



Organising Safe Events in Waverley

Guidance Notes

Event Guidance Notes



Introduction

However much of an "old hand", you may be in event planning - large or small - and however much you feel you know the routine backwards, times are changing.

You are legally required, as an organiser, to ensure the health and safety of all involved, so far as is reasonably practicable. Organiser's responsibilities are the same, regardless of whether it is a small charity fête, tree procession or show or a major event charging a realistic commercial sum for admission.

The prudent approach for all Organisers, therefore, should be to demonstrate, if necessary, that:

- The event has been planned to eliminate or substantially reduce safety risks as far as is reasonably practicable.
- All aspects of public safety have been considered.
- There are contingency plans in place
- All necessary approvals - e.g. closing a public highway - have been sought and obtained
- Proper advance notice of the event to all necessary or relevant authorities, including emergency services has been given. This will usually be a minimum, for all except very small local events, of three months.
- There is adequate public liability insurance in place

Remember that you are also liable for the actions of any third parties you invite onto the site.

Questions for organisers to ask include - do caterers have the appropriate certification? The same applies to fairground rides, marquee providers, electricians and the assemblers/builders of temporary structures - seating stands, for example. Have you got adequate insurance cover - does it cover you for all that you are proposing to do? Does it cover the public and any appropriate products?

What is an event?

An event is fundamentally something out of the ordinary, that requires both planning and organising in order to make it happen, and to which the public have access - ranging from the small - a village fête - to a major multicultural festival or rock concert. Both have common organisational needs and both need to be planned, especially where the safety of organisational staff and the public are concerned. A few examples are: -

Small

Village fêtes
Jumble sale

Church or village Flower show
Family fun day

Large

Pop concert	Open-air concert or theatre
Car boot sale/fair	Carnival and procession
Organised firework display	Funfair
Mock battle	Agricultural show
Air show	

This guidance pack has been designed by the Waverley Safety Advisory Group to provide information to organisations wishing to arrange an event. The forms contained within the pack can be used for all events regardless of size, however some parts may not be relevant for smaller events.

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

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

Safety Advisory Group

It is recognised that public events can enhance community life in Waverley. However, there is potential for risks to public safety and adverse environmental effects resulting from the numbers of people attending such events, unless proper management is in place, with input from relevant stakeholders and the emergency services. In recognition of this Waverley's Safety Advisory Group was established.

The Safety Advisory Group exists to consider plans presented by the organisers of events and offer guidance on the contents and structure of the Event Plan. It is not the role of the Safety Advisory Group to assist in planning the events or writing plans. The purpose of the Safety Advisory Group is to offer guidance to help organisers discharge their responsibilities. The members of the Safety Advisory Group will not accept or adopt any of the responsibilities of the organiser.

Regular Safety Advisory Group members include:

Surrey Police, Surrey Fire and Rescue Service, Surrey Ambulance Service, Waverley Borough Council, Surrey County Council

Other agencies may attend such as Guildford and Waverley PCT, Environment Agency, Highways Agency, Health & Safety Executive, Civil Aviation Authority

Waverley Borough Council's Environmental Health Section is responsible

for enforcing legislation regarding food safety, environmental protection (noise) and in some cases health and safety at events. This legislation may place duties on you and the people you employ as part of the event. The information contained within this Guidance Pack will help you understand the legal duties placed upon you and ultimately to ensure that employees, volunteers and members of the public are not put at risk. Further information and guidance may be obtained by contacting the Environmental Health Section on 01483 523424.

Risk assessment

Please remember that event organisers have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and of the public and participants attending.

This responsibility can be met be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. **All events must comply with recognised safety standards and you must take all necessary precautions to ensure the event takes place safely.**

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

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

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

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE)

Phoenix House,
23-25 Cantelupe Road,
EAST GRINSTEAD,
West Sussex
RH19 3BE
Tel: 01342 334200 - Fax: 01342 334222 or from

Environmental Health
Waverley Borough Council
Council Offices, The Burys,
Godalming
Surrey GU7 1HR
Tel: 01483 523424 - Fax: 01483 523251

There is a list of recommended reference publications at the back of this document. However, for specialist events, there may be specialist guidance you may need to seek.

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Stage 1 - Pre-planning

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

- Timescale.** Set out the proposed timescale and give yourself as much time as possible to organise the event. For large events, you may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. You may need to allow time for any licenses needed to be granted. The earlier planning commences the better. The minimum you should allow is 12 weeks. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

TIME SCALE	JOB	WHOSE JOB	TICK BOX
9 Mths	Start to organise: appoint steering committee.	Informal group	
	Event themes: how are you celebrating and who is it for? Is it a fund raiser?	Steering committee	
	Share out the main jobs/roles. These are: Event Manager, Finance, Treasurer/Fundraiser, Information Person, Entertainments/ Programming.	Steering committee	
	Find a site.	Event manager	
	Initial talks with licensing officer and/or Environmental Health at the local authority and initial contact with local Police Commander or Safety Advisory Group.	Event manager	
	Start talking to local community groups who might want to get involved	Event manager	
	Do a rough budget. Do one budget based on getting no public funds and one where you do. Make an assessment of the project's viability. Start raising money locally. Apply for grants if available.	Event manager/ Treasurer Steering committee Treasurer Treasurer	
8 Mths	Prepare licence application and send it off.	Event manager	
	Investigate and apply for insurance cover	Event manager	
	Do site plan and risk assessment showing emergency access points etc.	Event manager	
	Check for artists' availability and price. Make provisional bookings.	Entertainments person	
	Talk to local Community Police Officer.	Event manager	
	Check availability of major hires: PAs, tents, generators, toilets, barriers, bouncy castles.	Event manager	
	Check facilities provided/site/personnel will match details of any licensing application	Event manager	
6 Mths	Check all facilities give access for the disabled	Event manager	
	Confirm that you have been granted a licence or don't need one.	Event manager	
	Apply for licence to sell alcohol.	Bar person/ Event Mgr	
	Confirm booking of artists and send off contracts.	Entertainments person	
	Prepare a detailed, balanced budget. Allow contingencies	Treasurer	
3 Mths	Confirm bookings of major hires.	Event manager	
	Send out first press release and information to the community.	Information person	
	Start contacting potential stallholders.	Event manager/ stalls co-ordinator	
	Start getting artwork together for flyers and posters. Check if planning permission needed, highways & land owner's approval for location of signs	Information person	
	Send out second press release and community information.	Information person	
3 Mths	Confirm stallholders. Check their insurances, if required.	Stalls co-ordinator/ Event manager	
	Make sure the team needed for the day have been booked.	Event manager	

