

Guide for Event Organisers

Blaenau Gwent County Borough
Council
Event Safety Advisory Group



Introduction

As an event organiser you are responsible for the health, safety and welfare of people attending your event, as well as that of employees, contractors and subcontractors working at the event. Blaenau Gwent's Event Safety Advisory Group (ESAG) has been set up to give support and advice to organisers of all types of public events, to help ensure that the event is a safe and fun one.

The group consists of representatives from the Police, Fire, Ambulance and Local Authority (including Environmental Health, Licensing, Highways, building control, health and safety and Civil Contingencies). The role of the group is to offer guidance and advice. All liability and responsibility will be with the event organiser. If you are in any doubt as to your legal responsibilities or potential liabilities you should seek legal advice.

You can contact the group via email at Emergency.Planning@blaenau-gwent.gov.uk. Alternatively, you can phone Steph Summers on 01495 355081 or email her at Steph.Summers@blaenau-gwent.gov.uk.

Initially, you can simply complete the event form for the Event Safety Advisory Group. (Please see page 33)

If you submit an event form, this will be discussed by the group. Normally we will make note of your plans and where necessary ask for further information. You may be invited to a meeting of the group to discuss your event plan in more detail.

You should give the Safety Advisory Group as much notice as possible, however as a minimum, you should allow 12 weeks prior the event. Our meetings are held on a monthly basis but members are available to discuss plans outside these times. Contact details can be found at the end of this document.

The information contained in this booklet is designed to assist with the safe planning of a wide range of events. It is likely that additional guidance will be required for specialist events and larger scale activities. It is not exhaustive, nor is it to be used as a substitute for existing technical guidance documents, but should be read in conjunction with them. Safety checklists are included which should help to point you in the right direction.

We wish you luck with your event, and look forward to hearing from you.

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Please remember that the Local Authority Event Safety Advisory Group is in place not to stop events taking place to ensure that events do take place safely, for the benefit of the community and with little affect on the day-to-day business of the area.

Where do I start?

In order to assess the risk presented by your event and therefore determine the level of assistance that can be offered, it is important that you consider the following as early as possible in the planning process:

- The named organiser of the event and their contact details.
- Where the event is to be held - Make sure the venue you have chosen is suitable for the proposed event. Don't 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 any existing hazards on the site such as water hazards, overhead power lines etc. Are emergency routes adequate? Will it take place on the highway?
- The date and the timing of the event - 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. Consider a letter drop as a courtesy to neighboring residents.
- The type of event you are planning - Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event and whether an entrance fee will be charged.
- How many people are expected - Identify the aims of the event. 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. Will the event be open to the general public or will tickets be sold?
- Details of any specialised equipment - Will the activities require the use of any specialist equipment such as fairground rides or bouncy castles? If so, does this equipment pose any specific hazards? Will a particular activity require barriers? Some equipment may need to be set up or operated by qualified or competent contractors.
- Will any licensable activities be taking place, such as sale of alcohol, performance of dance, live or recorded music or late night refreshment?
- Has the event been held previously, in Blaenau Gwent or elsewhere? Could something have been done better last time the event was held?
- Should a tabletop exercise be carried out with SAG members so that suggested improvements can be incorporated into the event plan?

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 local authority and the 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. This committee should be in operation prior, during and immediately after the event.

Licensing

Alcohol and entertainment

If you are organising an event, which involves one or more of the following activities, it is likely that you will need a Temporary Event Notice (TEN):-

- Sale by retail of alcohol
- Supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- Provision of late night refreshment (hot food/drink between 11pm and 5am)
- Provision of regulated entertainment (plays, films, live or recorded music, dance, etc)

A TEN can authorise licensable activities at any premises, which can include open spaces and temporary structures as well as buildings or parts of buildings.

A person who holds a personal licence can submit 50 TENs per calendar year (including 5 late TENs) and a non-personal licence holder may submit 5 TENs per calendar year (including 2 late TENs). Only 12 TENs are permitted at a particular premises in a calendar year. The length of each TEN cannot exceed 168 hours and the maximum duration of TENs per calendar year cannot exceed 21 days. The maximum number of people, including performers, at each TEN cannot exceed 499.

A fee of £21 is payable to the Council for each TEN. The TEN and fee must be served on the Council and a copy of the notice must be served on the Police and Environmental Health, no later than 10 working days before the event takes place.

A TEN is not an authorisation; it is a notification that a person is planning to use particular premises for a licensable activity. The Police and Environmental Health can object to the event taking place in relation to any of the four licensing objectives.

If you plan to hold more than 12 events a year at one particular premises, you may wish to apply for a premises licence, which can be issued for either a specified or indefinite period. Certain premises, events and activities, such as churches, religious meetings, garden fetes, background/incidental music, consumption of alcohol etc, are exempt from licensing.

