

## INTRODUCTION

Holding an Event is a very rewarding exercise provided everything runs according to plan. However, when things go wrong you will know from press coverage that the consequences to the Event Organiser can be very serious.

This Guide has been produced in partnership with the emergency services and various organisations that you may need to consult when organising and holding an event.

The Safety Advisory Group will not take responsibility for your event – this will always remain with the Event Organiser who has a duty of care. This Guide will enable you to understand the law in relation to licensing regulations, and holding events on the highway. Many Event Organisers will require advice and support from the police, fire service and the ambulance service. This Guide seeks to highlight that advice and support.

A major incident will normally require a multi-agency approach in which the Event Organiser, security (if appropriate), police, ambulance service, fire service, local authorities and local emergency planning officer may play a part. It is therefore important that there is a clear demarcation of duties and that responsibilities are agreed and understood at the event planning stage.

It is, in any case and irrespective of the size and type of event, good practice to undertake a risk assessment of the construction, management and dismantling of the venue and the effect that any part of it, or activity undertaken on it, may have on employees, contractors, participants and the general public.

If you obtain the services of a professional company to, for example, erect a marquee or create a fireworks display, they will generally undertake their own risk assessment for the activity and either provide you with a copy or a certificate of compliance with the related safety regulations.

After completion of the risk assessment phase, it may be necessary to develop an Emergency Plan for your event.

This document will outline the emergency response to a major incident occurring at the event and you will be advised by the Safety Advisory Group whether such a plan is required.

### **Event Safety**

You may need to write contingency plans for dealing with incidents such as bomb threats, fire and evacuation. They follow as a result of a risk assessment (a documented exercise necessary to identify any potential hazards and listing measures for their reduction or removal). Such matters need to be considered in conjunction with the emergency services at an early stage of your planning process.

Following the guidance is not compulsory and you are free to take other action. However, if you do follow the guide you will normally be doing enough to comply with the law.

Event organisers will be held responsible for matters arising from deficiencies in their planning process and subject to enforcement by the local authority, police, fire and rescue service and the Health and Safety Executive. They may also be the subject of private litigation.

Since the introduction of the Regulatory Reform (Fire Safety) Order 2005 in October 2006, it has become a legal requirement for a suitable and sufficient risk assessment specific to fire matters to be carried out. The responsible person must take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises, including outside areas, all means of access to, and exits from the premises are safe.

This Guide assists you to be a Responsible Event Organiser.

The Safety Advisory Group has been established to help you avoid putting the public and yourselves at risk. We are pleased to provide advice through the information contained in the Guide, and for larger events by supporting your Event Planning meetings.

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## CHECKLIST

### CONSULTATION

Organisation Consulted	Telephone Number	Date Consulted	Person Consulted

### INSURANCE

	YES	NO
Have insurers been notified about this event?		
Have I received confirmation that our insurance is satisfactory from the Risk Manager at DBC (if applicable (i.e. event happening on Council property) ?		
Has the insurance of the contractors and performers been checked?		

## **GETTING HELP**

If you propose to hold an Event please complete the notification form at the rear of this document and forward it to the Safety Advisory Group (SAG) at Public Protection, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, Herts, HP1 1HH. The SAG will, if necessary, contact you regarding any specific points.

The Safety Advisory Group partners will seek to provide you with guidance towards helping produce a safe event.

Points of advice include:

### **East of England Ambulance and Paramedic Service**

Provision of an emergency ambulance service for the area covered by Dacorum Borough Council.

Guidance on notification requirements of the Health Authority for extra services that may be needed to deal with matters arising from your event.

Site access and parking requirements to ensure that their large and heavy vehicles can safely service the event.

Numbers and type of first aid provisions that you should supply.

Emergency Plans for major incidents either on site or nearby and associated with the event.

Contact point for the NHS in general and voluntary aid societies e.g. St Johns' Ambulance or British Red Cross.

### **Hertfordshire Fire and Rescue Service**

- Fire Risk assessment
- Means of escape
- Safety from fire
- Using fireworks
- Emergency lighting
- Fire Alarms and extinguishers
- Site access (Fire appliances require at least 3.1 metre wide access)
- Liason with the fire crew
- Water supplies (Fire appliances carry only a limited amount of water that may need topping up from a readily identifiable and accessible hydrant.
- Emergency Plans for major incidents either on site or nearby and associated with the event.

### **The Highways Partnership**

- The need for Road closures and/or Diversion Routes

- Activities on public highways and/or footpaths
- Details of planned road works or other disruption

**Note: to obtain authority for activities in relation to highway use generally takes a minimum of six weeks. You must allow sufficient time for your application to be processed.**

### **Hertfordshire Constabulary**

- The police role in relation to events
- Agreement for provision of any services
- Legislation and arrangements in relation to traffic movement on the Highway, public order and crime.
- Emergency Planning

### **Dacorum Borough Council**

- Licensing
- Health and Safety Risk Assessment
- Food Hygiene
- Environmental Issues
- Public liability Insurance

## **INSURANCE**

If the event you are planning to hold is to be in a building or on land owned by Dacorum Borough Council then you must send proof of your insurance cover (a copy of your policy schedule should suffice) to the Insurance and Risk Manager, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH. You must obtain written confirmation from the Risk Manager that your insurance details are adequate before holding the event.

## **PUBLIC LIABILITY INSURANCE**

The organisers could be held legally liable for the costs or damages for any injuries, etc which may occur during the event.

It is highly recommended that you insure this risk via a public liability insurance policy and that this insurance be arranged with a minimum limit of indemnity of £5 million. In many instances a greater level of cover may be needed. If you do not have this cover any claim could be made against all the organisers and their private finances.

Where organisers are using specialist contractors, such as marquee erectors or fairground ride operators, they should check they have their own public liability insurance and that they comply with any policy terms and conditions. Ask to see a copy of their policy.

In the event of any injury or damage to property, full details of the incident must be written down and the matter must be reported to your insurers without delay. If something happens, do not admit liability as it may invalidate your cover.

## **PLANNING YOUR EVENT**

Here are some of the things that you should consider when planning your event. You will see that some refer to more detail later in the document:

1. Date of Event
2. Start and finish times
3. Type of Event
4. Number of people expected
5. Participant profile (age groups, family, singles, problematic etc)
6. Artist profile (Some types of entertainment brings additional problems)
7. Method of admission
8. Site location and description
9. Is there a planning team and how will it operate?
10. Site preparation and facilities
11. Is a Risk Assessment being prepared?
12. Is an Event Management Plan being prepared based upon the Risk Assessment?
13. Does the Event Management Plan include an Evacuation Plan?
14. Does the Evacuation Plan include a grid marked site plan?
15. What advice will you seek regarding Highway use or impact?
16. Who do you need to contact regarding your plans?
17. Are there any traffic management issues requiring authorities from Highways Partnerships or consideration by the Police?
18. Do you need to provide alcohol/regulated entertainment or any other permission relating to the activity or venue?
19. If disruption to the local community is expected then what will you be doing to minimise it?
20. Do you need Public Liability Insurance?
21. What parking provisions or transport arrangements will be needed?
22. How will you communicate between your staff and/or to Event participants?

## TERMINOLOGY

The following are some basic explanations of the terms used in event planning.