TIME SCALE	JOB	WHOSE JOB	TICK BOX
2 Mths	Send out third press release and community information.	Information person	
1 Mth	Get flyers and some guidance on fly posting and posters printed	Information person	
	Get flyers distributed (up to 6 weeks before) and posters put up (2 weekends before the event).	Information person	
	Check on all key items: major hires, entertainers, stalls, catering, beer tent.	Event manager	
	Organise team of litter pickers for Clean Up.	Event manager	
THE DAY	See 9 THE EVENT		
1 Mth Later	Organise a debrief/social for everyone involved. Discuss accounts, show videos & photos. Say thanks to team.	Event manager	

- **Why.** Identify the aims of the event. Is the objective publicity, community cohesion, fundraising, commercial profit?
- **Where.** Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.
- **When.** Consider the time of year, including the consequences of extreme weather conditions (good or bad) at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.
- **Who.** 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.
- **What.** 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 or not an entrance fee will be charged.
- **Specialist equipment.** Will the activities require the use of any specialist equipment such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person.
- **Codes of practices.** For larger events there will be a need to comply with guidance particularly the HSE's *The Event Safety Guide*, (sometimes known as "the purple guide") which is a very useful reference document (ISBN 0-7176-2453-6 £20) Also useful is the NOEA *Code of Professional Practice for Outdoor Events* published by the National Outdoor Events Association Tel: 0208 669 8121, which gives advice on structures, marquees, tents and electrical matters..
- **Welfare arrangements.** The organiser must estimate the number of attendees (both providers and event goers) to the event and consider its duration. Toilet requirements should be based on these estimations. Advice is given in the *Code of Practice for Outdoor Events* referred to above. Permanent toilets should be checked for adequacy and maintained during the event. Sufficient toilet facilities

for the disabled must be provided and use only by disabled persons supervised. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost and found children, missing persons, baby changing and lost property.

- **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 attending, accesses and egress, the site and structures, Health, Safety and Welfare issues. Provision of adequate numbers and types of resource (e.g. First Aiders, Ambulances, Paramedics etc.) should be based upon published guidance, especially the Event Safety Guide ("Purple" Guide) and Guide to Safety at Sports Grounds ("Green Guide"). Many organisations provide medical services but 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. "999" system).** Further advice can be sought from the Surrey Ambulance NHS Trust.

Guidance for Event Organisers regarding provision of First Aiders

The Event Safety Guide (HSG 198) specifies the definition of a First Aider as:

"A 'First Aider' is a person who holds a current certificate of first-aid competency issued by the three voluntary aid societies (or certain other bodies or organisations); St John Ambulance, British Red Cross Society or St Andrew's Ambulance Association. The first aider should have prior training or experience in providing first aid at crowd events.

Note: The completion of a 'Health and Safety at Work' or four day 'First Aid at Work' course does not necessarily qualify a person as competent to administer first aid to members of the public"

Unfortunately the guidance is not specific about what "certain other bodies or organisations" means. It also specifies that:

" First Aiders, ambulance and medical workers should:

- *be at least 16 years old and not over 65 years old*
- *have no other duties or responsibilities*
- *have identification*
- *have protective clothing*
- *have relevant experience or knowledge of requirements for first aid at major public events*
- *be physically and psychologically equipped to carry out the assigned roles*
- *Also, first aiders under 18 years old must not work unsupervised"*

Practical Advice for Event Organisers

The guidance can be interpreted in several ways but the overriding factor is that the Event Organiser must satisfy himself (and possibly others at a subsequent Inquiry) that the facilities he provides for either his "employees" or the visiting public, at his event, are capable and competent to undertake the responsibilities of the work in question. The organiser must ensure that there is the relevant organisational back-up to deal with issues, for example medico-legal litigation, should the need arise.

First Aid at Events is not about having "a male who does a bit of first aid equipped with a box of plasters", nor is it necessarily having the company First Aider, appointed under the Health and Safety (First Aid) Regulations 1981, providing services to members of the general public, unless they are competent and have stated that they are willing to do so. Public First Aid is a very different scenario to the workplace.

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 first – aid trained. The question one must ask is - if the first aider is doing first aid, who is doing the other job that was assigned to that person?

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.

The best advice is to approach a recognised body that provides such services.

For further information see The Event Safety Guide or contact your First Aid Provider.

Special permission.

Following the introduction of the Licensing Act 2003 licensing events involving public entertainment (and or the sale of alcohol) has changed. Event organisers must make the appropriate licensing arrangements or the event may be illegal, involving penalties for the organisers. To protect the interests of the general public, licensing authorities might be obliged to prevent an unauthorised event going ahead. The Department for Culture Media and Sport has issued statutory guidance which refers to licensing large scale temporary events.

You should consider whether special permissions are required as early as possible in planning your event. In obtaining permission you may have to meet requirements or give assurances that will involve additional planning and extra costs – for example, you might be required to have a particular type of security personnel.

It may be necessary to apply under the Licensing Act for a premises licence, or to give notice of a temporary event to the police. You should consider, at an early stage, whether a premises licence or temporary event notice is necessary. "Where the sale of alcohol is involved, there will need to be a designated premises supervisor specified who must be a personal licence holder" (DCMS Guidance paragraph. 5.12B).

Temporary event notices are meant to provide a "light touch bureaucracy" for small, short term, local events. Which type of permission is required will depend a number of issues, for example, how long your event will last, what activities are included, and the number of people who might attend at any one time.

There are also restrictions on the number of temporary events that may take place on the same premises within a year. In time, as the new licensing provisions are built in to planning events, some venues may have premises licenses obtained by the owners. You can check with Waverley – see below

When you are in the early stages of discussing the event with the police you should seek their view of whether a temporary event notice is sufficient permission. The Notices apply only to events with less than 500 people, for example, so an event that the police consider likely to attract more (even if that is not in your plans) may need to be referred to Waverley by an application for a premises licence.

If the police have concerns about the scale, location or timing of your proposed event, they may formally object to the event taking place, and a hearing at Waverley could become necessary. Early discussions of licensing requirements may avoid problems arising and help with planning a safe event.

