

# Policy

## Event Management

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## Contents

<b>PART ONE INTRODUCTION</b> .....	3
<b>1.0 Definition of Event</b> .....	3
<b>1.2 Type of Event</b> .....	4
<b>1.3 Scope</b> .....	4
<b>1.4 Objectives</b> .....	5
<b>1.5 Benefits</b> .....	6
<b>PART TWO: PROCESSING AN EVENT</b> .....	6
<b>2A External events</b> .....	6
<b>2B Internal events</b> .....	8
<b>PART THREE: ROLES AND RESPONSIBILITIES</b> .....	9
<b>3.0 Clear lines of responsibility</b> .....	9
<b>3.1 Dacorum Safety Advisory Group (DSAG)</b> .....	10
<b>3.2 Event Organiser</b> .....	10
<b>3.3 Corporate Health and Safety</b> .....	11
<b>3.4 Environmental Health - within Environmental &amp; Community Protection Department (ECP)</b> .....	11
<b>3.5 Team Leaders</b> .....	12
<b>3.6 Group Managers</b> .....	12
<b>PART FOUR: PLANNING YOUR EVENT</b> .....	13
<b>4.0 Safety</b> .....	13
<b>4.1 Submitting an event proposal</b> .....	15
<b>4.1a Submitting an internal event proposal</b> .....	15
<b>4.1b Submitting an external event proposal</b> .....	15
<b>4.2 Location</b> .....	15
<b>4.3 Audience</b> .....	16
<b>4.4 Risk Management</b> .....	16
<b>4.5 Know your event</b> .....	17
<b>4.6 Documentation</b> .....	20
<b>4.7 Managing the phases of an event</b> .....	21
<b>4.8 Contractor selection and management</b> .....	21
<b>4.9 Information, instruction and training</b> .....	22
<b>4.10 Competency</b> .....	23
<b>4.11 Supervision</b> .....	23
<b>4.12 Monitoring</b> .....	23
<b>4.13 Regulatory compliance</b> .....	24
<b>4.14 Environment</b> .....	25
<b>4.15 Noise</b> .....	25
<b>4.16 Parking</b> .....	26
<b>4.17 Traffic and highways management</b> .....	26
<b>4.18 Licensable activities</b> .....	27

<b>4.19</b>	<b>Food Safety</b> .....	28
<b>4.20</b>	<b>Waste and recycling</b> .....	28
<b>4.21</b>	<b>Public conveniences and welfare facilities</b> .....	28
<b>4.22</b>	<b>Sharing Information</b> .....	28
<b>4.23</b>	<b>Planning permissions and advertisement consent</b> .....	29
<b>4.24</b>	<b>Parks and open spaces</b> .....	29
<b>4.25</b>	<b>Balloons and Sky/Floating Lanterns</b> .....	29
<b>Appendix 1</b>	<b>Internal Events Notification form</b> .....	30
<b>Appendix 2</b>	<b>Health and Safety Information for Small Street Parties</b> .....	31
<b>Appendix 3</b>	<b>Health and Safety Information for “Running” and “Jogging” Events</b> .....	37
<b>Appendix 4</b>	<b>Temporary event notice and Premises Licence criteria</b> .....	40
<b>Appendix 5</b>	<b>Related legislation</b> .....	44
<b>Appendix 6</b>	<b>The Event Toolkit</b> .....	45
<b>Appendix 7</b>	<b>Emergency Preparedness</b> .....	46
<b>Appendix 8</b>	<b>Amusements</b> .....	47
<b>Appendix 9</b>	<b>How do I develop a site plan?</b> .....	48
<b>Appendix 10</b>	<b>Event Risk Assessment</b> .....	49
<b>Appendix 11</b>	<b>Application for the use of council land for special events</b> .....	56

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## **PART ONE INTRODUCTION**

### **1.0 Definition of Event**

#### An event

An event that is planned for a defined period of time, in a specific location, that allows the members of public to attend. Either indoors or outdoors, on private or public property. The Event can be expected to cause a public gathering that is not part of the normal course of business at that location and time.

### **1.1 Introduction and Purpose**

Dacorum Borough Council (DBC) recognises the importance of supporting the contribution such events make to DBC's cultural landscape and the economy, whilst minimising the potential impact of temporary events on the community.

Dacorum Borough Council is committed to enabling events within the borough and recognises that a diverse programme of varied and well-managed activities contributes to the promotion of a vibrant multi-cultural community. This policy sets out the key principles by which DBC approaches the application and processing of both internal and externally run events, and the required risk management.

The information within this policy supports the Corporate Health and Safety Policy and aligns the management of risk to operational managers. This policy applies to all public events held in the borough that meet the definitions in section 1.2 below. It sets out the importance of planning events, together with specific roles and responsibilities. It is noted that there is a significant amount of effort and time resources on many areas of the Council involved in facilitating events. A planned, well managed event brings many positive benefits to the borough and communities.

The purpose of this policy is to outline the procedures for external event organisers and Council officers involved in either arranging or managing/processing events, so that they comply with relevant legislation, industry codes and best practice. It will ensure that organisers, both internal and external, have clear expectations for events held in Dacorum. As an employer, the event organiser - whether an individual, collective or local authority - has a general duty to ensure, so far as reasonably practicable, the health, safety and welfare of their employees. They also have a duty to

ensure, so far as is reasonably practicable, that others - including volunteers and spectators - are not exposed to risks to their health and safety arising from the operation of the event.

## **1.2 Type of Event**

### Commercial

Commercial events are those that are intended to make a profit, including product launches, corporate events, and other marketing and promotional activities. This also includes fairgrounds, circuses, and ticketed festivals.

### Community

These are events organised by local not-for-profit, community or voluntary groups that directly benefit the residents of the Borough and do not provide significant advertising or other commercial benefit to a profit-making business or organisation.

### Charity

Events organised by registered charities and are predominantly fund-raising or awareness-raising events for the benefit of the charity. A registered charity number should be provided.

### Organised fitness

These are sporting or physical activity events organised with or without a charge to those attending the activity. Organised fitness events will also fall into one of the other event types described.

## **1.3 Scope**

This policy applies to all events held in the Borough within DBC owned or managed public buildings/land, including any group, organisation or person wanting to hold an event on Council land. This includes DBC internally organised and managed events, as well as externally managed events.