### Risk Assessment

The preparation of a Risk Assessment for the Event is the responsibility of the Organiser.

The Risk Assessment should

- Identify hazards and potential hazards
- Define who might be affected by the hazard and how
- Define systems to eradicate, control or minimise the hazard
- Document all stages of the process
- Review and monitor control systems

The Health and Safety Risk Assessment Chart below may assist you to identify hazards that require priority:

### HEALTH AND SAFETY RISK ASSESSMENT CHART

The formula used to quantify the level of risk is:

$$\text{Risk} = \text{Severity} \times \text{Likelihood it could happen}$$

Substitute values from the following table for severity and likelihood after initial assessment.

Severity		Likelihood	
<b>Rating</b>		<b>Rating</b>	
<b>5</b>	Death/permanent disability	<b>5</b>	Will almost certainly happen
<b>4</b>	Serious injury/long term sickness	<b>4</b>	Highly likely to happen
<b>3</b>	Temporary disability – 3 day absence	<b>3</b>	Possible
<b>2</b>	Required medical attention	<b>2</b>	Might/less likely
<b>1</b>	Minor injury e.g. bruise, graze	<b>1</b>	Remote possibility

Calculating the scores will give values from 1 to 25. Using the following table, you can prioritise assessments.

<b>Risk Rating</b>	<b>Risk Assessment</b>
16 - 25	Unacceptable! Requires immediate action
10 -15	A high priority for action
6 – 9	Medium – do something as soon as possible
3 – 5	Low priority – examine practicality of change
1 - 2	Low risk – no further action required

Basic example

<b>Hazards – Something that can cause harm</b>	<b>WHO MIGHT BE HARMED?</b>	<b>Risk</b>	<b>IS THE RISK CONTROLLED?</b>	<b>Any further action needed to control risk.</b>
(List hazards in this column)	(List people at risk from the hazard in this column)	<b>12 High Priority</b>	(List controls in this column)	(List further action needed in this column)
<b>Example</b>  Erection of Marquee	Tent contractors site crew		Use reputable contractor with experienced personnel.  Ensure safety boots and other safety equipment is worn by contractors crew when working on marquee.	Obtain written re-assurance from contractor regarding training and experience of crew and that they have been briefed on activity and site safety

Some common hazards to consider:

- Volunteers
- Older people
- People with disabilities
- Children (many of whom may be unsupervised)
- The effect of excitement arising from the activities



## **SITE PREPARATION AND FACILITIES**

The following examples identify some of the hazards likely to require consideration in the choice and preparation of the site and the activities to take place and gives guidance on how to eliminate them:

### **The Site**

The site should be big enough for all the activities planned.

For all events there must be plenty of space for the public to move around stalls, rides, performance/stage, arena/exhibition areas, etc, and to have unobstructed routes to exits. This is especially important at indoor events to prevent stalls/goods obstructing exit routes and doors.

You should:

Prepare a sketch plan of the site, preferably to scale, showing the position of all the activities/attractions, circulation routes and exits. This drawing should be updated regularly. If your plans change copies of the final version must be available at the event.

Have enough exits for a mass orderly evacuation of the site.

Have entrances and exits identified for emergency vehicles. These should be agreed with the emergency services bearing in mind the size and weight of their appliances.

### **Condition of Outdoor Site**

All grassed areas should be cut, and cleared of all grass cuttings.

The site should be suitable in all weathers, and any staging/structures should be safe in bad weather conditions.

There should be no trip, slip, or other similar hazards to the public.

Wet weather should not cause any other additional hazards.

Any traffic signs should comply with the requirements of relevant road safety legislation.

There should be no obvious hazards on both the site and the surrounding areas such as overhead power lines, stored chemicals or machinery, unfenced holes, steep drops between different ground levels, ponds/water and unsafe or other structures (these may need barriers/fencing to keep the public away).

There should be suitable lighting throughout the site, including emergency lighting, if the event is to go on after dark.

Fields should be kept free of cattle, sheep, goats at least 30 days before the event.

## **Preparing the site**

Make sure that construction work and vehicle movements that may take place during site preparation are supervised and/or protected by suitable barriers.

Ensure that preparation activities have been risk assessed.

Avoid evening/night noise pollution between the hours of 22:00 hours and 08:00 hours during set up/de-rig periods.

## **Public Entry and Exit**

Arrange separate vehicle and pedestrian entrances/exits to the site and arrange entrance queues that do not obstruct vehicle access or nearby road junctions.

When there is a limit on the number of people that can be accommodated at the event, make sure the entrance is well stewarded and that an accurate form of headcounting is operated to prevent overcrowding on site and at exits.

NB: If a licence is required for alcohol/entertainment, the number of sanitary facilities provided could limit the maximum numbers allowed.

## **Vehicles and Car Parking**

Locate car parking well away from the pedestrian areas. Clearly signpost the parking area and do not allow cars to be parked anywhere else.

Design and steward car-parking areas to eliminate hazards to pedestrians such as reversing vehicles.

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

Persons under 18 years of age should not be used as parking attendants.

Attendants should receive training for their role and wear high visibility and reflective clothing at all times.

The provision of security staff to patrol car parking areas should be considered.

## **Emergency Access**

Keep the emergency service entrances, exits and routes within the site clear of obstruction at all times.

## **Safety Barriers**

Decide if you need to provide barriers around attractions, displays and equipment to protect the public and/or to prevent unauthorised interference, taking account of the presence of excited people, especially children.

Examples where barriers may be required include in front of stage, barbecues, spit roasting, moving machinery, including displays/demonstrations involving steam engines, welding, wood turning etc, electrical equipment/switchgear.

Any barrier/fencing used must be capable of withstanding any reasonably foreseeable loading. The design must be suitable to contain and protect people, including small children. Single rope barriers may not be sufficient.

Seek advice from experienced professionals.

### **Electrical Supplies, Installations and Equipment**

A suitably competent and qualified electrician should install the installation, including wiring, switchgear and any generator. They should provide a written certification of their competency and the work undertaken.

The safety standard of the installation should be at least that of the current Institute of Electrical Engineers Wiring Regulations.

All electrical equipment used at the event must be in a safe condition and suitable for that type of use i.e. in the open air where it may get wet.

A safe temporary electrical supply should at least include:

Protection by suitable residual current devices.

The use of cables of the correct rating for the possible load. They must be undamaged and use the correct type of connectors for external use.

All supply cables being positioned so they are not liable to physical damage, e.g. not through door openings, across the surface of walkways/roadways.

All cables, including to sound equipment, being positioned so as not to cause trip/other hazard.

Any generator and/or electrical equipment, including switchgear, being satisfactorily barriered to prevent unauthorised access and/or interference.

Any generator being supplied to have a certificate to show it is electrically safe.

### **Control Room**

For large events consider setting up a control room on the site to:

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

The control room should be constantly staffed during the event and provided with a telephone. (preferably a fixed line).

## **Communications**

- Provide personal radio/telephone contact between the Event Safety Officer and senior stewards and other people responsible for activating the contingency arrangements.
- Locate the nearest telephone box, provide access to a telephone or provide a mobile phone.
- Remember that in an emergency situation mobile telephone networks can become overloaded and thus ineffective.

## **Public address**

Consider providing a public address system for announcements and instructions to staff and the public.