Charitable collections and sale of raffle tickets ('lotteries')

Charitable collections:

If you wish to collect money or property during the event for a charitable, benevolent or philanthropic cause, you may need to apply for a street collection permit or a house to house collection licence from the Licensing Team. However, only one street collection is allowed in an area at any one time, therefore, as soon as your event date has been finalised, you need to contact the Licensing Team as soon as possible to allow the date for the collection to be allocated to you or your organisation. There is no restriction on house to house collections. In addition, there is no fee payable for either licence or permit.

If you wish to hold a sponsored event where no money is being collected on the day, then no licence or permit is normally required. However, you may wish to contact the emergency services or Council departments depending on the nature of the sponsored event, eg. a 'bed push' along a main road may require permission from the Council's Highway's department.

Lotteries:

If you are planning to sell tickets in advance of your event, then you need to apply for small society lottery registration form the Council, which currently costs £40. Printed tickets must be used and there are limits on proceeds of the ticket sales, prizes, etc. However, if your 'raffle' tickets are sold on the same day as the draw, then no registration is required and cloakroom tickets may be used.

For further information on any of the above issues, please contact the Licensing Team on 01495 355961. Alternatively you can email on licensing@bleanau-gwent.gov.uk. All relevant application forms are available on the Council's website at www.blaenau-gwent.gov.uk

Insurance

If you are organising an event it is advisable to have insurance. The extent to which you will need to have it will depend upon its size and nature. If you are employing staff at your event, you will be required to hold employer liability insurance. If you are organising a public event you will need to have public liability insurance. You will need to ensure that the policy is sufficient to cover the type of event being planned. For large events a minimum of £5 million cover is recommended. It is also advisable to insure against cancellation and bad weather.

If you are employing outside contractors you will need to check their insurance cover too. You will also need to check the health and safety policy statements of any contractor (by law they must have one if they employ over five people), their risk assessments and systems of work and method statements. If you have any queries then please contact the insurance section on 01495 355151

Risk Assessment

Carrying out a detailed risk assessment should go a long way to ensuring the health and safety of all persons present. 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. If there are five or more employees, then there is a legal requirement for a written risk assessment. Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

An example form and more information on risk assessments can be found later in this document. More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) at www.hse.gov.uk

Evacuation and Emergency Plan

In all cases where a crowd is placed in a confined place, either indoors or outdoors, an evacuation procedure should form part of the event plan. Indoor premises may already have a procedure in place, but this is less likely for outdoor events. The complexity of your plan will depend on the size and nature of your event but you will need to have in place a team to implement the plan, should the need arise, and liaise with the emergency services. Specialist advice can be sought from the Civil Contingencies Team.

Fire safety should form part of the emergency plan and should detail what will happen in the event of a fire, who will implement the plan and when and how the fire brigade will be contacted. Further advice can be sought from the South Wales Fire and Rescue Service.

Welfare and Sanitary Provision

The organiser should estimate the number of persons who will be present at the event and consider its duration. Toilet requirements should be based on these estimations, general guidelines can be found in the HSE publication 'The Event Safety Guide – A guide to health, safety and welfare at music and similar events'. Permanent toilets should be checked for adequacy and maintained and replenished where necessary during the event. The provision of drinking water will also be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for baby changing.

Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event. Consideration to their safe evacuation must be made in the emergency plan.

It will also be necessary to establish a lost and found children point. This area should be supervised by appropriately trained people.

Catering

Ensure that all caterers 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. You should ensure that every caterer is registered as a food business with the local authority where the business is based, and that food handlers have had appropriate training. You could also check the Food Standards Agency's website to see what the caterer's food hygiene rating is following its last food hygiene inspection by environmental health officers. You may wish to obtain a list of their menu and charges to ensure their prices are reasonable.

Policing

You as the organiser cannot assume that Police will attend or assist with your event. Organisers can request a police presence at an event by way of Special Policing Services (SPS), if the event meets the specific criteria of the SPS process. This process can be discussed with the Gwent Police Force Planner, but the final decision for authorisation will remain with Insp Yandle. Local officers may also attend your event as part of their role for community engagement. If you require any information in relation to police at your event please contact Gwent Police Force Planning Dept.

South Wales Fire Rescue Service

There is a wealth of information in the appropriate FSO guide for 'Open air events and venues', which provides information about the Regulatory Reform (Fire Safety) Order 2005. This publication is available from the Department for Communities and Local Government (DCLG) website:

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

The Order¹ applies in England and Wales. It covers 'general fire precautions' and other fire safety duties, which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Order¹ requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the Order¹ rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. occupier or owner, manager. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises, all must take all reasonable steps to co-operate and co-ordinate with each other.

If you are the responsible person, you must carry out a fire risk assessment, which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people, those who you know have special needs and children, and must include consideration of any dangerous substance liable to be on the premises. Your fire risk assessment will help you identify the risks that can be removed or reduced, and to decide the nature and extent of the general fire precautions you need to take.