This Policy does not apply to:

- Unpublicised informal social or family gatherings in outdoor venues where no equipment is involved (standard park rules apply)
- Outdoor Markets
- Seasonal use of sports fields by schools and registered sporting clubs
- Public rallies and demonstrations

- Commercial fitness training
- Filming
- Community Centres (unless voluntarily submit under SAG process)

The Council may cancel or modify events at any stage in its development including, but not limited to:

- Extreme weather
- Identified high risks
- Site safety or conditions
- On the advice of emergency services

#### **1.4 Objectives**

The objectives of this policy are to:

- Clarify the expectations and classification of events in Dacorum
- **Provide a framework for the event application process, for both internal and external events**
- Provide controls that minimise adverse impacts of events on the non-event community and environment
- Ensure effective planning and management of events
- Promote the licensing objectives
- Provide a consistent and co-ordinated approach to how events are supported and facilitated by the Council
- Ensure that pre-event consultation and planning takes place with event organisers and stakeholders where necessary
- Maximise the safety of event attendees and the event workforce and ensure that safety is placed as a priority in decision making
- Minimise disruption to residents and businesses
- Ensure that events are accessible to all
- Develop an events programme and encourage local and national groups to organise or participate in new and existing events
- Promote the management of the health and safety of persons attending the events
- Promote compliance with relevant legislative requirements and standards

## 1.5 Benefits

A well-managed and appropriate events policy brings positive benefits to the borough, including:

- Providing residents with an interesting, fun, and diverse range of things to do
- Enhancing DBC's cultural offering and reputation as diverse and thriving borough
- Enhancing the image of the borough
- Helping to promote the area as a place of business, culture and community
- Playing a key part in DBC's vision by drawing visitors to the borough
- Increasing the number of events run within the borough
- Developing a strong community by increasing and improving cross-community relations

## PART TWO: PROCESSING AN EVENT

### 2A External events

All events held on DBC public land or in buildings owned or managed by the Council require permission/notification and/or approval from DBC. Anyone looking to organise an event or carry out commercial activities on Council-owned land will need to seek permission in advance by contacting: [es-estates@dacorum.gov.uk](mailto:es-estates@dacorum.gov.uk). For events in the Town Centre contact [business@doacorum.gov.uk](mailto:business@doacorum.gov.uk)

Online applications for externally arranged events will be processed via the Dacorum Safety Advisory Group (DSAG), with details entered onto the DBC Event notification form available on the following link:

<http://www.dacorum.gov.uk/home/environment-street-care/licensing/event-safety>.

This form should be used to give initial notification of a proposed event within the Dacorum area. It should be completed by the **event organiser**, in as much detail as possible, and as far as reasonably practicable submitted no later than:

- 6 weeks prior to the event for small events (fewer than 500 people attending)
- 12 weeks prior to the event for larger events (500 or more people attending)
- Note – applications submitted late will not be considered

The completed form and any attachments will be circulated to members of the Dacorum Safety Advisory Group (DSAG) as means of notification of a proposed event, and to allow advice to be

given. Organisers may be invited to address a meeting of the group or meet with officers of the Council to discuss specific elements of the event.

It must be noted that submission of this form will not relieve organisers of any legal obligations to obtain consents, licences, registrations or traffic orders as may be required.

Event organisers should have prepared (or be working on) a number of documents in respect of their event, and copies of these should be submitted with the notification form, or shortly afterwards. Many of these documents will continue to change right up to the day of the event, but providing DSAG with current drafts will mean advice can be offered.

The following information is requested with the initial notification:

- A **site plan** showing how the event site will be laid out
- An **event management plan**, setting out how and when the site will be set up and operated, the chain of operational command and responsibility during the event (with contact details), a full list of the activities being undertaken as part of or in connection with the event, and any other relevant information
- An **event safety plan**, setting out what additional measures have been taken in respect of security, safety, first aid, and any emergency procedures
- A general **safety risk assessment** and a **fire safety risk assessment** for the overall event (the latter is a legal requirement under the *Regulatory Reform (Fire Safety) Order 2005*)
- Evidence of a **public liability insurance** policy for the overall event.
- A copy of any **licences** obtained (where required for the event)

The information given on the form will be circulated to members of the group. Members can then provide information independently, or, if there are a number of specific points for discussion, the event organiser may be invited to a meeting. The DSAG is managed by the Corporate Health, Safety and Resilience Team, with the notification forms being processed by this team.

For larger scale events, organisers must attend a Dacorum Safety Advisory Group meeting to help ensure all the correct measures are in place. There is a minimum of three months' notice to ensure there is time for the application to be processed.

Key documents to assist and review the considered risk management of events include risk assessments and public liability insurance for **ALL** activities and equipment providers.



## **2B Internal events**

Any staff/service areas that arrange events are required to manage and monitor risk management of the event. All events categorised as internal (DBC arranged), which are normally community/corporate events, will need processing by the Corporate Health, Safety and Resilience Team. Each event organiser will be required to submit the **internal notification form** (appendix 1) to [SafetyAdvisoryGroup@dacorum.gov.uk](mailto:SafetyAdvisoryGroup@dacorum.gov.uk), and as far as reasonably practicable submitted no later than;

- 6 weeks prior to the event for small events (fewer than 500 people attending)
- 12 weeks prior to the event for larger events (500 or more people attending)
- **Note** – applications submitted late will not be considered

The following information should be completed/reviewed by the **event organiser**:

- The **internal event management plan**, setting out how and when the site will be set up and operated, the chain of operational command and responsibility during the event (with contact details), a full list of the activities being undertaken as part of or in connection with the event, and any other relevant information. This includes the **event safety plan**, setting out what additional measures and plans have been taken in respect of security, safety, first aid, and any emergency procedures
- A **health and safety risk assessment** and a **fire safety risk assessment** for the overall event (see appendix for event risk assessment guidance)
- Confirmation and evidence that the Council's **public liability insurance** policy covers the overall event.
- Assurance of **provider risk assessment**, competence, insurance and emergency procedures

It is the responsibility of the organising operational staff who are managing the event to ensure that they have assurance that;

- The internal event management plan is completed and assessed
- All providers are checked and competent
- All providers insurance is up to date, including the time covering the event dates

- Checking that all **Amusement Device Inspection Procedures Scheme** (ADIPs) and **Pertexa Inflatable Play Accreditation** (PIPAs) are in place for each piece of named ride/equipment
- Any structures, platforms or building works are considered under *Construction (Design and Management) Regulations 2015* (CDM)
- All risk assessments are in place for the event, and from each provider, checked to ensure they are in date, suitable and sufficient for the activity/event
- Emergency planning and preparedness is required as part of the internal review/assurance requirements
- Any required licences and/or permissions are in place

**Once all of the above checks** have been completed, the operational service organiser should finalise the **internal event management plan** as this maybe requested or forwarded to the Corporate Health, Safety and Resilience Team for corporate/community events.

## **PART THREE: ROLES AND RESPONSIBILITIES**

### **3.0 Clear lines of responsibility**

The complex nature of event management means it is crucial that everyone involved clearly understands their wider legal duties as well as those under Health and Safety Legislation. The person responsible for health and safety should be detailed in the event management plan, or contract.