If you think a premises licence is required, you should apply to the local licensing authority – which since summer 2005 is Waverley

Certain categories of entertainment may require a licence or licences to be obtained from Waverley Borough Council or the Police. In particular you should consider what types of entertainment (music, sports or games, provision of alcohol) are going to be part of the event. Once those elements are identified, you should contact Rosemary Hughes at Waverley Borough Council on 01483 523225 for further information, or advice.

Should you require a license you should allow 12 weeks for your application to proceed, and there may be a charge.

- **Insurance.** All events will require Public Liability Insurance to cover the organisers legal liability to third parties for damage to property or injury to persons that occurs during the course of the event. In addition, the organiser will wish to ensure that all contractors and performers etc. participating in the event have their own public liability insurance to cover their liabilities.

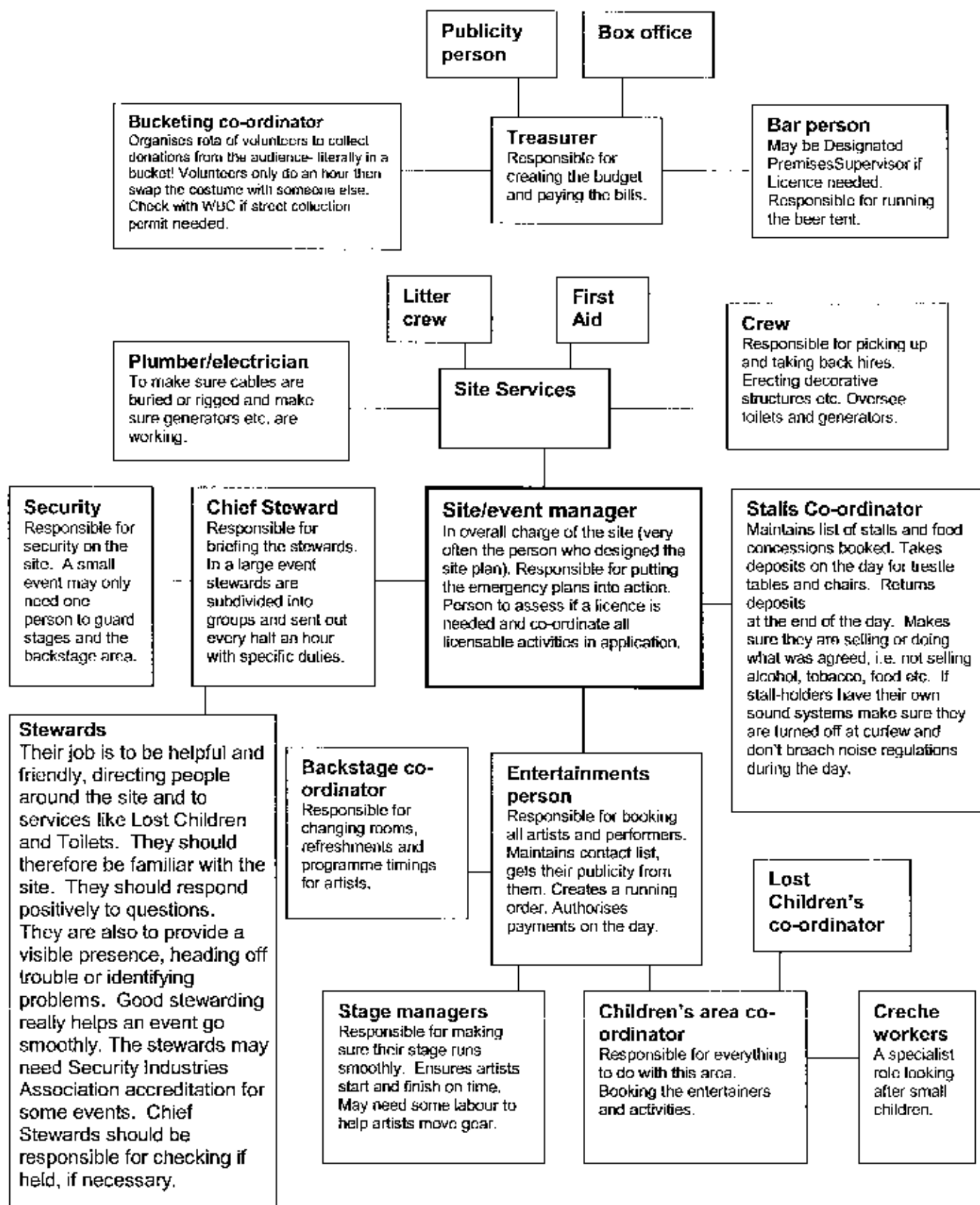
Many organisers will find that their existing insurance policies will already include public liability insurance cover for events or can be extended to give the necessary cover. You should check existing insurance cover for specific exclusions or limitations such as liability for events involving fireworks or bouncy castles. Depending on the nature of your organisation and the proposed event other insurances might also be necessary or desirable such as employers' liability or insurance against cancellation costs.

Most land and property owners will ask event organisers to provide evidence of public liability insurance cover with an indemnity limit of not less than £5 million but this limit may vary depending on the size/scale of the event and the nature of the risks involved. For events occurring on Waverley land or buildings you will be asked to indemnify Waverley Borough Council against loss or damage to the Council's property and against all claims for loss, damage or injury brought by third parties where such claims arising out of the hiring. When booking the event you will be asked to provide details of your insurance cover.

If you are in any doubt about the suitability of your existing insurance cover or if you need to arrange additional insurance then please seek specialist advice from your insurance provider or broker.

- **Event plan.** This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Example structure of organisation and roles of staff



Stage 2 – Organising the event

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

- **Establish a committee.** Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the 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 both prior, during and immediately after the event.
- **Liaison.** Contact the Waverley Safety Advisory Group who will automatically notify all the statutory authorities of your proposals. If you have specific issues you wish to discuss please contact: Waverley Police Operations Department (Tel: 0845 125 2222), Surrey Ambulance Service (Tel: 01737 363860) or Surrey Fire and Rescue (Tel: 01737 242444). Tell them about the event and ask them for advice. If you require additional information regarding specific activities, make contact with the local authority's Environmental Health, Building Control or Licensing staff and/or the relevant organisations.
- **Site plan.** Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths, plus stage location, sound sources and lighting, where applicable. If a licence is needed this has to be on a specified scale – contact the Licensing Officer early to discuss this.
- **Emergency plan.** A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. If something goes badly wrong, and those attending, both visitors and organisational personnel, need to be evacuated from part or all of the event area, plans must be made, emergency escape routes identified, as well as the identification and provision for separate and guaranteed access for emergency services responding to an incident.