For smaller events a portable loudhailer may be sufficient. Larger events may require a system with an emergency power backup.

## **Staff safety**

Cash Handling: There is always a risk of criminal attack when handling cash in any amount. Consider not using moneybags to store or move money, only keeping small amounts of cash on site and constantly change routines. Think about the routines and security arrangements for staff who are handling cash, many of whom may be unfamiliar with this role.

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

## **WELFARE FACILITIES**

### **People with Disabilities**

Provide facilities wherever possible to enable people with disabilities to gain access, see and take part in attractions and activities.

Make sure that the ground conditions in public areas and access pathways are suitable for people with disabilities, as well as families with toddlers and pushchairs.

Locate toilets accessible by disabled persons close to their place of activity, or viewing platform. Make sure that facilities are clearly signposted, lit and protected by stewards from unwanted attention.

### **Toilets**

Provide an adequate number and type of toilets for the number of people expected, including provision for people with disabilities. Seek further advice from the Environmental Health Division of the local Authority.

It is best to use toilets that are connected to mains services, but temporary units may have to be provided.

Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event.

Provide direction signs to indicate the location of the toilets and provide adequate lighting, where necessary, if the event continues into the evening.

Consider if additional washing facilities will be required for certain activities i.e. exhibits of livestock.

### **Information Point, Lost and Found children and Lost Property etc**

Provide a location where enquiries can be made about lost children, lost property and for information about the event. This could be in the Control Room.

Consult the Police about protocols for dealing with these issues.

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

### **Water**

Be aware of the risk of dehydration to event participants and staff, and consider making free drinking water available on site.

### **Rubbish**

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

Make arrangements to regularly empty the bins and to satisfactorily dispose of the rubbish at the end of the event.

If the event is in a public place then consult Dacorum Borough Council Environment and Regeneration Services for advice on rubbish control.

### **Community Safety**

In promotional literature/event programmes, suggesting directions and travel routes with advice on planning journeys, travelling in groups and avoiding short cuts can be helpful, particularly if the event is to finish late.

### **GRIDDED SITE PLAN**

Preparing a site plan is beneficial for all static events, and should show the following details:

- Access and egress points for contractors, vehicles and pedestrians.
- Emergency Exits and Exit routes
- Emergency Services access and egress points and routes through the site
- Emergency Services Rendezvous Point/holding area.
- Toilets

- Water Points.
- Food and drink locations.
- Car Parking Areas.
- Ticketing points
- First Aid/medical provision points
- Information Point
- Control room/vehicle Point
- Any relevant additional information.
- For small community events a clearly readable, non-scale plan will suffice.
- Site plans should be divided into grid squares, marked alphabetically from the left on the horizontal and numerically from the bottom on the vertical.
- The size of the squares should be relative to the site size and divide the site into equal areas that can be easily identified in the event of an incident.
- Site plans will be drawn with the top marked as towards magnetic North.

Note: if making a scale plan don't forget to write the scale on the drawing.

### **Contingency Plans**

The following should be documented:

- Method of contacting Emergency Services
- Location/staffing of any Incident Control Room (including Event Safety Officer and Security/Stewards Liason Officer)
- Communication system
- Public announcement and alerting procedures (important to avoid panic)
- Evacuation Plan (covering part evacuation, total evacuation and abandonment of the event.
- Initial Fire Fighting response.
- Initial Medical response.
- A clear statement of when and how, during an incident, control is transferred between the Organiser and the Police.
- Emergency Services Liason Officer (to meet and brief Emergency Services Rendezvous Point)
- Press Liason Officer

### **ADVICE FROM DACORUM BOROUGH COUNCIL**

#### **Does the event require a Licence?**

If you intend to supply alcohol, or provide regulated entertainment at your event, you will need to obtain the appropriate licence.

Regulated entertainment is:

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A boxing or wrestling entertainment (indoor or outdoor)
- A performance of live music

- Any playing of recorded music
- A performance of dance
- Entertainment of a similar description to that falling within the performance of live music, the playing of recorded music and performance of dance

But only where the entertainment takes place in the presence of an audience and is provided for the purpose (or purposes which include the purpose) of entertaining that audience.

### **Temporary Event Notice**

A Temporary Event Notice can be used if the event meets the following criteria:

- The location for the event does not have a premises licence.
- The location for the event has a premises licence but the hours set out in that licence are insufficient.
- The event will not exceed 96 hours
- The maximum aggregate period for the event does not exceed 15 days at any individual premises
- The maximum number of people attending at any one time will not exceed 500.

Temporary Event Notices must be served upon the local authority, and the Police. The Police are the only authority who may object to the event taking place, and only for the reasons of preventing crime and disorder.

Event organisers should ensure that they give a minimum of ten clear working days notice to the local authority when submitting a Temporary Event Notice.

### **Premises Licence**

A premises licence can be applied for if the limitations of Temporary Event Notices are unsuitable i.e. the event will run over more than 96 hours, or there will be more than 500 people attending the event at any one time.

Premises licenses can cover areas of land, open fields etc as well as buildings – in fact anywhere where licensable activity will be taking place.

A fee is payable for the licence, dependent on the non-domestic rateable value of the premises. This information can be obtained from the local authority, or on [www.voa.gov.uk](http://www.voa.gov.uk). A further annual fee is then payable each year for the life of the premises licence. A licence will remain valid for the life of the premises.

You are advised to apply for a Premises Licence as soon as you know (a) the location of the proposed event and (b) if the scale of the event is going to exceed the restrictions of a Temporary Event Notice, but at least 10 weeks ahead of the proposed date for the event. This is to allow a consultation period of 28 days, plus a further 28 days in which to hold a hearing should objections to the application be received.

The Licensing Division of the local authority will advise whether your event would require a Premises Licence, or whether a Temporary Event Notice will be sufficient.

## **FOOD SAFETY**

Events vary enormously in terms of their duration, size and audience and consequently, so will the type of food that is served and the period of time over which it is served. Depending upon the size and nature of the event, the catering may be undertaken by an established company with a wealth of experience or by those with relatively little knowledge of food safety. However, there are basic requirements that must be met in order to prepare and store food safely.

(Further guidance notes on specific areas of food safety and get specialist advice by contacting your local authority).

## **CONSENT AND INSPECTION**

Unless the event is being held on private land, a Street Trading Consent (STC) will be required. Event organisers must apply for STC at least two months prior to the event. Food safety questionnaires will be sent out to the organiser and these must be completed by all traders, and returned to this department at least one month prior to the event. Most events (even those that may not require STC) may be subject to inspection by Environmental Health for food safety. If food is to be prepared somewhere other than the event, these premises may also be subject to an inspection. It is important that the food traders questionnaires are completed and returned 28 days prior to the event to enable the local authority to ensure that food served is going to be safe to eat.

## **NOISE PREVENTION AND BEING A GOOD NEIGHBOUR**

### **Effect on Local Community**

Amplified music and other noise associated with events can cause significant problems and produce complaints to the police that tie up our valuable resources.

### **Firework Displays**

Firework displays can cause considerable nuisance, distress and danger to those who have not been advised of, or considered in, the planning of an event. Displays should finish as early as possible and in most locations the use of 'mortar shells' and similar high noise fireworks is not generally considered appropriate. Insufficient expectation by the community regarding this can result in the Police receiving well intentioned reports of incidents of explosion to which they must commit resources.