The control of the venue may be shared between a number of services and/or people. If this is the case, the respective responsibilities should be clearly defined and assigned. Organisations and individuals who have any control of the premises or work should consider what measures they need to take to ensure the venue is safe, and detailed within the event management plan.

There should be effective liaison arrangements between all parties on health and safety matters and sharing of safety-related information, e.g. the location of buried services, CDM construction phase plan, risk assessments, and detailed within the event safety plan.

### **3.1 Dacorum Safety Advisory Group (DSAG)**

The remit of the Dacorum Safety Advisory Group (DSAG) is to advise on whether or not an event should proceed on safety (and not any other) grounds. The SAG normally reviews externally run events via an online 'safety advisory group event notification form.' Event organisers must seek the advice of the SAG if they wish to hold an Event on DBC land. Ideally, notification should be made months before the event takes place.

The consent of the Council or 'landlord' may be withdrawn upon advice of the DSAG. There are many aspects to ensuring that an event is safe and successful, all of which event organisers will need to consider during the planning of their event.

The DSAG does not "sign off" event proposals, nor will the group or member agencies accept any liability for issues arising from an event. The event organiser is legally responsible for the safety of the people attending. The DSAG are also unable to assist in the preparation of event safety documentation, risk assessments, or similar. Notifying the safety advisory group of an event does not replace any other legal requirements, such as obtaining permission to make use of private or Council-run land, licences, traffic orders, planning permission or food hygiene registrations. However, in some cases, having notified the group may simplify these processes.

The DSAG will also co-ordinate any safety debrief meetings that take place post-event. A debrief is required by Dacorum Borough Council for all large and major events. A debrief will also take place for small and medium events if there have been any safety concerns noted by the Council or any of the partners. Safety concerns must be notified to the Chair of the DSAG in writing/email to trigger a debrief for small events.

Any issues will be discussed with the event organisers. It is recognised that cancellation of an event is a last resort, but in cases where there is increased risk to public safety if the event proceeds, this recommendation will be passed to the event manager, or to Director level, as appropriate.

### **3.2 Event Organiser**

The overall responsibility for the planning and management of the event / activity is retained with the event organiser / organising team. This includes (but is not limited to):

- Production of the relevant documentation e.g. risk assessment / site plan

- Requesting and checking any third-party documentation e.g. risk assessment, insurance etc.
- Requesting and checking any documentation from other DBC service areas contributing to the event
- Notification to the Corporate Health, Safety and Resilience Team (CHS)

### **3.3 Corporate Health and Safety**

When notified via the internal notification form (appendix 1), the CHS team may request to see a selection of supporting documentation. For all events, and as far as reasonably practicable CHS require notification no later than;

- 6 weeks prior to the event for small events (fewer than 500 people attending)
- 12 weeks prior to the event for larger events (500 or more people attending)
- Note – applications submitted late will not be considered

The Corporate Health, Safety and Resilience Team will review events that are either run by the Council, and/or include fairground rides that are part of the event/s. They do not authorise, approve or 'sign off' events, that is the responsibility of the Event Organiser.

Ultimately, the Corporate Health, Safety and Resilience Team forms part of the health and safety management system. They may request further information, give advice based on the information provided, or in some instances conduct a site visit or meeting.

### **3.4 Environmental Health - within Environmental & Community Protection Department (ECP)**

When notified of internal events, the Environmental Health Team may request to see a selection of the documentation (audit) based on the supplied notification form.

For all events, the Corporate Health, Safety and Resilience Team have responsibility for co-ordinating DSAG. The Environmental Health Team review events that are not Council run, but commercial. They do not authorise or approve, or 'sign off' events, that is the responsibility of the Event Organiser.

### **3.5 Team Leaders**

Will ensure any staff that organise events on behalf of DBC have the appropriate competence and implement systems of checks and balances to ensure thorough planning and appropriate health and safety management is achieved for each event.

If you or your staff are responsible for booking 3<sup>rd</sup> party events you should ensure the responsibilities of the Event Organiser are fulfilled, as set out in 3.7 of the this policy, and through the submission of a complete set of documents as detailed in the SAG notification form.

### **3.6 Group Managers**

Must be notified by their Team Leaders of all events and be confident that the planning and arrangements of all events are suitable and sufficient.

You should ensure that if your team leaders manage the booking of 3<sup>rd</sup> party events the responsibilities of the Event Organiser are fulfilled as set out in 3.7 of this policy, and through the submission of a complete set of documents as detailed in the SAG notification form.

### **3.7 Role of the event organiser and their obligations**

- Events should be organised as far in advance as possible - generally an event with more than 1,000 people attending can take six months or more to organise and secure all of the required resources and processing.
- Event Organisers, external or internal to the Council, are responsible for managing and ensuring that the risk management and compliance of their event is met and have all their management processes in place.
- Provide complete and accurate event documentation within the required timeframes and respond promptly to any queries raised by the Council or member of the Dacorum SAG.
- Ensure that any information given on behalf of the organisation they represent is accurate and that they have the legal authority to enter agreements on behalf of that organisation or have the delegated legal authority.
- Ensure appropriate insurance and liability cover is in place.
- Permissions, licences and safety documentation must be sought well in advance.
- The event organiser should ensure the event is run according to the submitted plans.

## **PART FOUR: PLANNING YOUR EVENT**

### **4.0 Safety**

Responsibility for safety rests with the event organiser, whether this is a Council-run event or externally run event. Event organisers and their partners have a duty to ensure all relevant health and safety guidance is followed, including the preparation of full risk assessments and method statements.

The first-priority of all involved in managing events must be human safety. Every event should have a designated safety officer, and/or a system of competent management that includes person/s with event specific management and knowledge to review and advise on all safety related matters

#### **Managing Health and Safety**

Events and activities must be planned and managed in a proportionate and sensible way. One approach is to apply the *Plan – Do – Check – Act* (PDCA) cycle; this is consistent with Health and Safety Executive (HSE) methodology. This is also consistent with international safety management systems, including ISO 45001/2/3 2018. The PDCA cycle is one that supports on-going improvement. By choosing to follow this approach the event organisers and DBC are demonstrating their commitment to industry best practice.

In simple terms, plan what you are going to do; identify potential risks and implement your plan; check that it works or determine if more needs to be done and finally review, take action as needed to improve or change.

**Table 1** (below) provides an overview of the PDCA cycle as it relates to event / activity planning. One of the main control measures for any event is the preparation and planning, and this requires one vital element: **time**. A poorly planned, rushed event would be considered high-risk compared to a well-planned, well prepared, risk-based event, and shouldn't be allowed to proceed.