You may have to liaise with the emergency services, local hospitals and the local authority emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. You will also need to consider who will manage the emergency and liaison with the Emergency Services should an emergency occur. **You will also need to ensure that all those involved in the event are aware of the Emergency Plan and what to do. The Safety Advisory Group will offer you guidance on this and additionally may reserve the right to organise a tabletop exercise to test your Emergency Plan prior to the Event.**

- **Temporary structures.** Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Temporary structures should only be obtained from

experienced suppliers. The standards for lighting, emergency lighting, ingress/egress remain the same for temporary and permanent structures.

- **Catering.** Food is often an integral part of most events, whether it be from the fast food vendors on site or through providing hospitality to V.I.Ps or staff etc. Space can be sold on site to boost income but consideration must be given to what food outlets are already nearby and you have to try and cater for everyone's needs as far as possible. How many fast food vans do you realistically need on site? Will you offer cold food and beverages as well as hot? Will any of your food sellers be in direct competition with anyone close by e.g. an ice cream van close to a shop selling ice-creams? This should be thought out sensibly and consideration given to local traders. You also need to think about where you will locate these vendors, not necessarily a good idea to place them next to a stall selling crafts etc.

Many fast food vans will bring along their own generator which by nature will cause extra noise disruption. They will need to 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. Obtain caterers' food hygiene certification. You may wish to obtain a list of their menu and charges to ensure their prices are reasonable.

All traders selling food should be registered as a food business with the local authority where they are based and comply with the necessary Food Hygiene Regulations. You should contact the Food and Health & Safety Team, Environmental Health, on 01483 523424 for specific advice.

You should also seek advice from the Food and Health & Safety Team if you are considering catering for an event yourself, for example having a barbecue on site.

- **Noise.** Noise associated with events can cause significant problems. In particular, any event that finishes after 2300 (and in some areas even earlier) will require exceptional planning to prevent complaints being received and the possible intervention of Environmental Health Officers. Officers may serve notices under the Environmental Protection Act 1990 to require noise to be controlled.

Thought should also be given to the siting of potentially noisy equipment such as generators and compressors, as well as the orientation of any stage or marquee. Events requiring a licence may be subject to specific noise conditions - e.g. setting of noise levels.

- **Fireworks.** Cascade-type fireworks have little noise associated with them. However, rockets, mortars and air bombs are designed to make noise and in some cases extremely loud bangs. This can disturb and even terrify your neighbour, pets and wild life in the surrounding area. Remember fireworks can be heard considerable distances from the source.

Following Guy Fawkes Night, you might have noticed hazy atmospheric conditions. This is the result of fireworks and bonfires. You should be aware that smoke released during the display can severely obscure driving visibility.

Firework Safety. Although fun, fireworks are extremely dangerous, if not operated properly. Remember they are explosives. In 2003, 1136 people received treatment for firework related injuries.

Children and elderly people may be frightened by the noise made by firework displays and so may pets and local wild life.

The Firework Code can be obtained from the Department of Trade and Industry, who coordinate national firework safety campaigns.

What the law says about fireworks:

The use of fireworks is now prohibited between the hours of 2300 until 0700 in England and Wales, except on the Chinese New Year, Diwali and New Year's Eve when the times are extended to 0100 and until midnight on bonfire night (5th November). Outside these dates and times, penalties of up to £5000 or 6 months in prison can be imposed for breaching this curfew (the curfew is enforced by your local police).

The Fireworks Regulations 2004 also prohibit anyone under the age of 18 from possessing fireworks (except firework professionals)

The sale of fireworks is now limited to 3 weeks prior the 5th November and 3 days afterwards. Similar timings are in place for other authorised events.

Under the Control of Explosives Regulations 1991, it is an offence to keep fireworks longer than 14 days, this provided that they have been kept in a defined safe place.

The misuse of fireworks may, in some circumstances lead to the police issuing an anti social behaviour order, on the person creating "harassment, alarm or distress" to their neighbours. Not complying with such an order carries a prison sentence of up to 5 years.

For further advice see the leaflet "Fireworks" produced by NSCA (www.nasca.org.net) or guidance from the Health and Safety Executive: "Working together on firework displays" (HSE Guide HS(G) 123) "Giving your own firework display" (HSE Guide HS(G) 124) Both are available from HSE Books.

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

All stewards should be properly trained and competent, as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting. Stewards must have 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.

Only the Police have the authority to regulate traffic on the public highway.

The stewards may need Security Industries Association accreditation for some events. Chief Stewards should be responsible for checking if held, if necessary.

- **On-site communications** On site communications are essential at events, both for controlling the public via public address systems and for keeping in contact with essential members of the organisational team during the actual event.

Radio communication is excellent for large events covering extensive sites, however, organisers should be aware that there are limitations on their use, due to geographical location or more simply if caused by the undisciplined user who insists on talking over other transmissions.

There are also a number of technical considerations to be made, e.g. two channel systems or multi-channel systems and special headsets for communications inside entertainment marquees where it may be difficult to receive or hear communications over the sound of on-stage public address or stage gear. Consider also earpiece reception for staff/stewards/helpers in the front line. Innocent messages overheard by the public, if misheard or misinterpreted can cause panic.

Priority talk-through arrangements for key posts, e.g. Safety Officer and Event Co-ordinator for dealing with emergencies is essential.

A link into the public address system is also an essential feature in controlling the behaviour of the public through public announcements.

- **Crowd control.** The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system.
- **Numbers attending.** The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors. It will also be necessary to establish a crowd profile to assist in stewarding and crowd control.
- **First Aid and Medical Provision.** Medical Services are extremely busy and should be booked well in advance of the Event. Ensure that the Medical Services provider has a "Duty Order" detailing the operation of services for the event and a Contingency Plan for Major Incidents. These Plans may require validation and approval by the statutory NHS Ambulance Service.
- **Lost and Found Children.** It will be necessary to establish a lost and found children point. Appropriately trained people should supervise this area.
- **Provision for Those With Special Needs.** In addition to ensuring all facilities are provided taking into account the needs of the disabled, specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.
- **Security.** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other security/carrying facilities. Counting and banking arrangements should be given careful consideration.
- **On-site traffic.** Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself.

Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.