You should also bear in mind the proximity to London Luton Airport and other airfields to the event site and provide the Civil Aviation Authority with a maximum of 28 days notice of fireworks or similar displays. They will advise on the related legislation based practices that must be followed to ensure public safety. Consultation must also take place with London Luton Airport Air Traffic Control prior to the event and on the day of the event. If you are employing a professional to provide your firework display this should be considered such as part of the risk assessment produced in relation to their activity. This action is important to the Police in helping assure the safety and availability to the community of the Police's air Support Unit helicopter.

The Police may seek assurances from you regarding what steps have been taken to minimise the impact your event may have on the local environment.

### **Neighbourhood Noise Courtesy Checklist**

Things to do:

- Make one person responsible for dealing with all noise issues.

Consider who are you likely to disturb?

- Let neighbours know about your event and tell them what to expect.
- Be considerate about how loudly music is played, particularly late at night.
- Keep windows and doors closed,
- Bass level noise is the most intrusive: lowering the volume of the bass will help to reduce how far it carries.
- Some neighbours could be working or sleeping, try to encourage guests leaving late to leave as quietly as possible.
- How many people are you expecting?
- Be reasonable and try to negotiate through any problems.
- Gate-crashers can spoil an event and cause rowdiness, so try to control tickets and the entrance to your event.

Consider the timing of your event?

- Events may not be as well tolerated or acceptable if they run late or are particularly noisy. Please make every effort to talk to your neighbours as it will reduce complaints.

If a statutory noise nuisance is caused the Local Authority is obliged to serve an Abatement Notice on the organiser or person causing the nuisance. Failure to comply with the notice could result in prosecution and a heavy fine and/or seizure of the amplification equipment.

### **HEALTH AND SAFETY AT YOUR EVENT**

Remember each event is unique, the place, the people and what you are doing. So you are in the best position to make decisions which ensure the safety as well as the success of the occasion.

Things to do:

- Form a group to help you plan the event and to identify potential hazards.
- Seek volunteers to be in charge of specific tasks (examples are shown below).

- Carry out a risk assessment of each area, detailing the risks and the measures to minimise the possibility of harm. A competent person should do the risk assessment and the significant risks should be recorded in writing.

Things to consider:

- Who is attending the event? Have they any special needs which will need consideration such as access to fire escapes?
- Crowd Control: Set a realistic maximum number who can attend (this may be limited if the event is covered by a Temporary Event Notice). Be prepared for gatecrashers. If it is appropriate, issue numbered tickets to be sold or distributed through named contacts, but remember these can be easily forged. Supervise the event to prevent crushing.
- Emergency escape: Identify means of escape (if necessary contact the Fire and Rescue service for advice), Ensure that fire escapes are well signposted and lit, and kept clear of obstructions, both inside and outside. Control any parking to ensure access for emergency vehicles.
- Emergency lighting: At small events torches may be sufficient, but large events will need standby or continuously operating generators. Ensure earthing rods are used where applicable.
- Electrical safety: Consider the entire installation and seek expert advice. If the event is outside, consider whether it could be run off a lower voltage via a transformer? Use a residual current device (RCD) especially outside or in a damp or wet environment.

This is particularly important for musical instruments, microphones, etc. (you cannot use an RCD where a sudden loss of power could be dangerous, for example on lighting systems or moving machinery). Use proper electrical connectors and avoid insulation tape or other temporary measures. Locate electrical leads safely to prevent tripping hazards.

- First Aid: If possible, try to have trained first-aiders at your event and have a first aid kit available.
- Manual handling (lifting and carrying): Assess the venue and the tasks involved in creating the event. What will need to be moved and how will you do it? Will there be awkward, heavy items such as beer barrels or marquees.

Think about...

The load – is it heavy, slippery, uneven in weight or shape? The task- where is it going? Up or downstairs/into a tight space? Who is doing the work? Are there enough people? Their age, sex, strength, fitness should all be considered.

Whenever possible use aids and equipment such as sack barrows to help the job.

- A consideration often overlooked is the potential onset of adverse weather, resulting in poor ground conditions creating an instant danger to vehicle and pedestrian traffic. You should consider providing a four wheel drive vehicle or tractor to assist participants whose vehicles are affected and a wheel wash to prevent transfer of mud from the site to the Highway. The employment of professional private

contractors to undertake vehicle parking and on site management could relieve you of much work.

- At the smaller events it may be sufficient to use your own Traffic Controllers provided that they receive appropriate and adequate training for their duties.
- Traffic direction on private land within the site can be undertaken by anyone, but we recommend that persons under 18 years of age should not be used for that purpose. All Traffic Controllers within a site should wear brightly coloured reflective jackets for their own safety. It should display their responsibility clearly in writing.
- Be aware that an accident resulting from an act or omission (including lack of training) could result in a civil action being pursued against the Organiser.
- An effective means of communication is vital in order to co-ordinate the activities of the officials and inform the participants of safety related issues. An Event Control Point is recommended from where radio, telephone and public address systems can be monitored and controlled.
- You should appoint a competent Event Safety Officer whose role is to oversee all aspects of Event Safety and to liaise with the Emergency Services. They should work closely with any Police supervisor in attendance at the event.
- This advice applies equally to static site situations and mobile ones such as carnival processions or parades.
- Additional health and safety precautions may be required to deal with proposed events or entertainment that are unusual or potentially dangerous.

#### **ADVICE FROM YOUR AMBULANCE AND PARAMEDIC SERVICE**

The Bedfordshire and Hertfordshire Ambulance and Paramedic Service NHS Trust (BHAPS) has responsibility for providing an emergency ambulance service for the area covered by Dacorum Borough Council.

BHAPS will expect to be a member of any inter-agency planning team and will also act as a point of contact for the NHS in general and Voluntary Aid Societies, eg., St Johns Ambulance or British Red Cross Society.

A senior officer nominated by BHAPS will be able to offer advice and guidance to organisers and promoters on the first aid/ambulance/medical implications and consideration of their particular event. This advice will cover for example, the number of first aiders, first aid posts and ambulances which should attend an event. Such guidance will be drawn from appropriate publications and/or national recommendations.

Ambulances are large vehicles which require a wide berth. Frequent access and egress to possible incidents occurring at an event is likely and therefore a firm access route and hard standing is required to facilitate the Ambulance Service in carrying out their duties. Organisers must therefore give careful consideration to these points prior to and during the event as part of the Event Plan.

BHAPS will also expect to be a party to any on-site or off-site emergency plan associated with the event.

## First Aid

- The first aid provisions need to be suitable for the number of people expected to attend and for the type of event.
- For higher risk events, young audience or large concerts an NHS Ambulance and Officer may be required to attend in addition to the voluntary services.
- In large crowd events a qualified medical practitioner may also be required to attend.
- Make sure that the basic services for first aid are always available. At smaller events, i.e., indoor markets/jumble sales, etc, a qualified first-aider should be present and an area suitable for first aid treatment, including a supply of water be available.
- A voluntary first aid society can be asked to provide a First Aid Post, staffed by qualified first-aiders.