**Table 1** relates the PDCA cycle to the management of an event:

<b>Plan</b>	<p><b><i>Event Planning</i></b></p> <ul style="list-style-type: none"> <li>▪ When is the event; where will it be held; what is its purpose and who is it aimed at?</li> <li>▪ Who is responsible for managing the event and how will you achieve your event aims? For larger events where there are multiple providers / activities, it may be useful to have a ‘<i>Safety Review Group</i>’ to help scope, develop and manage the event</li> <li>▪ How will you manage fire and other emergency situations e.g. specific ride safety; lost child procedures?</li> <li>▪ Are you going to engage external providers? How will they be selected?</li> <li>▪ Will there be support from other DBC internal service areas such as Corporate Health and Safety?</li> <li>▪ Have you left enough time to notify CHS or Environmental Health with EC&amp;P (Environmental &amp; Community Protection)/Licensing/Completion of notification form etc?</li> </ul>
<b>Do</b>	<p><b><i>Identify your risk profile</i></b></p> <ul style="list-style-type: none"> <li>▪ Identify risks associated with your event</li> <li>▪ Complete risk assessments</li> <li>▪ Collate information from external or internal providers e.g. risk assessments, method statements etc.</li> </ul> <p><b><i>Organise your activities to deliver your event plan</i></b></p> <ul style="list-style-type: none"> <li>▪ Communicate your event ensuring that everyone is clear about their role and what is needed e.g. is there a lead liaison person with external providers?</li> <li>▪ Ensure you have adequate resources to implement your plan including competent advice where needed</li> </ul> <p><b><i>Implement your plan</i></b></p> <ul style="list-style-type: none"> <li>▪ Decide on the control measures and put them in place</li> </ul>
<b>Check</b>	<p><b><i>Measure your performance</i></b></p> <ul style="list-style-type: none"> <li>▪ Make sure your plan is being implemented. For example, have you received all the necessary documentation from external and internal providers; has it been reviewed? Note, documentation on its own is not necessarily a good performance measure.</li> <li>▪ Assess whether your identified risks are being adequately controlled. For example, are fairground rides being managed; activity numbers are not exceeded; fire and emergency exit routes being maintained etc.</li> </ul>

	<b><i>Investigate any concerns, incidents or near misses, poor crowd control, lack of welfare facilities (examples)</i></b>
<b>Act</b>	<p><b><i>Review your performance</i></b></p> <ul style="list-style-type: none"> <li>▪ Learn from your event experience, both positives and negatives</li> <li>▪ Give a team and consultation debriefing if necessary</li> <li>▪ Review any accident or incident that occurred; notify CHS using relevant forms</li> <li>▪ Revisit plans, documentation and risk assessments to see if they need updating</li> </ul> <p><b><i>Take action on lessons learned</i></b></p>

#### 4.1 Submitting an event proposal

##### 4.1a Submitting an internal event proposal

The DBC event management advice is to bring together not just the externally managed events, but also the many internally managed events that occur directorate and service wide. The responsibility of managing events is for each event organiser within the Council and their Group Manager to ensure the planning, safety and management of each event is in place. To further improve this, complete an ‘**internal notification form**’ (**appendix 1**) which will promote and improve the co-ordination and communication with various competent Council services to ensure another layer of risk management is implemented.

##### 4.1b Submitting an external event proposal

The externally managed event proposals are processed via the Dacorum Safety Advisory Group (DSAG) with the relevant details within the notification procedures found on the DBC website pages.

Consultation on medium and large events will involve members of DBC’s Safety Advisory Group and may involve stakeholders including Councillors, Members, and other local Groups depending on the impact the event is likely to have.

#### 4.2 Location

Is the event taking place within a park, on a highway, or in a building?

- What is the purpose of the event (For example is it a family fun day, a sports community event, a concert, a public health awareness or a political demonstration?)



- What structures and activities will be included (For example is there a mobile climbing wall, funfair rides, a large stage or tent, an inflatable, or a fireworks display?)

All of which consider detailed risk management, and should be detailed on any notification form and also an Event Management Plan.

### **4.3 Audience**

Who is expected to attend the event? For example, is this predominantly a family event, or would the activities attract large groups of teenagers or young adults? Is it for local people or will there be transport issues resulting from people travelling some distance to attend?

For medium to larger attended events consultation may involve planning meetings taking place with the necessary departments within the Council and external agencies to ensure all affected groups are aware of and prepared for the event.

This will be partly dependent on the size of the event being planned. Small events will not be subject to full consultation as they will have virtually no impact on the venue or the surrounding area. If a small event does require consultation this will generally only occur on the first occasion unless there are concerns raised once it has taken place.

### **4.4 Risk Management**

Risk Management is an important obligation which Dacorum Borough Council takes very seriously and pro-actively manages. In the delivery of Events, DBC is aware that there may be risks to employees, the Community and property in relation to events.

In the process of planning these events all event managers are encouraged to consider applicable perceived risks and, if necessary, communicate these to the relevant manager, competent advisor, or advisory body, prior to the commencement of the event. This may include Dacorum Safety Advisory Group, Environmental Health with EC&P (Environmental & Community Protection), or Corporate health, Safety and Resilience. This guidance expands on each of the named service/group roles concerning event planning and management.

It is good practice for any event to adopt a risk assessment approach to safety management, and this should be incorporated into an operational event assessment. There is a requirement for every employer (including event organisers) involved in events to carry out a 'suitable and sufficient'

assessment of the risks to the health and safety of employees and others, including the audience. The assessment should be completed by a competent person and shared with relevant parties. A competent person will have the skills, knowledge and experience necessary to be able to identify all significant hazards, and put in place suitable and sufficient control measures. The HSE provide guidance on the definition of competence: <http://www.hse.gov.uk/competence/what-is-competence.htm>

**KEY MESSAGES; (based on the purple event guidance)**

- Effective planning is central to putting on a safe event
- Requirements to Prepare an event safety plan and share with relevant persons
- Have appropriate management arrangements in place to ensure the health and safety of employees and others, including volunteers and the public, during all stages of the event
- Carry out a systematic assessment of the risks to employees, volunteers and the public
- Implement risk control measures identified by the risk assessment and identify the person(s) responsible for carrying them out
- Put appropriate arrangements in place to monitor health and safety compliance
- Provide or seek out competent health and safety advice
- Liaise with other interested parties
- Thorough investigation of the site to be used

Good planning and organisation are key to putting on an event that is both safe and enjoyable. The need to plan and organise for effective safety management is a legal requirement and, in all instances, the degree of sophistication and detail needs to be proportionate to the scale of the undertaking and the level of risk. Effective planning includes the safe management of activities through identifying then eliminating the risk. Where this is not practicable, the aim should be to reduce, isolate or control hazards and risks. The amount of time that needs to be set aside for planning will be very much dependent upon the size, type and duration of the event. For large events, experience shows that a year beforehand is not too early to start.