Fire Safety at Open Air Events

The 2005 Fire Safety Order is enforced by the Fire Authority and applies to most Open Air Events and Venues with the exception of Designated Sports Grounds and Stands that require a Safety Certificate issued by the Local Authority.

Effective fire safety management at open air events will ensure fire safety matters are addressed early in the planning process and ensure that fire is unlikely to occur. Responsibility for complying with the order rests with the 'responsible person' and therefore early identification of the responsible person or persons is imperative. The responsible person will normally be the employer or any other person whom may have control of the event e.g. owner, occupier, organizer, manager.

To comply with fire safety law, the responsible person will need to carry out a fire risk assessment and identify the general fire precautions that need to be in place to ensure safety in case of fire for all 'relevant persons'. The significant findings of the fire risk assessment will need to be recorded if five or more persons are employed or the event is subject to licensing. It is always good practice to record your significant findings in any case.

- The ['Fire Safety Risk Assessment' publication](#) (PDF, 42KB) provides guidance on a simple five step fire risk assessment methodology.
- The ['Open Air Events and Venues' Guide](#) provides the 'responsible person' with additional information on how to comply with fire safety law, complete the fire risk assessment and the general fire precautions that need to be put in place.

More complex events will probably need to be assessed by a person with comprehensive training or experience in fire risk assessment. The guide can also be used to address fire safety within specific areas such as marquee's.

First Aid and Medical Provision

The event organiser should carry out a medical risk assessment, taking into consideration such things as the activities, the numbers, types and age groups of persons attending, access and egress and the site and structures. If you are unsure about provision of adequate numbers and types of resource (e.g. first aiders, ambulances, paramedics etc.), the SAG has a medical risk assessment template available on request. The minimum expectations on numbers would be 2 first aiders for the first one thousand and then another one for every thousand after that, First aiders should not have other jobs to do as well, for example stewarding or security, although that does not stop stewards or security personnel from being trained to administer first aid. First aiders need to be equipped to do the job and have access to a facility in which they can work. Consider patient confidentiality and dignity.

You may wish to approach a recognised body that provides such services, such as the St John Ambulance or British Red Cross. You must ensure that the organisation you choose is competent, well trained and able to meet the demands of the event. Medical provision for the event should not rely upon the normal provision made by the statutory NHS Ambulance Service for use by the general public (i.e. the "999" system). Further advice can be sought from the Welsh Ambulance Service.

In the event that "WAST" are required to attend a 999 call at the event clear information should be passed with regards to entrance and a clear plan to guide the Ambulance to the incident should be available.

Site Plan

Draw out a site plan (to an appropriate scale) 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. It would also be necessary to put into your safety plan a gridded plan of the event area so it its easy to identify all the key areas. Also mark out where the evacuation zones are and emergency access and egress routes on the map. This map should then be the only plan for agencies / organisers to work from and version controlled to ensure amendments are not made without all being aware.

Temporary Structures

Many events will require temporary structures such as staging, tents, marquees, stalls and barriers. 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, generators, changes in height etc. In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers. The standards for lighting, emergency lighting, access/egress remain the same for temporary and permanent structures. For further advice you can contact the Local Authorities Building Control team on 01495 311556.

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 to enable communication in the event of an emergency, plus a safe place for people to gather if an evacuation is required.

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. It will also be necessary to establish a crowd profile to assist in stewarding and crowd control

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. Stewards should wear easily identifiable high visibility clothing. They should be able to effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager. Consider using radios, phones and loudspeakers if necessary.

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 resolve any incidents. 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. Stewards should only act on the instructions if the event organisers or the police where necessary. However only the Police and Accredited Marshals have the authority to regulate traffic on the public highway. For further advice in relation to Accredited Marshals you can contact Gwent Police

Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Provision should be made for the safekeeping of lost property. Cash collection should be planned to ensure this is kept to a minimum at collection points and that frequent 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. If your event is a large scale public one then consideration may need to be given to special security measures necessary for the attendance of VIPs or celebrities.

Noise

Event organisers should give adequate consideration to controls that may be required during the event to mitigate the impact of noise upon residents within the vicinity of the event. Issues to consider may include noise from sound amplification systems, firework displays, noise from vehicle movements and patrons leaving the event, etc.

It is recommended that event organisers develop a noise management plan to assist them in identifying sources of potential noise and appropriate control methods that may be used. Guidance regarding appropriate noise control methods that may be employed during an event can be obtained from Blaenau Gwent County Borough Councils Environmental Health Department.

It is also recommended that prior to the event taking place event organisers provide local residents who might be affected by the event with contact details for appropriate personnel whom will be available during the event to respond to any concerns that they may have. This could be achieved by a leaflet drop to local residents within the vicinity of the event.

Traffic Management

Contractor and/or performer 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 and how they are to be managed. Traffic control both inside and outside the site should be discussed with the Local Highways Authority and the Traffic Management Department of Gwent Police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. The Highway Authority will advise on the signs and locations of what is acceptable.