- **Off-site traffic.** Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the Local Surrey County Council Highways Authority and the Police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the Surrey County Council Highways Authority.
- **Road Closures/Diversions.** Any functions that require a road closure or diversion may need a Road Closure Order from Surrey County Council Highways Authority on 01483 503151. You will need to allow 12 weeks.
- **Transportation.** The local rail and bus companies should be advised of larger events to establish if existing services will be adequate.
- **Contractors.** All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.
- **Performers.** All performers should have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.
- **Facilities and utilities.** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

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

- **Contingency plans.** Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned

for, such as dealing with a disappointed crowd if the main attraction has not turned up.

- **Clearing up.** Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. There may be some hazardous waste for advice on waste disposal contact Surrey Waste management on 01306 748300.
- **Risk assessments.** Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary.
- **Advertising signs.** Posters placed on land and highways, even for a short period, may require planning permission. A limited class of temporary advertisements may not require an application, such as for local charitable events with no commercial purpose. However, their size is restricted. You should refer to 'Outdoor Advertisements and Signs' information available from Waverley Planning Department. Signs on roads can create a traffic hazard. You should consult Surrey County Council Highways with details of where you wish to erect signs. You will need to seek permission of the relevant landowner before erecting signs. Waverley has guidance on signs permitted on its own land - see Sign Guidelines at Appendix 1. You also need to make arrangements for removing publicity and traffic signs promptly after the event. Those putting up signs alongside roads should wear appropriate hi-visibility reflective jackets for the class of road.
- **Fire Safety at the event** Surrey Fire and Rescue Service will give advice on all aspects of fire safety, and are also a valuable source of advice on the location/type and number of temporary fire alarms and extinguishers. Additionally, liaison with fire equipment suppliers will often secure sponsorship for the loan of extinguishers for events in return for a free trade stand or publicity in the sponsors' page of the event programme.

Means of escape The means of escape arrangements are always dictated by the occupant capacity, which is the maximum number of people who can be safely accommodated at the venue. People should be able to walk to safety along a clearly recognisable route by their own unaided efforts regardless of where a fire may break out at the venue. However, for some people with disabilities it will be difficult, if not impossible, to make their way to a place of safety without the assistance of others. Consider carefully the arrangements for these people.

When evacuation is necessary, people often try to leave the way they entered. If this is not possible (perhaps because of the position of the fire or smoke), they need to be able to turn away from the fire and find an alternative route to a place of safety. However, the audience may underestimate the risk or be reluctant to use exits they are unfamiliar with. It is essential to train stewards to recognise this fact and to ensure that the audience leaves promptly. Outdoor venues such as parks, fields and gardens of large houses or stately homes will normally have boundary fences at their perimeters. To provide means of escape, which will allow for an orderly evacuation to take place, ensure that:

- the number and size of exits in the fences, etc, are sufficient for the number of people present and are distributed around the perimeter;

- exits and gateways are unlocked and staffed by stewards throughout the event; and
- all exits and gateways are clearly indicated by suitable signs, which are illuminated if necessary.
- Exits and exit routes should be kept clear of obstructions and should be immediately available if needed
- Signs clearly indicate exits, are large enough to be seen at maximum viewing distance and are of the European "running man" standard

At the planning stage, consult the fire authority and Waverley about the proposals for means of escape.

Fire fighting Suitable and sufficient fire fighting facilities should be provided for small fires, where trained stewards or helpers know how and what to do, safely. It is good practice to always seek advice from the Surrey Fire and Rescue Service

For events that involve naked flames, suitable means of extinguishing clothing fires on people should be provided; this would normally be a dry powder fire extinguisher or fire blanket. All stewards should be trained and be familiar in the use of the first aid fire fighting appliances provided.

Waverley Policy for Temporary Signs on Waverley Owned Land

The placing of signs on Waverley owned land requires the seeking of approval in advance from Waverley. This is because the erection of signs may require landowner permission, is subject to by-laws and planning restrictions. It is also necessary to prevent a proliferation of unsightly signs, which will spoil the countryside and open spaces.

Authority to grant permission on behalf of the Council is delegated to the Countryside and Parks section. This delegation relates to certain types of signs and determining suitable locations.

The delegation is to be exercised using the following criteria:

- Temporary notices or signs advertising local charitable events, but not for any commercial purposes
- Advertisement not exceeding 0.6 of a square metre
- Duration on the land not more than 28 days before the event
- Removal the day after the event
- Freestanding (i.e. not attached to a tree or structure)
- At least 2 metres from the highway (n.b. a footpath is part of the highway)
- Not obstructing any sight lines

For other types of advertising or size of sign the applicant will need to satisfy themselves whether planning permission is required. This will need to be done through the Planning Department.

Unauthorised signs will be removed from the land and will be disposed of unless arrangements are made for collection within 7 days.

Stage 3 – Final preparations

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

- **Routes.** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency access and egress routes.
- **Inspections.** A checklist is provided as an example. A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference.
- **Siting.** Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.
- **Signage.** Ensure adequate signage is displayed where necessary. This should include emergency exits (illuminated if necessary), first aid points, fire points, information and lost/found children points and other welfare facilities such as toilets and drinking water.
- **Vehicles.** Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
- **Structures.** Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.
- **Barriers.** Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.
- **Stewards.** Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.
- **Lighting.** Check all lighting is working, including any emergency lighting.
- **Public information.** Make sure the public address system is working and can be heard in all areas. Ensure that communications between Event Organiser, Safety Co-ordinator and stewards is effective and working.
- **Briefing.** Check that all stewards and staff have been fully briefed and understand their responsibilities and are aware of any conditions attached to a licence. Ensure they are clear on their role in and what action to take in an emergency.

Stage 4 – After the event

- **Site condition.** After the event, another inspection should be carried out to make sure nothing has been left on the site, which could be hazardous to future users. This inspection should also identify any damage, which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.
- **Accidents.** If a reportable accident occurs, the names and addresses of witnesses should be obtained, ideally photographs taken, and a report made by the organisers. An accident form should be completed and one copy sent to the landowner. A sample simple accident reporting form is included in the pack, but for more serious accidents the procedure required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R.) will need to be followed. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place. Advice can be sought from Environmental Health at the Borough Council – 01483 523424
- **Claims.** Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.
- **Debrief.** After the event, a debrief should occur so that any lessons learnt can be noted. A form is included in the pack and should be sent to the Safety Advisory Group. The Safety Advisory Group may hold a debrief session following on from this.

