3 The Council reserves the right to fix a maximum limit for the number of persons attending the Event.

6 Assignment

The booking shall be personal to the Hirer and the right to use the Venue shall not be sublet, assigned or otherwise transferred; the Hirer shall not assign the benefit or burden of any part of the Agreement, or sublet or subcontract any part of the facility without the prior written consent of the Council.

7 Prohibition

The Hirer shall not stage or engage in any activities that might be deemed to be ancillary to the main purpose of the booking, e.g. catering, stalls, raffles and any other fund raising/income earning activities without the prior written consent of the Council.

8 Broadcasting and Television

The Hirer may not carry out or allow or permit to be carried out any photography, filming, video recording, taping, television or radio broadcasts or any other recording of any kind of the Event during the period of hire without the prior written consent of the Council. If such consent is given, the Council reserves the right to be a party to any negotiations and the terms and conditions of any agreements reached and to share any income and publicity derived therefrom.

9 Advertisements

- 9.1 No advertising material may be issued nor tickets sold until such time as a binding agreement to hire has been made on payment of the hire charge [and issue of a hiring permit.]
- 9.2 Any contravention of the Town and Country Planning (Control of Advertisements) Regulations 1992 or any amendments or variation thereto may be deemed a reason for the cancellation of a hiring or series of hiring. If there shall be any contravention of these requirements, howsoever, wheresoever and by whomsoever caused, permitted or made then the Hirer shall reimburse or refund to the Council the cost of removing any such unauthorised or illicit advertisements or advertising material.

10 Fly Posting

- 10.1 No advertising material is to be displayed anywhere on the Venue or elsewhere in the town unless it conforms to the permitted displays authorised by the Town and Country Planning (Control of Advertisement) Regulations 1992.
- 10.2 A deposit may be required as a security against the occurrence of fly posting which must be received at least 28 days prior to the Event. The deposit will be forfeited either in whole or in part depending on the extent to which the anti-fly posting provisions are complied with.

11 Permits and Licences

- 11.1 The Hirer shall ensure that any license, permit or other consent which may be required is obtained, whether from the Council or otherwise, before the Event may take place and shall, where requested, produce to the Council on demand copies of such license, permit or consent. If any such license, permit or consent has not been obtained, the Council reserves the right to cancel the booking forthwith.

- 11.2 When promoting the Event, the Hirer will be responsible for exhibiting all necessary permits during the Event.
- 11.3 Nothing shall be done by the Hirer that shall or may contravene the terms and conditions of any license (e.g. Premises License, Temporary Event Notice), permit and/or licences or consent issued in respect of the Venue.

12 Health and Safety

The Hirer agrees to undertake a risk assessment for the event and is to ensure that all participants and contractors comply with all relevant health and safety legislation or any other guidelines, relevant thereto at all times during the event and while preparing and clearing the Venue for the event.

13 Indemnity and Insurance

- 13.1 The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the Venue.
- 13.2 The Hirer is responsible for all safety aspects of the Venue prior to, during or subsequent to the Event and must accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person(s) in the Venue.
- 13.3 Hirer agrees to indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.
- 13.4 The Hirer agrees to take out Public Liability Insurance Cover or Third Party Risks [including products liability where appropriate] for a minimum of £5 million (five million pounds) and produce evidence of such insurance.
- 13.5 The Hirer will be required to produce evidence of the existence of Public Liability Insurance at such level as required by the Council in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has instructed or authorised to appear at the event.
- 13.6 Failure to provide proof of insurance cover as required under clauses 13.4 and 13.5 prior to the Due Date will lead to cancellation of the Event.

14 Catering

All catering and licensing arrangements must be made through the Council and no Hirer may undertake their own catering in the Venue except with the prior written consent of the Council.

Should the Council give consent all caterers at the event must comply fully with the requirements of the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 and any amendments thereto and comply with all instructions given by the Environmental Health Officer.

15 Traders

No commercial traders will be permitted to trade at the Event [without the prior written consent of the Council].

16 Collections or Lotteries

No collections, games of chance, sweepstakes, lotteries or betting of any kind may be conducted at the Venue without the prior written consent of the Council.

17 Property not Removed

The Council may remove and store any property that is left by the Hirer in or upon the Venue after the period of hire. The Hirer shall repay to the Council on demand the costs of such removal and storage. The Council shall not be held responsible for any damage to or theft of property by or during its removal or storage. The Council is entitled to remove and sell in such a manner as they think fit any property left at the Venue as a result of the hiring not claimed within 28 days. The proceeds of sale of which shall be the Council's.

18 Variations to Agreement

The Council reserves the right to vary the conditions of the agreement between the Council and the Hirer at any time on 7 days notice. Any variations so made shall be deemed to be incorporated in these Conditions. The Hirer may, within 7 days of receipt of such notice, terminate this agreement.

Section 4

Event Advice and Information

Introduction

This guidance pack has been designed to provide information to organisations wishing to arrange an event at a Council owned venue. The forms contained within the pack can be used for all events regardless of size, however some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple car boot sale, to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

Should you consider that more information is required there are many national associations and clubs who may be able to offer advice on specific types of event.