Any functions that require a road closure or diversion may need a Temporary Road Closure Order, which can if deemed appropriate provided by the Highway Authority for that road. There will be a need for a traffic management and signage plan to be in place for this event. The Highway Authority and Gwent Police Traffic Management will advise on how this may be compiled.

The highway Authority both in composition and in site location must authorize signs. If there is a need of a road closure or any changes to the highway, what is the suitability of the alternative or diversion route and will this be signed.

Stewards on any traffic control should wear long sleeved reflective jackets, they cannot carry out traffic control on the highway unless they have had the appropriate training and are accredited by the Chief Constable. There is also need to consider emergency vehicle movements and needs.

For more information then contact Nicola Davies or Ian Cole on 01495 311556 /

Nicola.Davies@blaenau-gwent.gov.uk or Ian.Cole@blaenau-gwent.gov.uk.

Transportation

Local rail and bus companies should be advised of larger events to establish if existing services will be adequate.

Contingency Plans

Consider the implications in 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? How will you let people know if it is cancelled or moved? 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.

Information and Signs

Organisers should provide sufficient signage on the event site. This should take into account lost and found children, lost and found property, toilets and exits. Consideration should be given to the use of multi-lingual or picture notices. Any temporary notices on the highway will need to be approved by the Highways Authority.

Fireworks and Pyrotechnics

If you are considering the use of fireworks or pyrotechnics during your event you should obtain a copy of the HSE guide 'Working Together on Firework Displays', and also contact the British Pyrotechnics Association at <http://www.pyro.org.uk>. You will need to produce your risk assessments taking into account the nature of the site, adverse features such as wind blowing debris across roads or audience, fireworks chosen, and the rigging and firing methods to be used. Please note that it is illegal to set off fireworks between 11.00pm and 7.00am. However you can let off fireworks until midnight on Bonfire Night and until 1.00am on New Year's Eve, Diwali and Chinese New Year. More information about organising fireworks displays can be found at: www.direct.gov.uk.

Clearing the site

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. For advice on hazardous waste disposal, you can contact the Waste and Recycling team at the Local Authority on 01495 311556.

The site should be cleared during the event as necessary and at the end of each day. It is the event organiser's responsibility to arrange removal of all rubbish from the site. If the event organiser fails to do this, then the local authority reserves the right to carry out the works in default and charge the event organiser the cost incurred. The site should be left in the same condition as it was prior to the event, consider taking photographers prior to the event.

Debrief

After the event a debrief should occur so that any lessons learnt can be noted. A sample form has been included later in this document.

Event Plan

- You should detail the following in your event plan:
- An outline of the event
- Evidence of hazard identification and risk assessment
- Management structure and roles
- Provision for the strategic management of an incident
- Provision for contact with the emergency services
- Site plan with rendezvous points and key resources identified
- Details of key organisations and their roles
- List of phone numbers of key personnel
- Reference to relevant legislation or guidance

Event Safety

- Have key personnel been identified e.g. Event Organiser, Safety Officer, Chief Steward?
- Have licences and permissions been obtained?
- Is the site suitable for the event? Is the site plan accurate?
- Has a risk assessment been carried out?
- Are all necessary health and safety measures in place?
- Have you received risk assessment or insurance documents from any contractors?
- Do you know the crowd dynamics and expected attendance on each day?
- Are points of access and egress controlled and appropriately signed?
- Are all stewards trained, briefed and clearly identifiable?
- Do you have a reliable communications system in the event of an emergency?
- Do you have a clearly identifiable control point?
- Do you have adequate crowd control measures in place?
- Do you have an emergency plan agreed with the emergency services?
- Do you have effective fire safety and first aid measures in place?
- Do you have adequate insurance for your event?
- Do the relevant organisations (including SAG) have the most up to date event plan?

Events on the Highway

In addition to the general safety items above, the following issues should be addressed when organising events on the highway:

Timing: It is preferable the event is held in daylight. If not, then temporary lighting of access points may be required.

Planning your route: Wherever possible your event should be held in a park, sports ground or area away from the road. Do not use roads without proper footpaths or verges, or where there are road works as these can be dangerous. Try to start and finish your event off the road. Mass starts can be dangerous and should be staggered. Participants should use appropriate crossing places, and enter and leave the highway without causing inconvenience or obstruction to road users. Follow the Highway Code. The Police have the authority to stop traffic, and also Accredited Marshalls can undertake this job.

Signposting: Any route signs must be approved by the Highways Authority.

Welfare: There should be sufficient stewards to supervise the whole route. The stewards should be responsible adults, preferably driving license holders, and equipped with reflective clothing suitable for the duties to be carried out, this in the case of advising persons or drivers or desired

routes will include reflective jackets so any hand signals can be clearly seen. Stewards cannot operate on any highway open to the public.