DISCLAIMER

The information and commentary provided in this guide is provided for information purposes only. The guide does not, and is not intended to, amount to legal advice to any person, or group, on a specific event or matter. You are strongly advised to contact an independent lawyer for advice on any specific legal matter that arises in relation to your event

Event Guidance Note Checklist

Introduction

To ensure that you have fully considered and acted upon all the issues raised in all stages of this form (Pre-planning; Organising the event; Final preparation) tick them off below. An **action** column has been provided to allow you to monitor progress. Space has been given at the foot of each stage to allow for brief notes.

Stage 1 Pre-planning

	Done	To do	By when	By whom
• Where (who owns the land?)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• When	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Who	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• What	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Specialist equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Code of Practice (E.g. Event Safety Guide)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Welfare arrangements	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Special permission	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Insurance	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Timescale	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Draft Event Plan	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Draft Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Draft Medical Plan	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Location of advertising signs & permissions	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Stage 2 – Organising the event

	Done	To do	By when	By whom
• Establish a committee	<input type="checkbox"/>	<input type="checkbox"/>
• Liaison....Emergency Services/ Local Authority	<input type="checkbox"/>	<input type="checkbox"/>
• Site plans	<input type="checkbox"/>	<input type="checkbox"/>
• Temporary structures	<input type="checkbox"/>	<input type="checkbox"/>
• Catering	<input type="checkbox"/>	<input type="checkbox"/>
• Stewards	<input type="checkbox"/>	<input type="checkbox"/>
• Crowd control	<input type="checkbox"/>	<input type="checkbox"/>
• Numbers attending	<input type="checkbox"/>	<input type="checkbox"/>
• Provision for the disabled	<input type="checkbox"/>	<input type="checkbox"/>
• Security	<input type="checkbox"/>	<input type="checkbox"/>
• On-site traffic	<input type="checkbox"/>	<input type="checkbox"/>
• Off-site traffic	<input type="checkbox"/>	<input type="checkbox"/>
• Road closure applied If applicable	<input type="checkbox"/>	<input type="checkbox"/>
• Transportation	<input type="checkbox"/>	<input type="checkbox"/>
• Contractors	<input type="checkbox"/>	<input type="checkbox"/>
• Performers	<input type="checkbox"/>	<input type="checkbox"/>
• Facilities and Utilities	<input type="checkbox"/>	<input type="checkbox"/>
• Draft Contingency plans	<input type="checkbox"/>	<input type="checkbox"/>
• Draft Event Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Draft Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Draft Medical Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Draft Emergency Plan	<input type="checkbox"/>	<input type="checkbox"/>

- Clearing up

- Risk assessments

Notes

Stage 3 – Final preparations

	Done	To do	By when	By whom
• Routes...Including Emergency routes, in/out	<input type="checkbox"/>	<input type="checkbox"/>
• Inspection	<input type="checkbox"/>	<input type="checkbox"/>
• Siting	<input type="checkbox"/>	<input type="checkbox"/>
• Signage	<input type="checkbox"/>	<input type="checkbox"/>
• Vehicles	<input type="checkbox"/>	<input type="checkbox"/>
• Structures	<input type="checkbox"/>	<input type="checkbox"/>
• Lighting	<input type="checkbox"/>	<input type="checkbox"/>
• Public address/communications	<input type="checkbox"/>	<input type="checkbox"/>
• Briefing	<input type="checkbox"/>	<input type="checkbox"/>
• Final Contingency Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Final Event Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Final Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Final Medical Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Final Emergency Plan	<input type="checkbox"/>	<input type="checkbox"/>

Notes

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Event Risk Assessment

Guidance Notes and Form

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. For example, employers must undertake suitable and sufficient assessment of the risks to the health and safety of their employees and others affected by their undertaking – or event.

The following guidance should aid you in carrying out your risk assessments. A sample form to help you record your findings has also been provided. A risk assessment is nothing more than a careful examination of what, in your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to ensure that no-one – either helping with the event, attending or being affected by it in any way gets hurt or becomes ill.

Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards that could result in significant harm. The following could be considered:

- 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 by organisers to identify any other hazards associated with the activities at the event.

Identifying those at risk

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

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

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.
- Provision of first aid.
- Provision of facilities.
- Fire, security and cash collection.

- Health and safety issues.
- 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 and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard and the severity of the consequences. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Further action necessary to control the risk

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

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

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Removal of the hazard.
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.

- The use of personal protective equipment.
- Find a substitute for that activity/machine etc.

Record the risk assessment findings

You should record the findings - you could do this by using the attached sample Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and revise

If the nature of the risks change 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.

Further guidance

5 Steps to Risk Assessment : INDG163 (rev1) published by the Health and Safety Executive
HSE publications are available from HSE Books, PO Box 1999, Sudbury, Suffolk
CO10 2WA
Tel: 01787 881165
<http://www.hsebooks.co.uk>

Event Risk Assessment Guidance: Sample Form

Event:

Date of event:

Venue:

Organiser:

Hazards identified	Persons at Risk	Risk Factor (High/Medium/Low)	Measures required to control the risk	Action to be taken by (Name)	Date Completed and signature

Name of Assessor (Block capitals)

Signature Date

SAMPLE

Injury/Incident Report Form

Event name

Event reference number

Event date

This form is only to be completed by the event organiser or their representative.

Injured person (if any)

Surname Forenames

Address

.....

..... Postcode

Telephone number Date of birth

Employee Volunteer Exhibitor Contractor

Member of the public Other

Date and time of accident/incident/ (delete as necessary)

Date and time reported

Person reported to

Details in accident book? Tick box Yes No

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

.....

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.....

Assisted by event representative (please give name)

First-aid administered (please give name)

Please tick relevant boxes

Ambulance called Yes No Taken to hospital Yes No

Name and address of hospital attended

.....
Taken home Yes No

.....
Circumstances of accident/incident and location

.....
Name and address of witnesses

.....
Person completing this form:

Name

Address

Postcode

Telephone

Signature

Date

.....
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Certain work-related accidents and dangerous occurrences are reportable to the health and safety enforcing authority (either the local authority or HSE depending on the event) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

An employer must report work-related accidents if:

- their employee, or a self-employed person working on premises under their control is killed or suffers certain types of injury;
- a member of the public on premises under their control is killed or taken to hospital; or
- one of the dangerous occurrences listed in the Regulations takes place. These include such incidents as certain scaffold collapses, failure of lifting equipment, certain electrical short circuits.