#### **4.5 Know your event**

The first step is to know and understand the event. Knowing the event means having a detailed understanding on a range of factors, each of which should influence how the event is planned and how you need to allocate your time and resources. Some of the main considerations are shown in

**Table 2.** It is important that these factors are considered from the early planning stages of the event.

**Table 2:** Key things to consider when planning an event

Key things to consider: <i>Based on the Event Purple Guide</i>	
The location (venue/site)	<ul style="list-style-type: none"> <li>The choice of location will determine what specific hazards are likely to be present and inform decision-making about risk management on a range of issues</li> </ul>
Event activities	<ul style="list-style-type: none"> <li>The type of event activities will determine the health and safety risks involved</li> </ul>
Audience profile	<ul style="list-style-type: none"> <li>The activity will determine the type of people who come and their expectation of the event. Establishing an audience profile will lead to predictions regarding anticipated behaviour and indicate where particular risks may arise</li> <li>The audience profile will inform decisions on various issues, including the type of construction required, welfare facilities and stewarding</li> </ul>
Crowd numbers	<ul style="list-style-type: none"> <li>The number of people expected to attend will affect the resources and facilities required, from basics such as toilets and parking, through to determining whether special arrangements are needed for medical services and waste management</li> </ul>
Length and timing of event	<ul style="list-style-type: none"> <li>Consider how long the event will last, plus the time of day and time of year</li> </ul>
Access	<ul style="list-style-type: none"> <li>Access to and around the site will require careful planning to reduce the likelihood of overcrowding and any potential risk of crushing. You will also need to plan how people arrive and leave your event in terms of transportation</li> </ul>
Infrastructure	<ul style="list-style-type: none"> <li>The type and scale of the event will determine what resources are needed to allow safe enjoyment, e.g. availability of a safe electrical supply. Planning for this will be required at the outset</li> </ul>

Many of the smaller events organised via different Council service areas may have staff with the basic knowledge to manage, but some issues may require technical knowledge outside their experience. In such cases, they need a source of competent advice, whether in-house or external. It is very important to be aware of your own limitations, and not put yourself or DBC and others at risk due to lack of experience or knowledge in running and managing events.

## CORPORATE HEALTH & SAFETY **EVENT MANAGMENT POLICY**

For medium to larger events, or the higher impact risk events, organisers (if not having the required competence and experience for their event management) must appoint a suitably competent Safety Co-ordinator to help comply with health and safety legislation. This person should report directly to them. The Safety Co-ordinator must be appointed as early as possible so they are involved in event planning, if it is in-house, the same procedures apply.

The Safety Co-ordinators/Competent Event Advisory role should be defined in the responsibilities section of the event health and safety plan, and remit should include:

- advising on venue or site suitability
- assisting the event organiser in identifying hazards and risks at the planning stage
- helping the event organiser to identify and control hazards and risks as the event progresses
- assisting the event organiser in determining suitable and sufficient precautions to be taken to control the risks
- advising the organiser on the adequacy of the event safety plan and risk assessments
- where the event involves construction work (such as marquees, staging, scaffolding etc.) assisting the organiser to write a Construction Phase Plan and create a Health and Safety file in compliance with the *Construction (Design and Management) Regulations 2015*
- aiding the organiser in the competence assessment of contractors and subcontractors
- advising on the development of site safety rules
- identifying event-specific health and safety training needs for employees, contractors and others
- developing monitoring arrangements to be applied by key event staff
- auditing and inspecting of safety performance throughout the event
- incident investigation
- liaising with enforcement agencies
- reviewing outcomes of monitoring and preparing a debrief report
- ensure adequate health and safety supervision is on site at all times

Competence is best defined as a mix of education, training and experience. It is not the responsibility of the Corporate Health, Safety and Resilience Team to appoint competent contractors (that remains with the organiser), but competence and good practice extend across all areas of event planning and risk management.

As required by the Management of Health and Safety at Work Regulations 1999, employers (including event organisers) must have access to competent advice in applying the provisions of health and safety law. This means that an organiser must have the health and safety knowledge

and skills to identify any hazards and assess the related risks. If this is not already available in-house (within the department organising the event), help with managing health and safety should be sought from other sources, such as specialist contractors and health and safety consultants/advisers.

It must be remembered that the organiser, not the health and safety coordinator or consultant, has the ultimate legal duty to ensure that risk management is implemented and carried out properly.

#### **4.6 Documentation**

The results of event safety plans will form the basis of risk assessments and vice versa. It is important to communicate these plans to key staff and contractors throughout the planning stages. This does not necessarily mean they need to be given the whole risk assessment document, just the relevant findings and any particular hazards or working arrangements that may affect them.

The Event Safety and Management Plan consolidates all relevant information into a single authoritative document. This will vary significantly in size and detail, depending on the scale and complexity of the event.

Of which the main key components include:

- an outline of the event – date, location, start/finish time, type of activity or event
- the organisation chart and levels of safety responsibility
- an audience profile – who is expected to come and what implications this might have for safety management, such as arrival circulation and exit profiles, expected densities, and the numbers and types of stewards
- a management outline – details of the key management holders and their duties
- details of the event, including venue design, structures, audience profile and capacity, duration, food, toilets, refuse, water, special effects, access and exits, music levels etc
- the transport management plan detailing the parking arrangements, highway management issues and public transport arrangements
- the contingency plan including a major incident plan
- summary of key risk assessments and findings
- site plans

**4.7 Managing the phases of an event**

Ensure appropriate management arrangements are in place for each stage of the event, from planning through to construction and load-in, the event itself and dismantling;

Managing the Phases of an Event: <i>Based on the Purple Guide;</i>	
The 'planning phase'	Plan the venue design, select competent workers, select contractors and subcontractors etc. Under the <i>Construction (Design and Management) Regulations</i> you are required to appoint a Principal Designer and Principal Contractor or take on the role yourself. The Principal Designer should create a Health and Safety file to include (amongst other things) any structural engineering calculations, health and safety inspection forms and structural sign-off forms) <a href="http://www.hse.gov.uk/construction/cdm/2015/index.htm">http://www.hse.gov.uk/construction/cdm/2015/index.htm</a> . Use the Construction Phase Plan (CPP) to identify the provision of first-aid and welfare facilities (including an adequate water supply) for the people who will be working onsite and ensure they are suitable, in sufficient numbers and available from the time that work begins. A template CPP can be found at <a href="http://www.hse.gov.uk/pubns/cis80.pdf">http://www.hse.gov.uk/pubns/cis80.pdf</a>
The build-up and load-in	Plan for the safe delivery and installation of equipment and services that will be used at the event e.g. construction of the stages, marquees and fencing, erection of stage equipment used by the performers, lighting and public address (PA) systems etc
The live event or public phase	Plan effective strategies for crowd management and transport management Deal with fire, first aid, contingencies and major incidents Plan for the servicing of facilities and supporting services
The breakdown and load-out	Plan for the safe removal of structure, equipment and services, the collection of rubbish or waste and the eventual return of the site to its original use or preparing it for the next incoming event
Debrief	Arrange to receive debrief notes from key people. Debrief meeting and plan for next event

**4.8 Contractor selection and management**

Contractor selection and suppliers for an event is an important part of the organiser’s role.