What to do if things go wrong

Remember, as the event organiser you are responsible for the safety of everyone at the event. If anyone is hurt or injured because of your negligence, legal action may follow. If an incident does occur at your event, the following questions will be asked:

- Was there a safety plan for this event?
- Were the emergency services and other agencies consulted?
- Were risk assessments completed and followed?
- Had appropriate licences been obtained?
- Were evacuation routes clearly sign posted?
- Were emergency procedures clearly explained and practiced by the right people?
- Was there a chain of command and control?
- Were communications between key personnel and the crowd adequate?
- Had stewards and event organisers received the appropriate training?

You should also make sure that all notes are kept, as they will become legal documents in any public enquiry or inquest.

Further reading

Two documents which are good starting points are:

- The Event Safety Guide – A guide to health, safety and welfare at music and similar events: This is available from the Health and Safety Executive at www.hse.gov.uk
- The Good Practice Safety Guide: This contains a useful guide on what to do and when from six to nine months before the event, and what to do on the day and after the event. It is available to download at:
<http://police.homeoffice.gov.uk/publications/operational-policing/event-safety-guide.pdf>

Other documents which may be useful are:

- Guide to Safety at Sports Grounds
www.culture.gov.uk/images/publications/GuidetoSafetyatSportsGrounds.pdf
- Managing Crowds Safely www.hse.gov.uk
- A Guide to Risk Assessment Requirements www.hse.gov.uk
- 5 Steps to Risk Assessment www.hse.gov.uk
- Managing Health and Safety – 5 steps to success www.hse.gov.uk
- A Guide to Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) 1995 www.hse.gov.uk

For specialist events, you may wish to refer to specialist guidance from relevant associations or trade bodies.

APPENDIX A – USEFUL CONTACTS

Organisation / Department	Telephone Numbers	Email Address
Heddlu Gwent Police	01633 838111	
Gwent Police Emergency Planning Team – Bob Witherall	01633 642420	Bob.Witherall@gwent.pnn.police.uk
Police Traffic Management – Dave Matthews	01633 642276	Dave.matthews@gwent.pnn.police.uk
South Wales Fire & Rescue Service	01443 232000	
Welsh Ambulance Control Room	01633 626262	
Environmental Health	01495 357813	Environmental.health@blaenau-gwent.gov.uk
Highways / Streetworks – Nicola Davies / Ian Cole	01495 311556	Nicola.davies@blaenau-gwent.gov.uk Ian.Cole@blaenau-gwent.gov.uk
Civil Contingencies – Deanne Griffiths / Steph Summers	01495 355568 07976124393 01495 3555081 07814850683	Deanne.Griffiths@blaenau-gwent.gov.uk Steph.Summers@blaenau-gwent.gov.uk
Building Control	01495 311556	buildingcontrol@blaenau-gwent.gov.uk
Licensing	01495 311556	licensing@blaenau-gwent.gov.uk
C2BG	01495 311556	info@blaenau-gwent.gov.uk
Anuerin Leisure	01495 355606	Anthony.hughes@blaenau-gwent.gov.uk
HSE	0300 003 1747	

This document is intended to disseminate general guidance and good practice. No responsibility can be accepted by the author or its contributors for any inaccuracies or omissions.

APPENDIX B

Event Planning Checklist

Action	Done	By when	By whom
Establish a committee			
Decide on date of event			
Decide on outline event programme			
Book appropriate location			
Notify Safety Advisory Group			
Apply for any licences/permissions			
Risk assessments			
Arrange insurance			
Draft event plan			
Draft site plan			
Draft medical plan			
Book contractors			
Book performers			
Book any specialist equipment			
Book any temporary structures			
Book first aid provision			
Arrange welfare/sanitary provision			
Book caterers			
Arrange steward/security provision			
Traffic management plan in place / Signage plan			
Check utility and water provision			
Draft contingency plans			
Draft emergency plan			
Arrange waste disposal provision			
Fire safety measures arranged			

PA/comms system arranged			
Emergency routes set			
Arrange any signage			
Arrange lighting provision			
Arrange briefing session			
Final Contingency Plan			
Final Event Plan			
Final Site Plan			
Final Medical Plan			
Final Emergency Plan			

APPENDIX C

How to do a risk assessment

A full risk assessment should be carried out for all events. This will be a legal requirement in some circumstances. The following guidance should assist you in carrying out your risk assessments. A sample form to record your findings has also been provided. This form can be photocopied as many times as is required.

Identifying the hazards

A hazard is something with the potential to cause harm. All hazards should be identified, including those relating to individual activities and any equipment:

- Any slipping, tripping or falling hazards
- Hazards relating to fire risks or fire evacuation procedures
- Any chemicals or other substances hazardous to health e.g. dust or fumes
- Moving parts of machinery
- 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.

Identifying those at risk:

- For each hazard identified, list those groups of people who may be affected, such as:
- Stewards
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Children and elderly persons
- Local residents.