Risk assessment

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form is provided with this pack. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ. Tel: 01787 881165.

Stage 1 - Pre-planning

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

- **Permission.** The organisers must seek permission from the land owner in order for the event to take place.
- **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, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.
- **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.
- **Who.** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly, disabled or minority communities? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
- **What.** Decide on the type of activities to be held. Will there be any specific hazards such as animals or watersports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.
- **Specialist equipment.** Will the activities require the use of any specialist equipment such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person.
- **Code of practice.** For larger events there will be a need to comply with guidance particularly the Code of Practice for Outdoor Events published by the National Outdoor Events Association Tel: 0208 6998121, which gives advice on structures, marquees, tents and electrical matters. The HSE Guide to Safety at Events is also a very useful reference document.
- **Welfare arrangements.** The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the Code of Practice for Outdoor Events referred to above. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.
- **Insurance.** All events will require public liability insurance. All contractors and performers will also need their own public liability cover with a £5 million 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.

- **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. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.
- **Event plan.** This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Stage 2 - Organising the event

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up-to-date.

- **Establish a committee.** Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the council, the local police force and other emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards.
- **Liaison.** Contact the local police, fire brigade, ambulance and first aid providers. Tell them about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the council and/or the relevant organisations.
- **Site plan.** Draw out a site plan 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.
- **Emergency plan.** A formal plan should be established to deal with any emergency situations, which may arise during the event. 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. You may have to liaise with the emergency services, local hospitals and the council's emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. Organisers of larger events may wish to contact the council for further information.
- **Temporary structures.** Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. 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. In some cases, barriers will need to have specified safety loadings dependent upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.
- **Catering.** Ensure any caterers have been licensed by their local authority and that they will 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. Ask to see caterers' food hygiene certification. You may wish to use only caterers who are

members of the Mobile Outside Caterers Association. You should obtain a list of their menu and charges to ensure their prices are reasonable.

- **Stewards.** Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

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. 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 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.

- **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.
- **Numbers attending.** The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors.
- **Provision for the disabled.** Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.
- **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. 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.
- **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 discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the highway authority.
- **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.
- **Facilities and utilities.** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. 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.

Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

- **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.
- **Risk assessments.** Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified 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 checklist is provided as an example. 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 as a record of this.
- **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.
- **Stewards.** Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.
- **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.

New Legislation 2007

From 1st July 2007 Smoke-free legislation will come into force. As an event organiser you will need to ensure that your event complies with the requirements of the legislation where necessary, or that any other people with responsibilities under the requirements of the legislation ensure they comply.

Smoke-free premises

Premises will be considered smoke-free if they are:

- used as a place of work by more than 1 person (even if they work there at different times, or only occasionally); or
- are premises open to members of the public; and

- in either case are “enclosed” or “substantially enclosed”

Work includes voluntary work. Premises are open to the public if the public has access to them, whether by invitation or not, and whether on payment or not.

The words “enclosed” and “substantially enclosed” are defined in Regulations.

In effect if the premises have a roof (including movable structures such as awnings) then for smoking to be **allowed** in them they must have **more than 50%** of the total wall area **open**.

Openings such as doors, windows and tent sides which can be open or shut or, rolled up or down are considered as closed for the purpose of working out the area.

This means that tents, marquees and similar constructions will be classified as enclosed premises if they fall within the definitions.

Signage

All premises that are required to be smoke-free will be required to display, in a prominent position, the prescribed no-smoking sign at each entrance for use by people. Signs can be downloaded free of charge at www.smokefreeengland.co.uk or www.smokefreerootherham.co.uk

Responsibility for complying

For failing to prevent smoking in a smoke-free place – any person who controls or is concerned in the management of smoke-free premises

For No-smoking signs – any person who occupies or is concerned in the management of smoke-free premises

Further Information

For further information on the requirements of the smoke-free legislation you can contact the Council's Neighbourhood Standards on 01709 823161/4.

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 accident form should be completed and a copy sent to the landowner. A sample accident 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 form.

Accident report form

Event name

Event reference number

Event date

This form is only to be completed by the event organiser or their representative and not by the person suffering the loss or injury.

Injured person

Surname Forenames

Address

..... Post code

Telephone number Date of birth

Employee Volunteer Exhibitor Contractor

Member of the public Other

Date and time of accident

Date and time reported

Person reported to

Details in accident book? Tick box Yes No

Details of injury (specify left or right side), and/or loss or damage

.....

Details of action taken

.....
.....
.....

Assisted by event representative (please give name).....

First-aid administered (please give name).....

Please tick relevant boxes

Ambulance called Yes No Taken to hospital Yes No

Name and address of hospital attended.....

Taken home Yes No

Circumstances of accident and location

.....
.....
.....
.....
.....
.....

Name and address of witnesses

.....
.....
.....
.....

Person completing this form:

Name.....

Address.....

Post code.....

Telephone number.....

Signature.....