Contractors should:

- be prepared to demonstrate knowledge and understanding of their work and the health and safety hazards involved and take responsibility for their own safety

- provide evidence on the competence of key staff for the project and trained workforce
- confirm that they have sufficient resource levels to do the work
- demonstrate adequate levels of insurance specific to the tasks they are going to undertake
- provide evidence of previous successful work that shows they can adopt and develop safe systems of working
- in the absence of experience of previous work, demonstrate an appropriate level of technical ability (being a member of an accreditation scheme, professional organisation or trade association may help with this).

Once physical activity starts at the event site, the focus of attention needs to move away from planning and paperwork to the effective management and monitoring of site operations. This may include site visits, site meetings, depending on the size and length of event, as some events may be over a period of days, compared to a one-day event.

#### **4.9 Information, instruction and training**

Information must be provided to employees and others, including contractors, with relevant information on any risks to their health and safety identified by your risk assessment/s. Contractors will need to do the same for their employees. This can be part of a briefing about a work activity or task. You may also want to provide relevant information to the public, e.g. in the form of signage.

A useful means of ensuring everyone works safely onsite is to set some basic rules and carry out a short briefing or site induction to communicate important information, such as site hazards and control measures. For example, people coming onto site may need to be told about:

- health and safety measures
- buried services, such as electric cables - NOTE: there must be no breaking of ground without the use of cable avoidance tools
- overhead services, such as electric cables
- safe speed limits
- where they can safely park
- first aid, toilets and wash facilities
- emergency arrangements

To be of any value, a site induction has to take place before crews start work, so it needs to be brief, adaptable and, above all, relevant. In the events industry, this can often be linked to issuing of accreditation required to gain access to the site or specific work area.

#### **4.10 Competency**

A competent person is someone who can demonstrate that they have sufficient professional or technical training, knowledge, experience, and ability to enable them to:

- carry out their assigned duties at the level of responsibility allocated to them
- understand any potential hazards related to the work (or equipment) under consideration
- notice any technical defects or omissions in that work (or equipment), recognise any implications for health and safety caused by those defects or omissions, and be able to specify a remedial action to mitigate those implications

#### **4.11 Supervision**

There may be a requirement for supervision, an appropriate level of competent supervision, proportionate to the risk, nature of the work involved and the personnel involved.

#### **4.12 Monitoring**

The controls within your risk assessment should set out the frequency of checks, who is responsible for them and the methods they use.

The agreed methods for controlling risks should be periodically checked and tested to ensure they are working and being followed.

For larger event sites, a number of people may share the monitoring role. Whomever is given the role should be familiar with the risk assessment findings and control measures, and be able to identify new hazards and assess risks as they arise.

For small-scale events, a simple checklist will most likely be enough. Others with managerial responsibilities can also assist in this monitoring role while undertaking their other duties.



### 4.13 Regulatory compliance

#### **Key Messages from the Purple Guide**

- Health and safety law places duties on businesses involved in events to ensure the health and safety of their employees and the public
- Further legislation relating to entertainment licensing, fire safety and safety at sports grounds applies to events and is signposted in The Purple Guide
- Events run by volunteers (where no one is employed) are generally not covered by health and safety law, unless someone is in control of premises see [www.gov.uk/government/news/can-do-guidance-will-make-organising-volunteer-events-simpler](http://www.gov.uk/government/news/can-do-guidance-will-make-organising-volunteer-events-simpler). However, that does not mean they are not responsible for managing safety and civil law may also be applied.
- Enforcement of health and safety law at events is shared between the Health and Safety Executive (HSE) and local authorities.
- Enforcement of fire safety legislation generally rests with individual fire and rescue authorities. There are exceptions such as Sports Grounds, please ensure you liaise with your Fire Service who will be able identify this for you.

The main law governing health and safety at work in the UK is the Health and Safety at Work etc Act 1974 (HASWA). This places general duties on employers, the self-employed and people in control of premises to ensure, so far as is reasonably practicable, the health and safety of their employees and anyone else that may be harmed by work activities or the workplace, e.g. the audience, members of the public. Other responsibilities include the *Occupiers' Liability Act 1957* - a duty owed to visitors, and the *Occupiers' Liability Act 1984* - a duty owed by the occupier to persons other than visitors. The *Regulatory Reform (Fire Safety) Order 2005* deals with duties arising under fire safety. The *Licensing Act 2003* is a specific area where additional responsibilities and duties may apply to organisers.

The most significant difference between events organisation and other work activities is the large numbers of people who, though not employees, are still owed a duty of care. It is known that due to the events, and relaxed nature, people enjoying themselves can behave differently; they will be in unfamiliar surroundings, they may be trying new activities, celebrating, or under the influence of drink and drugs.

Organisers need to think about their audience and the performer profile, and bear in mind who is coming to the event and how they are going to behave. There is a need to consider the most

vulnerable, e.g. children, the less able and the intoxicated when planning/designing a safe site. Each crowd is unique to that event/activity.

*HASWA section 2* places duties on employers to provide their employees with:

- safe machinery, equipment and systems of work – this includes all equipment used at events, from structures to lasers and generators
- methods for ensuring equipment and harmful substances are used properly and stored safely
- necessary information, instruction, supervision and training
- a safe and healthy workplace
- a safe and healthy work environment, including adequate lighting, heating, ventilation and toilet facilities.

### **Volunteers**

The job of volunteering doesn't fall within the scope of health and safety law unless it is done through an organisation that is an employer, although the organiser of an event is still responsible for its safe management. It should be noted that volunteers should be inducted and trained/made aware of all risks detailed within the risk assessment documentation.

### **4.14 Environment**

The County Council must agree any works that affect the highway and associated equipment, including additions to lamp columns, in advance. It reserves the right to carry out any agreed work itself at the organiser's expense. All advertising must have consent from the Council as this can undermine the character and image of the borough, and may obscure essential information. Removal of all structures and materials relating to an event is to be achieved as quickly and as safely as possible after the event.

Temporary, reversible decoration (e.g. banners, lights, and signage) may be justified in some circumstances. Additions to the street may require planning permission or advertisement consent and advice should be sought before putting anything in place

### **4.15 Noise**

Events must also comply with *The Control of Noise at Work Regulations 2005* for staff and contractors on site.