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 and the disabled
- Crowd control, capacity, access and egress and stewarding
- Provision for the emergency services
- Clear points of access and egress to the site

- Provision of first aid
- Provision of appropriate welfare and sanitary facilities
- Fire, security and cash collection
- Exhibitors and demonstrations
- Amusements and attractions
- Structures
- Waste management.

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated. The risk is the likelihood of harm arising from the hazard. You should list existing control measures and assess whether further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and activities involved
- Compliance with legislative standards, codes of best practice and British Standards
- Whether existing controls have reduced the risk as far as is reasonably practicable.

Classify risks as high, medium and low. Examples of risks in 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 hazard, rate the risks on the basis of the current controls in place. If harm is very likely it scores '5' under likelihood, if it is very unlikely it scores 1. Severity of harm will vary from a serious head injury (major) to a bruise (minor). If you take the likelihood factor and multiply it by the severity factor, you get a risk factor i.e. likelihood x severity = risk.

Risk Evaluation	Severity:	5 – Major ()	3 – Serious ()	1 – Minor ()
	Likelihood	5 – High ()	3 – Medium ()	1 – Low ()

Severity X Likelihood = Risk-Rating () () ()	Priority Rating Score	
	High	15-25
	Medium	5-10
	Low	1-4

Control of risk

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. Risks that score low do not require much intervention, whereas those which score highly must be carefully considered. Consider the following:

- Find a substitute for the activity/machine etc
- Prevent access to the hazard
- Reduce exposure to the hazard

- Use of personal protective equipment.

Record the risk assessment

Use a risk assessment form to record all hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference and use. You could also refer to other documents you may have, such as manuals and codes of practice.

Review and revise

If the nature of the risks changes during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

Contractors and other organisations

All companies providing a service to your event should provide their own risk assessment to you before the event takes place. They should also provide a copy of their public liability insurance certificate and employer liability insurance certificate.

Risk Assessment

Assessment Carried Out By:	
Activity/Event:	

HAZARDS IDENTIFIED	Risk Assessment		
	High	Med	Low
Continue on separate sheet if necessary			

Persons At Risk

Employees		Members of The Public	
Contractors		Others	

Existing Control Measures In Operation

Any Additional Preventative Or Control Measures Required?

Monitoring & Review Required?

Information To Be Provided To Employees

Signed:	
Date:	

APPENDIX D

Safety Inspection Checklist

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form, you can note all defects and any remedial action(s) taken. This is not an exhaustive list and care should be taken to include any other hazards identified as being associated with the activities at the event.

Before the event

	Checked and satisfactory?		
	Yes	No	N/A
Site access/egress points clear?			
Can emergency vehicles gain access?			
All staff and stewards in place?			
Are pedestrians segregated from vehicles?			
Are security precautions in place?			
Have adequate signs been provided?			
Site condition adequate?			
Is lighting in place where required?			
Is site free from tripping hazards e.g. cables, potholes?			
Are fixtures in good condition e.g. seats, fencing, signage etc?			
Have all structures been approved by a competent person?			
Has current weather condition created new hazards to be addressed?			
Are all activities and attractions sited correctly and checked?			
Have all activities and attractions supplied insurance details?			
Are all potentially hazardous activities segregated as required?			
Have any unanticipated hazards been identified?			
Is fire fighting equipment in place?			
Have electrical supplies/equipment been checked/certified?			
Are first aid facilities in place?			

	Checked and satisfactory?		
	Yes	No	N/A
Have toilets been provided where required?			
Is control centre in place and public address system working?			
Are adequate waste bins in place?			

If you have answered no to any of the questions please note defects and remedial action taken:

Defect	Remedial Action

Name of person checking:	
Signed:	
Time and date:	

During the event

	Checked and satisfactory?		
	Yes	No	N/A
Site access/egress points clear?			
Can emergency vehicles gain access?			
All staff and stewards in place?			
Are pedestrians segregated from vehicles?			
Are security precautions in place?			
Have adequate signs been provided?			
Site condition adequate?			
Is lighting in place where required?			
Is site free from tripping hazards e.g. cables, potholes?			
Are all structures still safe?			
Are fixtures in good condition e.g. seats, fencing, signage etc?			
Has current weather condition created new hazards to be addressed?			
Are all activities and attractions still safe?			
Are all potentially hazardous activities segregated as required?			
Have any unanticipated hazards been identified?			
Is fire fighting equipment in place?			
Are electrical supplies/equipment still safe?			
Are toilets clean and facilities still available?			
Are first aid facilities still in place?			
Is the public address system working?			
Do the waste bins require replacing/emptying?			

If you have answered no to any of the questions please note defects and remedial action taken:

Defect	Remedial Action

Name of person checking:	
Signed:	
Time and date:	

After the event

	Checked and satisfactory?		
	Yes	No	N/A
Have all members of the public vacated the site?			
Have all attractions been dismantled and removed?			
Have all exhibitors vacated the site?			
Have all vehicles left the site?			
Has all equipment been dismantled and removed?			
Have all structures been dismantled and removed?			
Have temporary fixtures such barriers and ropes been removed?			
Have any holes/trenches etc been made good?			
Have all temporary electric installations been isolated and made safe?			
Has all waste been collected and removed from site?			
Have all residue fire hazards been checked e.g. fireworks, bonfires?			
Has any damage to the site been reported or found during inspection?			