The following gives a guide to the minimum provision:

Number of people attending	Number of first aiders	Number of first aid posts	Ambulances
500	2	1	-
3,000	6	1	1
5,000	8	1	1
10,000	113	12	1

**Further advice can be found in the HSE publication *The Event Safety Guide* – ISBN 0-7176-2453-6**

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

## **ADVICE FROM HERTFORDSHIRE CONSTABULARY**

### **Introduction**

The Constabulary recognises and values the diverse traditions of carnivals, fetes, parades and other community events and the benefits they bring to the local community. The organisation is committed to supporting such events to provide community reassurance and maximise police visibility. Deployment of community events will be in accordance with the ACPO Public Safety Policy (1999) and may be subject to cost recovery.

The general legal responsibility for the safety and welfare of the public, staff and participants at public events rests with the organisers of the event and the owners of the

land on which it takes place. Police have no general duty to preserve public safety at any public event except where there are imminent or likely threats to life.

Police powers to regulate traffic for planned events are limited and the responsibility for creating temporary traffic orders or road closure orders lies with the local authority.

### **Services the Constabulary may provide**

An assessment of the need for police attendance and action at public events will be principally based on the need to discharge only core police responsibilities. The core areas of responsibility are restricted to:

- The prevention and detection of crime.
- Preventing or stopping breaches of the peace.
- Traffic regulation within the legal powers provided by statute, a Road Closure Order or a Traffic Regulation Order.
- Activation of a contingency plan where there is an immediate threat to life, and the co-ordination of the resultant emergency services activities.
- Threat to property.

The level of police resources committed and the action undertaken will be proportionate to the assessment of risks posed by the event.

### **Services the Constabulary will not provide**

#### Traffic Regulation

Hertfordshire Constabulary, in accordance with ACPO policy, does not support events that take place on the highway and police resources will not be deployed to facilitate road races or road stunt events. Hertfordshire Constabulary will not obtain road closure orders for event organisers nor will officers close roads unless exercising their emergency powers or fulfilling a statutory obligation to regulate traffic. The police are not responsible for stewarding road closures unless there is a requirement to regulate traffic. Any traffic management plan should comply with the requirements of the Traffic Signs Manual and be 'self policing'. Police Officers should not be used as part of a traffic management plan introduced in consequence of a closure order unless this is completely unavoidable.

#### Non-Policing Activity

Police resources will not be routinely deployed to event related tasks for which there are no legal powers or responsibilities for policing. Unless there is a clear legal obligation upon the police, the Constabulary will not generally undertake roles that should be performed by other agencies and organisations, e.g. security, stewarding, information and welfare. However the Constabulary will endeavour to provide advice where appropriate.

#### Risk Assessment

The event organiser has full responsibility for event risk assessment. It is not the role of the Constabulary to write or quality assure plans for any organiser, nor to undertake any routine risk assessment in respect of the safe conduct of the event beyond that which is necessary to determine risk appertaining to police core responsibilities as above. Representatives of the Constabulary will not generally become involved in briefing stewards or arranging spontaneous assistance, unless there is an immediate risk to public safety or specific need.

Hertfordshire Constabulary will only support any event on the proviso that the relevant SAG/Council has been informed in good time and that any recommendations made by the SAG/Council have been met. The Constabulary reserves the right to independently object to any such event at any stage on the grounds that it presents an unreasonable risk to Public Safety, Law and Order, or the Queen's Peace. Any such objection will be directed to both the organiser and the relevant local authority body.

#### Responsibilities of the Organiser

The event organiser should approach their SAG/Local Authority for advice on licensing requirements, public safety and traffic orders/signage. The event organiser should have public liability insurance and be able to provide full, relevant risk assessments (as required under S3 Management of Health and Safety Regulations for Employers 1999) and event safety plans. The risk assessments should provide an explanation of managed contingencies to mitigate such risks. Event Organisers should not rely solely on the presence of police resources to minimise risk in particular to public disorder issues.

Effective and safe crowd management will often require stewards to be provided by the organisers. Where stewards are to be used they should be properly trained and briefed. For larger events, or those where there are particular risks, it is likely that there will be a need for specially trained crowd safety stewards (e.g. for use in the front of stage 'pit' area at some music events). The stewarding of car parks is a very different requirement to crowd management and the two roles should not be confused.

#### Road closures

Event Organisers should obtain a temporary traffic order via the County Highway Authority who are obliged to scrutinise traffic management arrangements and invite Police comments or objections. Where possible and assuming the event does not pose a risk to public safety Hertfordshire Constabulary will endeavour to look favourably on road closures to facilitate community events.

If the organiser wishes to request policing presence at an event they must complete a 'Request for Policing Services' Form available from the Events and Logistics Department.

Where there has been an agreement that the Constabulary will provide personnel to assist at an event, a document called a 'Statement of Intent' should be agreed between the police, the organisers, and other relevant parties. This identifies beforehand the division of responsibilities and such matters as command protocols in the event of an emergency occurring.

## Marches and Carnival Parades

- It is your responsibility to Risk Assess the activity.
- A march or parade is extremely vulnerable when forming up. Preoccupied participants tend to forget safety and wander into the road. If the event is to assemble/disperse on a road then you should contact the Highways Partnership about getting a road closure order and supporting signage to protect your participants from other vehicles.
- Consider the danger and disruption caused by coaches and cars delivering participants to the assembly area. It must be suitable for that purpose in both size and location. Off-road assembly areas are the safest and participants will benefit from access to refreshment and toilet facilities.
- Why hold the event on a road when off-road sites such as parks, schools, playing fields and sports arenas are much safer?
- Coaches and cars should travel in advance of the march/parade and by a different route, to collect at an off-road, suitably sized and safe dispersal point from where people can immediately depart in safety.
- Appoint responsible Stewards who should wear high visibility and reflective tabards, or similar, that clearly identify their function.
- You must give Stewards appropriate and adequate training in their role and fully brief them prior to the commencement of the event. Keep records of what you do and say – they may later help protect you from litigation.
- Where pedestrians participate, carnival routes should be restricted to a reasonable distance as toilet and refreshment facilities are few and far between.
- It is the organisers responsibility to make sure that all vehicles taking part are roadworthy and have the necessary insurance cover for the use to which it is being put.
- Will lorries, floats and other large vehicles in your procession, have problems because of their size/weight? This information can be obtained from the Highways Partnership.
- Overhanging trees, wires, decorative lights, banners and other structures are a danger to people exposed on the back of open vehicles. You must make arrangements for dangerous overhead structures to be removed. You may need to re-plan the route to avoid the danger.
- Using open backed lorries and trailers is dangerous. Some structure should be securely attached that gives people a measure of protection and something to hold on to. Vehicle platforms affected by rain, foam sprays or other liquids can cause passengers to slip and fall. Rain protection should be provided and participants discouraged from activities the could produce such risk.