Noise levels generated from an event need to be agreed in advance and kept at a reasonable level. If DBC Environment Health have cause for concern about the noise from a planned event they reserve the right to require the event organiser to appoint an independent acoustic consultant to be on site to provide continual monitoring of noise levels. The organiser is expected to reduce sound levels on the day if conditions require it, and if instructed by EHO's.

Noise should not create an unreasonable impact on any business or residential premises in the vicinity of the event site. If the event has a Premises Licence, then it must operate in accordance with any sound level limit or conditions attached to the Licence. A sound level limit may need to be set and/or continuous noise monitoring put in place, to ensure compliance with Licence conditions and ensure that the event does not cause a statutory nuisance.

#### **4.16 Parking**

For large scale suspensions of bays used by residents, alternative parking for residents will need to be provided nearby, by the removal and temporary conversion of paid-for visitor parking bays. The conversion of these bays is chargeable.

Additional parking requirements resulting from events must be planned, such as servicing, dropping off visitors by coaches, and space for taxis.

Parking will not be suspended to create space for VIP arrivals or departures unless the circumstances are exceptional.

#### **4.17 Traffic and highways management**

Herts County Council is required to consider all traffic and highways management implications of events to fulfil its duty to keep the borough moving. A minimum period is required to implement traffic management measures, such as *Temporary Traffic Management Orders* to close roads, advance warning signs of events, diversion routes, and traffic controls. Costs for any traffic management order must be incurred by the event organiser. Details of current costs are available on the Council's website.

There are restrictions on the number of times roads can be closed in a calendar year so this will be considered as part of the application process and may mean that permission for the event is refused or that an alternative location is suggested.

Structures in the highways such as cranes and scaffolding require a highways licence which must be sought from the council in advance. Herts County Council must give permission for any change to the highway, such as removing street furniture to alter the character of a street, and would typically insist such works are carried out by its own contractor at the organiser's expense.

Residents, visitors and those engaged in business must be able to move reasonably freely through the borough, and public services should be able to operate without unreasonable disruption. Occupiers must be able to access their premises with minimum disruption. Access for emergency vehicles must be maintained with minimal impact on response times.

#### **4.18 Licensable activities**

The event organiser is responsible for ensuring that all required licences are obtained in sufficient time and all conditions specified in these licences are adhered to. The costs for any licence shall be incurred by the event organiser. Details of current costs are available on the Council's website.

Such licences could include, but are not limited to:

- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- Street Trading Licence
- Special Treatment Licence
- Premises Licence
- Temporary Event Notice (TEN)

Events that include 'licensable activities', such as the sale of alcohol and regulated entertainment (such as live music) need to be covered by a Premises Licence. Small events can be covered by a Temporary Event Notice (TEN). The Council may attach conditions to a licence, and these could address any of the four licensing objectives; prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm.

The Council can grant licences for 'regulated entertainment' for certain areas of publicly accessible streets and open spaces, which means that these areas are treated as premises, or 'venues' for licensing purposes. Events in these areas will be expected to be run under the conditions of any existing Premises Licence for these areas unless an additional TEN has been submitted. It should not normally be necessary for a TEN to be submitted in these circumstances.

#### **4.19 Food Safety**

If mobile food traders are to cater the event, the traders are to complete the online DBC food safety questionnaire. This allows environmental health officers to check the food safety and hygiene measures that will be followed, and to give appropriate advice where necessary.

 [Food safety questionnaire for outdoor event caterers \(PDF 93KB\)](#)

It is the responsibility of the event organiser to ensure these questionnaires are completed and return to the Environmental Health Team: [ecp@dacorum.gov.uk](mailto:ecp@dacorum.gov.uk)

#### **4.20 Waste and recycling**

The event organiser must provide a waste management plan which is approved by the Council. The waste management plan should show how the organiser will work with the council to reduce the amount of additional council contractor cleansing that is needed during and after the event (if on DBC land).

The waste management plan should show how the organiser will manage, recover and recycle or dispose of waste and street litter safely, and meet all environmental regulations and statutory requirements. Waste should be minimised and recycled as much as possible.

The Council has a strict 'No Drinking Glass' policy at events.

#### **4.21 Public conveniences and welfare facilities**

The event organiser is responsible for the welfare of the public, which includes provision of temporary toilets. An adequate number of toilets must be available for an event and any temporary toilets must not obstruct the highway. All facilities must meet health and safety requirements. Further guidance can be found on the Council's website.

#### **4.22 Sharing Information**

Communications and publicity about events must be co-ordinated with the Council and its partners.

All events are expected to fully disclose any information relating to or impacting upon any aspect of the event, so the Council and its partners have no surprises that have not be assessed for risk and danger to the public.

#### **4.23 Planning permissions and advertisement consent**

Planning permission will normally be required for all temporary uses within a building, and temporary moveable structures placed within the curtilage of a building. Temporary events on land not within the curtilage of a building, and associated moveable structures, are allowed up to 28 days in any calendar year without the need for planning permission. This reduces to 14 days where events involve street trading and some other activities such as motor racing. Advertisements (including sponsorship branding) visible from the highway normally require consent and advice should be sought before anything is put in place. This includes the display of sponsors' details on banners and directional signage. Any attachment or alteration to a listed building or listed structure will normally require listed building consent.

#### **4.24 Parks and open spaces**

There are a number of parks and open spaces that can be hired for events throughout the borough. Examples of events that may be held in DBC parks include circuses, charity functions, festivals, fetes and fairgrounds.

#### **4.25 Balloons and Sky/Floating Lanterns**

The use of Sky Lanterns or Balloons is strictly prohibited on DBC Land. The application for the use of council land for special events list the restriction as a condition of hire (**appendix 11**).

Balloons and sky lanterns have been identified as a choking hazard for wildlife and farm animals. Balloons, plastic parts, wire and ribbons can all be eaten by animals and wildlife causing a risk of choking or blockage leading to starvation. In addition they can get mixed together with grass cut for silage which is then fed to livestock.

Sky lanterns pose a further risk as a fire hazard with the potential to spark fires in crops, heath, moorland, forestry and buildings.

**Appendix 1 Internal Events Notification form**

DBC INTERNAL EVENTS NOTIFICATION FORM		
Event details:		
Name of event:		
Date(s) of event:		
Time(s) of event:		
Set-up from:	Start of event:	End of event:
Briefly describe the event and activities to be undertaken:		
Expected attendance:		
Private or public Event:		
Please list any higher-risk activities proposed as part of the event:		
List of all Providers:		
Confirm that all insurance, risk assessments, ADIPS, Pipa have been checked:		
Event location:		
Event will take place:	Indoors	Outdoors                      Both
Event organiser name:		
Directorate/Service:		
Please return your completed form, and any related documents, by email to: <b>SafetyAdvisoryGroup@dacorum.gov.uk</b>		

## Appendix 2 Health and Safety Information for Small Street Parties

### **Exemplar:**

**Must** = Compliance with Health and Safety and Fire Safety Laws

**Should** = National Standards and Recommended Good Practice

This information covers the most common hazards associated with Small Street Parties. It is not an exhaustive list of hazards, and health and safety responsibility lies with the duty holder (i.e. The Event Organiser(s)). Please note that a risk assessment **must** be completed, which identifies and controls the risk of harm from all significant hazards at the event, as far as reasonably practicable.