Please details if any accidents or incidents were reported during the event:

Name of person checking:	
Signed:	
Time and date:	

APPENDIX E

Injury/Incident Report Form

Name of event	
Location of event	
Date of event	

This form is only to be completed by the event organiser or their representative, and could be required by your insurance company if a claim is made.

Date and time reported	
Person reported to	

Circumstances of accident/incident, including location

Details of injury and/or loss or damage

Details of action taken

Details of injured person (if any)									
Full Name									
Address									
Phone Number									
Date of Birth									
Employee		Volunteer		Contractor		Public		Exhibitor	

Details of any first aid administered (if relevant)									
Ambulance called	Yes		No		Taken to hospital	Yes		No	
Name of hospital attended									
Taken home	Yes		No						

Details of any witnesses									
Full Name									
Address									
Phone Number									

Details of person completing this form									
Full name									
Position									
Phone number									
Signature									

Blaenau Gwent Safety Advisory Group

Event Debrief Form

Now that your event is over, we want to help you assess how it went, and whether there are any ways in which you could improve it.

This form should be completed (in BLOCK letters) by the person who was responsible for event planning.

It should be submitted and, if necessary, will be discussed at the first ESAG meeting held immediately after your event. The person who completes this form will be expected to attend this meeting or send a representative.

Event :

Organiser:

Contact details:

What didn't go so well? Where were the problems? Communication, Traffic Management, Crowd Control, Stewards, Parking, any Safety Issues.

What didn't go so well? Where were the problems?

What could you improve?

Please send the completed form to: Steph.Summers@blaenau-gwent.gov.uk

Or in hard copy to:

Civil Contingencies Team

Blaenau Gwent County Borough Council

Floor 4a, Civic Centre, Ebbw Vale, NP23 6XB

EVENTS NOTIFICATION FORM

Safety and Welfare at Events

Section 1 - EVENT OVERVIEW

Name of the event:															
Event Type (e.g. sponsored walk, fun day):															
Event location:															
Event date:															
Event opening times:	From ____:____ to ____:____														
Date & time of arrival on site:															
Date & time of departure from site:															
Anticipated number of people attending per day:	<table border="1"><tr><td><50</td><td></td></tr><tr><td>50 – 99</td><td></td></tr><tr><td>100 – 199</td><td></td></tr><tr><td>200 -499</td><td></td></tr><tr><td>500 – 999</td><td></td></tr><tr><td>1000 – 2000</td><td></td></tr><tr><td>>2000</td><td></td></tr></table> <p>If more than 2000, please state number anticipated each day: _____</p> <p>Maximum number of people expected on site at any one time: _____</p>	<50		50 – 99		100 – 199		200 -499		500 – 999		1000 – 2000		>2000	
<50															
50 – 99															
100 – 199															
200 -499															
500 – 999															
1000 – 2000															
>2000															

If any section is not relevant to your event, please write N/A and go to the next section.

Section 2 - ORGANISER DETAILS		
Name of organisation		
Event Organiser/s Name		
Contact address	Postcode	
Tel. No.	(day)	(evening)
Mobile No.		
Email address		
Contact Tel No. on day of event:		
Please give details of any previous experience the organiser has in running such an event:		
Section 3 – EVENT DETAILS		
Please provide a description of event:		
Will your event involve any display of fireworks?	YES	NO
Will alcohol be available at the event? (please circle)	YES	NO
Will any of the following take place at the event?	Type:	Please tick
	Live/recorded music	
	Dancing	
	Exhibitions of films	
	Indoor sporting events	
Please provide details of the entertainment to be held:		

Section 4 - CATERING

If hot/cold food or drink is to be supplied as part of your event, please give details:

Will food be: **hot** / **cold** / **both** (please circle)

Times that hot food will be available: from _____:_____ to _____:_____

Are all food/drink traders registered with their home (local) authority under the requirements of the food hygiene regulations?

Will food traders have access to a potable water supply (clean, uncontaminated and suitable for drinking) to facilitate hand washing, washing of equipment and food preparation?

(Please provide a list of all traders with contact details including forwarding addresses with this application form)

Will any of the food be **on sale** during the event?

YES

NO

Section 5 - PUBLIC LIABILITY INSURANCE (essential for all events):

Name of insurance company

Policy number

Amount of cover

£

Section 6 - STEWARDS

Number of stewards	Pit area (if stage)	
	Entrance or exit	
	Vehicle parking	
	Patrols	
	Other	
	Total	
Name & address of security company (if applicable)		
Contact name & telephone number		
How will any emergencies be communicated to stewards?		