- It is undesirable, dangerous and often illegal for persons to be allowed to travel on open backed vehicles or trailers. It's great to keep up traditional community activities but we must all strive to maintain the highest standards of public safety. A safety steward should be appointed for each vehicle responsible for the safety of persons on that vehicle.
- Where a procession involves vehicles with pedestrians, entertainers or dancers in between, then special regard must be taken of personal safety. Mixing these elements is dangerous and should be avoided. If that is not possible, then allow sufficient space between the pedestrians and vehicles to ensure that no collision occurs. Stewards should separate the pedestrians and vehicles and have an effective means of communicating problems and directions to participants, other Stewards and vehicle drivers. Remember that drivers are often operating in conditions of reduced visibility. If a mixed parade is stopped to allow a performance by participants between vehicles, they should be separated and protected from the vehicles by substantial metal barriers. Better still put all the pedestrians at the front of the parade where they are separated and also dictate the overall speed.
- Cash collectors should remain on the footpath, clear of all vehicles and not cross the line of the moving procession. They should also be clearly identifiable as official collectors.
- Ensure that there is a substantial, highly visible vehicle at the head and rear of the procession. (At the head to advise the public of its presence and at the rear to afford some physical protection from collision.)
- A communication link in the centre of the procession is useful to warn of large gaps or vehicle breakdowns.
- The Organiser must seek to ensure compliance with the law in relation to all activities within their influence, including the use of fireworks from vehicles and the possession of substances or weapons.
- Suitable stopping points should be located so that the carnival can re group if this proves necessary.
- It is advisable to have an ambulance or at least some form of medical facility with the parade in case of emergency.
- The emergency services must have access to accident and emergency sites within the parade and the area that it effects.
- If the parade is to pass along narrow streets consideration should be given to suspending parking on at least one side.
- In restricted areas, where there may be reduced separation of the public and the parade, consideration should be given to creating a suitable and substantial dividing barrier. The minimum vision should be a barrier or breakable, high visibility, weatherproof tape.

- If the route is likely to interfere with local bus services the Organiser must give sufficient notice to Hertfordshire County Council Passenger Transport Unit.
- Bear in mind that any event on a public highway involves a significant amount of risk and that Hertfordshire Constabulary does not consider the roads in the county to be suitable for such use. This risk does not dissipate merely because the route is not on a main arterial road, is marshalled or accompanied by Police. It is the responsibility of the Organiser to continually consider and address the issue of participant and public safety.

### **CHARITY EVENTS/STUNTS**

- Any application to police for resources or advice relating to these types of activity will receive a response indicating disapproval and that such events should be held off the highway. If the Organiser persists in pursuing their original course, then in the event of a related incident or other emergency the Police will make it known that such advice was given from the outset.

### **Road Races and Fun Runs**

- Routes should be carefully examined and selected relative to the volume of participants.
- Age and ability should form part of your assessment e.g. runners of similar ability are likely to run in tight groups and thus increase the potential for pinch points.
- Suitably authorised traffic diversions or road closures help avoid a potentially lethal mix of vehicles and runners/pedestrians. If this is not possible then suitable substantial barriers or at least a high visibility weatherproof tape cordon should consist of two horizontally parallel tapes separated by a sufficient sterile area to remove any risk of crossover related incident. Road pins, metal stakes or wooden posts must not be driven into verges or footways as these may damage utility cables or pipes.
- Where minor roads join major roads and those major roads form part of the route, the minor roads should be closed with the appropriate authority (see previous bullet point) by means of substantial suitable barriers. It is not sufficient to merely control a junction by use of a Steward with no back up protection. Stewards are not permitted to stop or regulate traffic in any way.
- Account should be taken of commercial and other premises along the route. There is little point in taking protection measures by barriers and Stewards along the route only to find that vehicles from car parks, hotels, businesses and houses can access the route without control during the event and create immediate danger to the occupants and event participants. Remember that what you are doing affects other peoples rights.

- Organisers should establish whether any other events e.g. weddings, funerals, church services are taking place along the route and that planned road works do not coincide with the event date.
- The timing of the event is crucial to safety. Peak traffic times and the hours of darkness must be avoided. In addition to safety and separation barriers Organisers should ensure that supplementary information regarding the activity and its' management is posted to warn approaching motorists. Information must be clear and afford sufficient notice to prevent drivers becoming confused and thereby creating another danger.
- No unauthorised barriers, obstructions or signs can be placed on the highway.
- Organisers should take advice on the provision of medical assistance for participants and include it in the risk assessment.
- Marshals and runners should not at any time interfere with the free flow of traffic. Participants should use available footpaths.
- If the route enters another police area then further consultation should take place with those responsible for its policing.

## **WALKS**

- Risk Assess the activity.
- Consider the physical limitations of participants. There is little point in selecting a route that few can complete.
- Why use roads? In most cases this type of event can be conducted along footpaths, bridle-ways, playing fields or sports arenas.
- Remember to get a permit if you're making cash collections.
- Plan toilet facilities, refreshment stations, medical facilities and collection of tired or injured persons.
- Fancy dress can add to the fun element of the day. It can also result in fatigue, especially in hot weather. People should be encouraged to dress suitably and Stewards briefed to recognise the signs of stress and dehydration.
- Consider the environmental impact of the event. Plan to remove empty drink containers and any other litter.
- The start and finishing points generally result in a substantial number of persons and vehicles congregating in one area and creating a hazard. These locations should be at a substantial, off road place such as a school or park with provision to em-bus or de-bus participants in a safe and controlled environment. These areas themselves will need to be taken into consideration in your risk assessment.

## **Cycling, Treasure hunts and Motoring events**

- The planning, execution and legalities of such events is complex. Specific advice can be obtained direct from Hertfordshire Constabulary Road Policing Unit.

## **ADVICE FROM HIGHWAYS**

### **Events on Roads**

If you intend holding an event which may involve closing the road, or may interfere with the normal passage of traffic or pedestrians on the road/footpath, you must first contact Highways Department on the telephone number given. It may be necessary to obtain a Road Closure or other Traffic Regulation Order for you to carry out any sort of event on public roads or footpaths.

These orders take a minimum of six weeks to obtain and can involve substantial costs as there are legal formalities and statutory requirements to follow, so apply in plenty of time. Highways will advise you of the necessary procedures. In some circumstances a simpler, and therefore less expensive, road closure process is appropriate. This involves the use of the Town Police Clauses Act, which can be implemented by the Borough Council. Nevertheless consultation with the highway authority is part of the process and the highway authority will still need a minimum notice of six weeks.

Highways work closely with the Police on matters concerning public roads and you should read carefully the section in this pack dealing with the Police advice on events associated with the highway.

### **Notifying Events on the Public Highway**

As a matter of policy the Police do not encourage events on the public highway as it is considered that the roads in Hertfordshire are unsuitable for such purposes. Although people participating in events do so voluntarily, a heavy responsibility for their safety is placed on the Organiser, and thus the Safety Advisory Group are anxious that the dangers involved are made known to all concerned. Whilst the Safety Advisory Group wish to support the community and charitable organisations in their activities it is hoped that Organisers will consider adopting alternative safe means to achieve their objectives. If an event is held against this advice and a related accident or other emergency occurs the Safety Advisory Group will make it known that their advice has been given from the onset. The Safety Advisory Group may however, in the interest of public safety, continue to provide advice and possible assistance.

Where you seek to promote an event on a Public Highway you should as a first step notify such intention to Hertfordshire Constabulary Road Policing Unit which manages road issues county-wide.

They will identify whether your plans will clash with any others, and give initial guidance on road related issues.

You must also contact Highways who co-ordinate all activities on the highway network to ensure your event will not clash with planned roadworks or other 'on street' events previously authorised.

If on receipt of the responses from the Police and Highways you intend to pursue the plan, you must provide details to Dacorum Borough Council who will share the information locally.