Further advice about RIDDOR, including the free leaflet *RIDDOR explained* which lists reportable injuries and dangerous occurrences and contains a report form, is available from HSE Books or Environmental Health at the Borough Council.

Event Participation List

Event Reference Number Event

Name.....

Event Date.....

	Name of activity (i.e. Caterers, exhibitors, ground entertainment, inflatables, fairground equipment, dancers, first aid providers etc.)	Insurance Details Attached Yes/No	Fairground equipment: ADIPS Cert. Attached Yes/No	If 'No' Please give details
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

	Name of activity (i.e. Caterers, exhibitors, ground entertainment, inflatables, fairground equipment, dancers, first aid providers etc.)	Insurance Details Attached Yes/No	Fairground equipment: ADIPS Cert. Attached Yes/No	If 'No' Please give details
19				
20				
21				
22				
23				
24				
25				
26				
27				
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SAFETY INSPECTION CHECKLIST

(Before, during and after the event)

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, note all defects and also the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Location:

PRIOR TO THE EVENT START

	Prior to the event		
	Yes	No	N/A
Site Access/egress			
Are entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff/stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site condition			
Has vegetation been cut back, debris removed and the area made safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are permanent fixtures in good condition e.g. seats, fencing, signage etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered no to any of the questions please note on the defects/remedial action taken overleaf.

Location:

Attractions/activities/structures	Yes	No	N/A
Have all structures been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all structures been inspected and approved by a competent person where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all activities/attractions sited correctly and checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all activities/ attractions supplied evidence of insurance and health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all potentially hazardous activities segregated and/or fenced as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have temporary decorations been installed correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have any unanticipated hazards been introduced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event provisions			
Are stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting in place where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fire fighting equipment in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is signage adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have electrical supplies/equipment been checked/certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have toilets been provided where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid facilities in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is control centre in place and public address system working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate waste bins in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DURING THE EVENT	Yes	No	N/A
Site access/egress			
Are the entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff/stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site condition			
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are permanent fixtures in good condition e.g. seats, fencing, signage etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attractions/activities/structures			
Are all structures still safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all activities/attractions still safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all potentially hazardous activities segregated and/or fenced still safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are temporary decorations still safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any unanticipated hazards been introduced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Event provisions (During the Event)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Are stewards still in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is fire fighting equipment still in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is lighting in place where required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is electrical supplies/equipment still safe behind barriers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are toilets clean and facilities still available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are first aid facilities still in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the public address system working? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the waste bins require replacing/emptying? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Defects Noted:

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Remedial action taken:

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Printed Name of Inspector:

Signature:

Date and Time of Inspection:

AFTER THE EVENT	Yes	No	N/A
Have all the public gone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibitors/attractions			
Have all attractions been dismantled and removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all exhibitors vacated the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all vehicles left the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary facilities			
Has all equipment been dismantled and removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all structures been dismantled and removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have temporary markers such as stakes, ropes, flags etc been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any holes/trenches etc been made good?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all temporary electric installations been isolated and made safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste collection			
Has all waste been collected satisfactorily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has all waste been removed from the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all residue fire hazards been checked e.g. fireworks, bonfires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Venue condition			
Has any damage to permanent facilities, buildings or the ground been reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has any damage been found during inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to either of the above is yes, then describe briefly below:

.....

.....

.....

Incidents/accidents

Yes

No

- Were any incidents/accidents reported during the event?

If **Yes** describe briefly below. (If there was personal injury then please complete Accident/Incident)

.....

.....

.....

.....

.....

Remedial action taken:

(Please advise the Safety Advisory Group of any damage found and remedial action taken)

.....

.....

.....

.....

.....

.....

Printed name of inspector

Signature

Date of inspection

DEBRIEF FORM

Name of event

Event location

Landowner name
& address

Event date

Official use only		
Event reference number	Date	Comment
.....

Section One - Organiser Details

- Name of organisation
- Name of Event organiser/s
- Contact address
- Postcode
- Tel No. – Home
- Tel No. Work
- Mobile No
- Fax No
- E-mail address

1. Brief description of the event (to include numbers of attendees etc)

.....
.....

2. Was the event a success?

If yes why

3. Did anything not go as planned?

Were any remedial actions taken?

4. Is there anything on hindsight you would do different next time?

5. Did any accidents take place?

If yes, give a brief description of the nature of the accident and how many?

Were the accidents reported?

If yes who to?

6. Did any incidents take place?

If yes, give a brief description of the nature of the incident and how many?

Was the incident reported?

If yes who to?

.....

7. Was the Event Guidance Pack Useful?

.....

.....

.....

.....

8. Any Other Comments?

.....

.....

.....

.....

Signed

Position

Date

Please send these completed forms to:

Safety Advisory Group
Waverley Borough Council
The Burys,
Godalming,
Surrey, GU7 1HR

Telephone: (01483) 523333
www.waverley.gov.uk

Organising Accessible events

The Disability Discrimination Act 1995 affects **everyone** in the UK who provides services to the public, or a section of the public, whether in the private, public or voluntary sectors.



Unlike the employment provisions of the DDA, there are no exemptions for service providers on the basis of their size.

THIS MEANS YOU!

Since December 1996 it has been unlawful for service providers to refuse to serve a disabled person, offer a lower standard of service or on worse terms to a disabled person, for a reason related to their disability.

Since October 1999, service providers have had to make reasonable adjustments for disabled people in the way they provide their services.

From October 2004 service providers may have to make reasonable adjustments in relation to physical features of their premises to overcome physical barriers to access.

A person with a disability may be a wheelchair user, someone who has a hearing or sight impairment, a person who has suffered depression, has learning difficulties or someone who finds it difficult to walk long distances.

"But I hardly ever see or serve anyone with a disability."

"So how can I help and how much will it cost me?"

Ensuring your services are accessible does not always have to cost a lot. Just by taking time to explain the service you provide, for e.g. listing a menu and prices for a customer

who is partially sighted, would ensure you were acting lawfully.

Another example is if you were serving from a counter positioned high off the ground or only accessible by steps, just by personally stepping down from the counter and serving a customer you would also be meeting the requirements under the law.

The idea behind the law is about creating more opportunities for people to access your services and is positive for both the customer and the business. For example by making sure labels and signs are clear and written in large lettering is helpful to everyone and would benefit all your customers and may even attract more.