Section 7 - COMMUNICATIONS			
Will radios be used?		YES	NO
Is there a Public Announcement System?		YES	NO
Is it capable of being silenced in an emergency?		YES	NO
Section 8 - TEMPORARY STRUCTURES e.g. Stage, dance platforms or marquees			
Will temporary structures be erected?		YES	NO
If yes, please provide details of the type, size and number, and attach detailed structural drawings from the Supply/Building Company where appropriate:			
Section 9 - WELFARE FACILITIES			
Sanitary conveniences - please record the number of each to be provided:			
Male	No. WCs	No. Urinals	Number of Wash Hand basins
Female	No. WCs		Number of Wash Hand basins
Disabled	No. WCs		Number of Wash Hand basins
Will drinking water be provided?		YES	NO
Section 10 - ELECTRICAL SYSTEMS			
The electrical system for the event must be installed by a competent person. Provide details below of the person installing the system:			
Will emergency lighting be provided?		YES	NO
Will generators and/or transformers be used?		YES	NO
Will RCD's be used?		YES	NO
Section 11 - SPECIAL EFFECTS – Will any of the following be used during the event?			
<p><i>Please circle:</i> Lasers/Strobe lighting/Ultraviolet light/Pyrotechnics/Smoke/Fog Machines</p> <p>Other (please state):</p>			

Section 12 - FIRST AID – provide details of the arrangements for the following:		
First Aiders		
First Aid Post		
Ambulances		
Paramedics		
Name of Organisation providing these facilities		
Section 13 – FIRE SAFETY		
Have you prepared a fire risk assessment for the event?	YES	NO
Further information on fire safety is available at: http://www.communities.gov.uk/publications/fire/firesafetyassessment and http://www.communities.gov.uk/documents/fire/pdf/158379.pdf		
Section 14 - HIGHWAYS		
Is the event held on Public Highway/Council owned land?	YES	NO
Name Streets involved:		
Will the highway (carriageway and/or footway) need to be temporarily closed?	YES	NO
Will your event have an impact on the normal flow of traffic?	YES	NO
Please give details of any car parking arrangements and the estimated number of vehicles attending the event each day:		
<p>If your event will have an impact on traffic flow please provide a traffic management plan (diagram/map) indicating position of traffic signs, barriers, marshals, etc – see www.newport.gov.uk/eventsafety for example traffic management plans</p>		

Section 15 – EMERGENCY PLANNING		
	YES	NO
Has an emergency plan of action been established?		
Does your emergency plan include arrangements for:		
Identification of key decision making personnel		
Stopping the event		
Identification of emergency routes		
Holding areas: performers/audience		
Coded 'stand down' and 'alert' messages		
Script of public address announcements		
Rendezvous points for emergency services		
Ambulance loading points and triage area		
Secure traffic routes to hospitals?		
Section 16 - VENUE AND SITE DESIGN		
<i>Provide a detailed site plan and clearly identify the following where applicable</i>		
Entry and exit points	Stage	
Perimeter fencing	Mixing and delay towers	
Seating arrangements	Sanitary accommodation	
Stairways and ramps	Lost property	
Slopes	Meeting point	
Disabled viewing areas	Lost children	
First Aid	Public telephones	
Location of stewards	Emergency access/egress routes	
Video screens	Control Centre	
PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL IS RELEVANT TO THIS APPLICATION		

SUPPORTING DOCUMENTATION

Please ensure that you have included all relevant documents as part of this application

If not attached with this application, they must be sent to the Blaenau Gwent Events Safety Advisory Group (ESAG) at least six weeks before the event in order for the group to support the event.

Mandatory Documents	Tick if attached	Date documents will be available if not attached
Risk Assessments		
Public/Employer Liability Insurance		
Map/Plan of site		
Emergency Plan		
Other documents:		
List of food/drink traders and contact details		
Route (run/walk/cycle/parade) (if applicable)		
Technical drawings of temporary structures (if applicable)		
Event Insurance (mandatory for some venues)		

FURTHER INFORMATION:

You may wish to discuss your proposals with the appropriate services as part of your planning process:

Service	Contact Tel No.	Name of Person Contacted	Date Contacted
Ambulance Service	01633 626262		
South Wales Fire & Rescue Service	01443 232500		
Gwent Police Traffic Management	01633 642276		
Gwent Police Events	01633 645747		
Licensing	01495 311556		
Health and Safety			
Food Safety			
Pollution			
Building Control			
Highways			
Civil Contingencies			
Leisure Facilities			
Recreational Sites			

The Disclosure Barring Service (DBS) act to reduce the risk of abuse by ensuring that those who are unsuitable are not able to work with children and vulnerable adults. If you or your staff will be in direct contact with children or vulnerable adults at your event we recommend that you complete a disclosure application form (available from <https://www.gov.uk/disclosure-barring-service-check/overview>)

Please return by email to: steph.summers@blaenau-gwent.gov.uk