If the Event requires a road closure or traffic diversions, then authority must be obtained from Highways who will consult with the Police for opinion on the suitability of your plans. If the authority is granted an agreement must be reached between you and the Police as to the responsibility for the acquiring, placement and collection of signs and equipment. It may be advisable for you to contract a private company to provide the approved signs. If the event requires the placement of 'No Waiting' cones they can generally only be placed by the Police. Authority to do so will be given by the Police Officer concerned with planning the event.

Remember if you are in any doubt at all, call the Highways number for advice. It is against the law to do certain things on public roads and footpaths and the penalties can be severe, not only from criminal prosecution, but also the possibility of civil action should someone suffer as a result of your failure to take the proper precautions.

### **ADVICE FROM HERTFORDSHIRE FIRE AND RESCUE SERVICE**

The responsible person must carry out a suitable and sufficient fire risk assessment. Guides are available to assist the responsible person with this task.

In the case of an incident at your event the Fire Service will require the following:

- A clear concise and accurate call to the Fire Service (via 999 or for mobiles 112) stating the circumstances of the incident and any additional information which may be helpful (i.e. Calor gas involved).
- A responsible person to meet the fire appliance and to liase with the Officer-in-Charge ( sits in the front left hand seat of the appliance).
- Good access: Fire appliances are large vehicles that require a wide berth. Access and egress needs careful consideration prior to and during the Event as part of the Event Plan.
- Water supplies: Fire appliances carry only a limited supply of water which may need topping up from a hydrant which must be accessible and readily identifiable by the organiser (i.e. not covered by a vehicle or structure).

**Means of escape, safety from fire, emergency lighting, fire alarms and extinguishers are covered in other sections of this guidance.**

### **Emergency Access**

- Keep the emergency services entrances and exit routes within the site clear of obstruction at all times.

## **Fire- Fighting**

- Provide equipment (eg, fire extinguishers, fire blankets) for putting out small fires throughout the site.
- Make sure that stewards know where the equipment is and how to use it. They should be told NOT to attempt to fight major fires.
- The Fire and Rescue Service should be called at once to ANY fire, however slight.
- Extinguishers should be provided on the following basis.

Carbonaceous materials – 1 x 9 litres of water per 200<sup>m</sup><sup>2</sup> floor area

Electrical risks (minimum) – 1 x 2kg carbon dioxide

Vending Units (minimum) - 1 x 2kg dry powder and one fire blanket.

## **Staging or Structures**

The Hertfordshire Fire and Rescue Service Safety Officer will advise you on the safety aspects of marquees and tents, including their siting, construction, and the provision of exits, normal and emergency lighting, etc. The Fire Service may wish to inspect any temporary structure before the event in order to ensure that the fire safety provisions are adequate.

## **EVENTS IN GENERAL**

- If your Event is to be held on Dacorum Borough Council owned land or other privately owned land you must obtain permission for its use. Permission to use the land is normally granted in written form and may stipulate particular conditions to which you must conform if the permission is to remain valid.
- We suggest that if your Event involves a fun fair, you consider using a fun fair operator whose activities and equipment have been subject to official scrutiny.
- The locating and operation of attractions such as 'bouncy castles' and their ancillary equipment are subject to safety requirements and Organisers should seek the advice of Dacorum Borough Council.
- Consideration must be given to local residents as fun fairs for example can produce noise pollution.
- Plan site access of any Emergency Service that may be required to attend.
- Plan to safely evacuate all or part of the site.

## **Concerts and similar musical events**

- This document may not provide Organisers with sufficient information to plan a safe event of this nature. You are strongly advised to refer to the contents of the Health and Safety Executive book –‘The Event Safety Guide’. Large events of this nature require considerable expertise.
- The Organiser must make a realistic assessment of the nature of the Event particularly in relation to the anticipated audience size and profile. As part of the overall risk assessment this will help guide you through the planning process.
- The Organiser should provide the anticipated audience with the correct information regarding the entertainment they expect to see. There is no merit in raising the expectations of the audience beyond the Organisers’ ability to deliver the package. In short, ‘Do not make promises that cannot be fulfilled’.
- Organising outdoor concerts (includes those under canvas or temporary structure) is a completely different operation from those contained within a pub, club or hall. Take into account your own limitations in terms of organisational ability, experience and financial considerations.
- It is vital when seeking to promote such an activity that the Organiser engages in the planning process at the earliest opportunity. If they fail to do so they will face immediate objection by Police and Local Authority to any application for licenses until such information indicates that the planning is sufficient to address public safety issues.

## SITE CHECK AIDE MEMOIR FOR EVENT SAFETY OFFICER

ITEM	CONSIDER	YES	NO
CROWD SAFETY	Are premises (or site) free from hazards ?		
	Have all hazards already been considered in your risk assessment?		
ACTIVITIES	Are all activities/attractions/structures complete and adequately staffed?		
STRUCTURES	Are structures/seating sound and secure?		
	Are stairways, platforms and equipment guarded?		
	Are protective barriers or fences adequate and secure?		
ENTRY/EXIT	Do you have sufficient to deal with normal flow?		
	Do you have sufficient to deal with emergency evacuation?		
	Are all staff sufficiently trained?		
OBSTRUCTIONS	Are all circulation areas, stairways, escape routes and exits free from obstruction and unlocked?		
CROWD MANAGEMENT	Is your management system operational and communication systems all checked and working?		
STEWARDS	Are the required number of Stewards at their allocated places?		
	Have all the Stewards been trained?		
	Have all the Stewards been briefed?		
	Are they wearing their reflective jackets?		
ELECTRICS	Is installation complete/certified?		
	Are installations secure/protected?		
	Are the public separated from electrics?		
LIGHTING	Is normal and emergency lighting provided, in working order and lit (where necessary)?		
MEDICAL FACILITIES	Are there adequate facilities and trained medical staff on site?		
	Is there safe drinking water?		
FIRE SAFETY	Has a suitable and sufficient fire risk assessment been carried out?		
	Is a procedure in place to notify stewards/organisers of a fire to enable them to initiate partial/total evacuation.		
	Is the fire fighting equipment in place and in working order?		
	Is combustible material/rubbish being stored away from tents/structures?		
RUBBISH	Are there sufficient bins and arrangements for emptying?		
TOILETS	Are they clearly marked (including disabled provision)?		
	Are servicing arrangements sufficient?		
ROAD CLOSURES	Have they been approved, arranged and put in place?		

EMERGENCY ACCESS	Are the Emergency Services able to get to where they can help you?		
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If you have answered NO to any questions then you must address the problem.

## STEWARDS

An appropriate number of adequately trained stewards should be provided, for the security and control of the site and the attending public. They should be aware of emergency procedures which may include access/egress, fire, injury, difficult/unruly members of the public.

The number of stewards needed may be calculated by considering each of the separate tasks to be covered (i.e. staffing entrances and exits, controlling access to attractions/activities, general crowd control, patrolling public areas, securing unauthorised areas, securing hazards, car parking duties etc.) This calculation is related to your risk assessment.

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

All persons working on behalf of the Organiser should wear throughout the event high visibility and reflective clothing that denotes their individual roles and bears individual identification.