There are plenty of people who can help you decide the best way to change the way you provide your services, all you need to do is ask!

"I am not sure that I really understand the law or what to do next."

If you would like informal advice about the Disability Discrimination Act 1995 please contact the Council's Access Advisor at Waverley Borough Council, on telephone number 01483 523468, email jjturner@waverley.gov.uk

If you would like some advice from DISCASS (who are people living in the Waverley area) who themselves have disabilities, you can write to the Chair, Disabled Citizen's Advice and Support Service (DISCASS), Wilfred Noyce centre, Crown Court, Godalming, Surrey, GU7 1DY Telephone: 01483 860551 E-mail: info@discass.org Website: www.discass.org

The Disability Rights Commission has been set up by the government to help. They produce a lot of information for different services and they can provide leaflets or specialist advice to help you understand how the law affects you. Please contact them on telephone 08457 622633, textphone 08457 622644, fax 08457 622611 email address_enquiry@drc-gb.org or you can visit their website at www.drc-gb.org

Events – Useful information

First Aid provision

First Aid provision is a very important part of any event. In some cases events cannot take place unless adequate first aid cover is provided. It is also a part of an event licence. When considering first aid cover there are several areas to address.

Location

The location of the first aid point needs to be easily accessible for both people and vehicles. If a frontline ambulance is not being provided clear access needs to be maintained in the event of an ambulance coming onto site to transport any casualty to hospital. If a frontline ambulance is being provided then access is still needed for quick egress from the site. You need to clarify with the first aid organisation as to what resources are being provided. Consideration needs to be given to the accommodation of the first aid post, whether this is a tent, existing first aid room or provided by the first aid organisation. This needs to be easily seen by the visitors to your event or clearly sign-posted to its location. It shouldn't be located next to any public portable toilets. If possible a portable toilet should be located by the first aid point for the use of the first aid staff and any casualties being treated. It can also be used for disposing of the contents of used bedpans. If permanent toilets are near the first aid point this is not required as these will be more hygienic than portable toilets.

Water/Power/Electric

If a non-permanent structure is being provided to accommodate the first aid point, i.e. tent it may be necessary to provide power for medical equipment. Some mobile first aid units may require connection to the mains in order to run. You may want to contact your chosen first aid organisation for any power requirements.

If your event is to run into the evening when daylight is reduced adequate lighting is essential.

A clean water supply will be required close to the first aid point or adequate clean water in sterile bottles.

Making the Booking

There is an increasing demand on first aid organisations to provide cover at all types of events. It is essential for you to make early contact with your chosen first aid organisation to make a booking. It is better to make an early booking with provisional details rather than 2 weeks before your event takes place. If you have any specific requirements or any insurance conditions this must be brought to the attention of the organisation at the time of making the booking, such as paramedics or doctors. It is recommended to make your request in writing or email as telephone messages cannot be relied on. Any telephone bookings should be followed up in writing. It is better to confirm arrangements for payment at the time of booking, as the personnel who arrive at your event may not be in a position to discuss payment for the cover.

If you have any queries regarding the cover being provided at your event it is best to discuss them with the first aid organisation rather than assume things.

Insurance Companies – Useful Numbers

Public liability insurance

Event Insurance Services Ltd.
Event House
20A Headlands Business Park
Ringwood
Hants
BH24 1AJ 01425 470 360

Insurex Expo-Sure
Royal Victoria House
51-55 The Pantiles
Royal Tunbridge Wells
Kent
TN2 5TE 08700 856 740

Torribles Insurance Brokers Ltd
21 Prince Street
Bristol
BS1 4PH 0845 130 2498

Heath Lambert Group
Focal Point
27-35 Fleet Street
Swindon
Wiltshire
SN1 1RG 01793 468 388

Zurich Municipal Community Insurance
Centre
Mountbatten House
Grosvenor Square
Southampton
Hants 0845 6023 896
SO15 2RP

Weather Insurance

Weather Direct
One America Square
17 Crosswall
London
EC3N 2LB

Weather-Proof
42 Brook Street
London W1K 5DB
United Kingdom 020 7958 9030

Useful addresses

Health & Safety Executive
HSE Information Centre
Broad Lane
Sheffield S3 7HQ
HSE info Line 08701 545500
www.hse.gov.uk

Surrey County Council
Contact Centre
Floor 3
Conquest House
Wood Street
Kingston upon Thames
KT1 1AB
Tel: 08456 009 009
Fax: 020 8541 9004
www.surreycc.gov.uk

Surrey Ambulance Service NHS Trust
The Horseshoe
Bolters Lane
Banstead
Surrey
SM7 2AS
Tel: 01737 353333
Fax: 01737 370868
www.surrey-ambulance.nhs.uk

Surrey Fire & Rescue Service
St David's
70 Wray Park Road
Reigate, Surrey RH2 0EJ
Tel: 08456 009 009
01737 242444

Waverley Borough Council
The Burys
Godalming
Surrey, GU7 1HR
Tel: 01483 523333
01483 426337
www.waverley.gov.uk

Surrey Police HQ
Mount Browne
Sandy Lane
Guildford
Surrey GU3 1HG
0845 125 22 22
www.surrey.police.uk

Bibliography

Title	Author	ISBN
The Event Safety Guide (The 'purple' guide)	HSE	0717624536
Managing Crowds Safely	HSE	071761834X
Managing crowd safety in public venues	HSE	0717607089
Fairgrounds and amusement parks – Guidance and safe practice HSG 175	HSE	0717611744
Five Steps to Risk assessment	HSE	0717615650
Everyone's Guide to RIDDOR	HSE	0717624412
Working Together on Firework Displays	HSE	0717608352
Giving Your Own Firework Display (How to run and fire it safely)	HSE	0717608360
Guide to Fire Precautions in Existing Places of Entertainment and Like Premises	The Stationery Office	0113409079
NOEA Code of Practice for Outdoor Events	National Outdoor Events Association (You will need to call them on 0208 669 8121 to obtain a copy)	

Event Guidance Notes complete
Books
PO Box 1999
Sudbury
Suffolk
CO10 6FS
Tel: 01787 881165
Fax: 01787 313995
www.hsebooks.co.uk

HSE Publications Centre
The Stationery Office
PO Box 276
London SW8 5DT
Tel: 0870 600 5522
Fax: 0870 600 5533
www.tso.co.uk

For copies of legislation, contact the Office of Public Sector Information (OPSI)
www.opsi.gov.uk