The Organiser should ensure that all persons engaged either directly or indirectly by them on duties within the site:

- Are responsible, fit to deal with physical requirements and active.
- Do not consume or be under the influence of alcohol or other drugs.
- Do not leave their point of allocated duty (except in pursuit of public safety)
- Remain calm
- Be courteous towards all those with whom they have contact
- Co-operate in full with any legal requirements of the Emergency Services or Dacorum Borough Council Officials.

The Organiser should ensure that accurate monitoring and recording of all persons within the Event Site takes place, and that all such information is immediately made available on request to the Emergency Services or Dacorum Borough Council Officials. Customer numbers must be available as separate from site staff numbers.

The Organiser is responsible for ensuring that all persons working on their behalf are suitably trained and briefed prior to the commencement of the event about their areas of responsibility, including, at least, as applicable:

- Roles and responsibilities
- Staff command and control
- Division of responsibilities between the Promoter and the Police
- 'Transfer of Authority' procedures and requirements
- Safety requirements

- Communication methods
- Partial and Total Evacuation
- Action in the event of fire or explosion
- Response to bomb threats
- Response to and management of disruptive elements
- Management of distressed, lost and injured persons
- On site traffic management
- Off site traffic management
- Assessment of crowd densities, problematic dynamics and signs of distress.
- Resolving access issues.
- Location of
  1. Exits and additional Emergency Exits
  2. First Aid points
  3. Disabled viewing/access
  4. Car and coach parking locations
  5. Car/coach/taxi/participant/equipment drop off and pick up points/routes, pedestrian pick up points/routes.
  6. Fire fighting equipment
  7. Lost/found property point
  8. Lost/found person point
  9. Meeting points
  10. Toilet facilities
  11. Information Point
  12. Welfare Services
  13. Event Control
  14. Emergency Liaison Centre

## **RECOMMENDED READING**

The following publications provide additional information and advice on safety at events. You should ensure that you have the most up to date version.

**5 Steps to Risk Assessment** – HSE (Health and Safety Executive) – Available free

**Fire Safety Risk Assessment** – Guides are available for the following premises:  
 Small and medium places of assembly (up to 300 people) – ISBN –13:978 1 85112 820  
 Large places of assembly (more than 300 people) – ISBN –13: 978 1 85112 821 1  
 Open air events and venues – ISBN –13: 978 1 85112 823 5

These guides can be downloaded free of charge from:  
[www.Firesafetyguides.communities.gov.uk](http://www.Firesafetyguides.communities.gov.uk). Further useful information can be obtained by visiting [www.fire.gov.uk](http://www.fire.gov.uk).

**The Event Safety Guide** – HSE priced publication

**Fairgrounds and Amusement Parks – Guidance on Safe Practice** – HSE (priced publication)

**Safe operation of passenger carrying amusement devices : Inflatable bouncing devices** – HSE (priced publication)

**The Radiation Safety of Lasers Used for Display Purposes – HSE**

**Code of Practice for Outdoor Events – The National Outdoor Events Association**  
(priced publication)

**A Guide to Organising Safe Firework Displays** (free from Local Authorities)

**Working Together on Firework Displays – HSE priced publication**

**Managing Crowds Safely – HSE priced publication**

**Guidance on The Amusement Device Inspection Procedures Scheme (ADIPS) –**  
HSE free leaflet

**Electrical Safety for Entertainers – HSE free leaflet**

**Health and Safety at Motorsport Events – HSE price publication**

**Health at Open Farms – HSE free leaflet**

Copies may be available from the Council and /or from

HSE Books  
PO Box 1999  
Sudbury  
Suffolk  
CO10 6FS

Tel: 01787881165 Fax: 0178731399

**DACORUM SAFETY ADVISORY GROUP NOTIFICATION FORM**

This Notification Form should be detached and completed (in **BLOCK** letters) by the person who is responsible for Event Planning. It should be submitted in plenty of time to ensure that the Safety Advisory Group can provide as much as advice and information as possible.

**Date of Event**

**Type of Event** (i.e., Firework Display, Carnival etc.)

**Event Organiser**

Name	Address	Post Code	Daytime Tel. No.	Fax. No.

**Location/Address of Event** (Please give all addresses if more than one location)

Venue Owner / Address	Venue Address / Telephone No.

**Please indicate if the event to be held inside or outside**

**Attendance**

Numbers Attending	
Age range of those attending	
Time of event (Start and Finish)	
Are you charging for admission?	

**Health and Safety**

Have you carried out a risk assessment of your Event ? YES/NO

(It will help us greatly if you enclose a copy with your application along with an Evacuation Plan and a Grid Marked Site Plan – if appropriate)

**Name and Address of the nominated Event Safety Officer**

Name	Address	Post Code	Daytime Tel. No.	Fax. No,

**About your Event**

Is your Event going to serve alcohol? YES/NO

Is your Event going to have Entertainment/music/dancing? YES/NO

Is your Event going to serve food? YES/NO

Is your Event going to have public liability Insurance cover? YES/NO

Is your Event going to be publicly advertised? YES/NO

Is your Event going to go onto the Public Highway? YES/NO

Has this event been run before? If YES, where? Date?

**Complete and return the form to Dacorum Borough Council, Public Protection, Civic Centre, Marlowes, Hemel Hempstead, Herts HP1 1HH, so that your Event is registered on our District Event Programme and have the relevant partners advised.**

**The Dacorum Safety Advisory Group can also be contacted by e-mail : [safety.advisory@dacorum.gov.uk](mailto:safety.advisory@dacorum.gov.uk)**

## USEFUL CONTACT DETAILS

ORGANISATION	LOCATION (Postal address for correspondence)	CONTACT	TEL. NO.
East of England Ambulance and Paramedic Service NHS Trust	Ambulance HQ Hammond Road Bedford MK41 0RG	Peter Kendell Emergency Planning Manager Pkendell@bhamb.nhs.uk	01234 408999
Hertfordshire Constabulary Road Policing Unit	Police Headquarters Stanborough Road Welwyn Garden City Herts AL8 6XF	Traffic Management Officer	0845 3300 222
Hertfordshire Constabulary Western Area Logistics and Events	Watford Police Station Shady Lane Watford Herts WD1 1DD	Events & Logistics	0845 3300 222
Dacorum Borough Council :	Civic Centre Marlowes Hemel Hempstead Herts HP1 1HH	Food Safety  Pollution  Licensing	01442 228000
Mid West Herts Highways	Trident House 42-48 Victoria Street St Albans AL1 3HZ	Highways	01727 816000
Hertfordshire Fire and Rescue Service	The Community Fire Safety Office, The Fire Station, Queensway, Hemel Hempstead HP2 5HA	Fire Safety Enforcement	01442 867111

## **IN CASE OF EMERGENCY**

**PHONE 999 OR 112**

- **Ask the Operator for the Emergency Services you require**
- **Don't worry if you require more than one emergency service.**
- **Give a full and comprehensive address including any special access arrangements.**
- **Highlight any details which might be important like number of participants involved.**
- **Send a responsible person to liase with the emergency services on their arrival.**

**The agencies of the Safety Advisory Group will not be held responsible for any death, personal injury or loss or damage to property (including property owned by one or more of the agencies) caused by or arising from the holding of your event and it is your responsibility to ensure that you have taken all the necessary steps (including insurance) to protect yourself from liability of this nature.**