### **1. Structures**

- (a) All structures; stalls, gazebos, awnings, tables, **must** be erected and used in line with the manufacturers guidance and must be stable.
- (b) All structures **must** be suitable for the load placed upon them so as not to cause structural collapse, this includes shelves and rails.
- (c) All entrances and exits to buildings/structures **must** be kept clear.
- (d) All walk ways, entrances, exists, and public areas **must** be kept free of obstructions and trailing cables.

### **2. Inflatables (e.g. Bouncy Castle)**

- (a) All inflatables **should** be to the relevant standards, BS EN 14960 and be sourced from a reputable company.
- (b) All inflatables **must** have undergone an annual examination by competent person. (*Ask to see proof of this examination by a recognised body such as PIPA or ADIPS*).
- (c) Ensure a suitable location is identified which does not impede on pathways and exit routes. There **should** be plenty of room around the bouncy castle especially at the entry point to avoid congestion.
- (d) Inflatables **must** be properly anchored as per manufacturer instructions; this should usually be done by the supply company. **Must** have minimum 6 anchor points, and more if the manufacturer guidelines specify, and **must** detail this information within the risk assessment
- (e) Blowers **must** be suitably guarded at the inlet and outlet.
- (f) Impact absorbing mats **must** be positioned at the open side of the inflatable.



- (g) At least one person **must** constantly supervise the children on the inflatable.
- (h) The inflatable should not be overcrowded and **must** not exceed the maximum load capacity (*Provider/Hire company should be able to advise you of the inflatables maximum capacity*).
- (i) Mixing small children with bigger children **should** be avoided at busy times to prevent small children being crushed by bigger ones.
- (j) Shoes and sharp objects such as jewellery **should** be removed before entering in the inflatable.
- (k) The inflatable **must** not be used in poor weather conditions such as strong winds or heavy rain, and there **must** be a detailed monitoring and control measures of how wind is measured. This control measure and emergency planning control measure also required to be detailed in the risk assessment.

**Animal Safety and Infection Control, - e.g. mobile farms and donkey rides**

If you wish to have animals at your event you **must** speak to the Dacorum Borough Council Environmental Health team as this may require a Licence. You **must** also note the following:

- (a) Choose a reputable company and ask to see their risk assessment for your event. If you are hiring donkeys or ponies for rides the company must have a licence under the *Riding Establishments Act 1964*.
- (b) Check the company are bringing any personal protective equipment required for the event- e.g. helmets, safety boots, etc.
- (c) If you are hiring a mobile farm check that all animals will be securely penned in during the visit.
- (d) Check if the company are bringing their own hand wash facilities. If hand washing facilities are not provided by the hiring company you will be responsible for providing this. Hand washing facilities must be easily accessible, have hot and cold or warm running water, soap and hygienic hand drying facilities. All of which should be reviewed and audited during set up and event period.
- (e) Ensure all children are accompanied by an adult.
- (f) Ensure that arrangements are in place to inform people that they must wash their hands after touching the animals, signage placed at various areas and of a size to be clearly noticed
- (g) Check the company's arrangements for removing the animal waste and clearing the site after the event.
- (h) Check sufficient staff members will be attending the event.

## 1. Face Painting

- (a) Parental permission **should be** obtained before painting a child's face.
- (b) If the child has any open cuts or sores or fresh bruising face painting **should** not be undertaken.
- (c) A skin test is **advised** if the child has any food allergies or allergic reactions to soaps, skin creams, etc. All brands are different, so a reaction to one brand does not mean someone will react to another brand.
- (d) Ensure the parent cleans the child's face before painting.
- (e) Separate wipes/sponges **should** be used for each child.
- (f) Professional hypoallergenic paints and products **should be used**.
- (g) Use clean utensils. Wash containers, brushes and sponges thoroughly after each session.  
Try to keep them clean during the session.
- (h) Change brush water frequently.

## 2. Henna Hand painting

- (a) Henna also known as mehndi **should** only be carried out by an experienced person.
- (b) The application of henna **should** be restricted to hands and forearms.
- (c) An assessment **should** be made whether a child is too young to have henna applied on their hand(s).
- (d) Black henna (sometimes called natural henna) **must** not be used at all. These are known to cause permanent scars and cause serious skin allergy.
- (e) Henna **must** not be applied over cuts, spots, eczema, psoriasis or any other skin conditions.
- (f) A basic hand washing and drying facility **should** be available for the henna applicator.

## 3. Electrical Safety

- (a) All electrical equipment used, including cables and sockets, **must** be maintained in good condition.
- (b) All electrical equipment used, especially extension leads and sockets, **must** be suitable for outdoor use.
- (c) Any supply likely to be above a max of 13 Amps sourced from a commercial or private property **must** be done via a competent NICEIC or equivalently trained electrician.

- (d) All outdoor electrical connections **should** be protected by Residual Current-operated Circuit Breakers with a 30mA tripping current which has been regularly tested by a competent electrician.

#### **4. Generators**

*You must only use a generator to generate electricity if you have permission to do so. Event Providers **must** not be allowed to dictate their own choice and preference of fuel for generator, but be instructed to follow DBC guide;*

- (a) Generators **should** be diesel - this is because the fuel is less flammable.
- (b) Generators **must** not be overloaded – use the correct generator capable of safely supplying the electrical load placed upon it.
- (c) Generators **must** be protected from adverse weather
- (d) Generators **must** have adequate ventilation at all times.
- (e) Generators **must** be sited away from the public and/or in a protective cage on a hard standing or firm ground.
- (f) All external plugs and sockets connected to a generator **must** be suitable for outdoor use.
- (g) Electrical connections from generators **should** be fitted with an inline Residual Current Device (RCD) or circuit breakers.
- (h) All generators **must** be located in suitable area that will not cause hazards or nuisance.
- (i) Where necessary generators **must** be suitably guarded to prevent access by unauthorised persons.
- (j) Generators **must** be switched off while refuelling.

#### **5. Barbeque and hot equipment**

- (a) All Barbeques (BBQs), and other hot appliance/equipment **must** be stable and secure.
- (b) All BBQs and other hot equipment **must** be located in a suitable location that does not cause a hazard to the public or persons on the stall (e.g. block fire exits or fire breaks)
- (c) All BBQs and other hot equipment **must** be adequately guarded to protect the public from the hot surfaces.
- (d) Any hot coals **must** be damped down and cooled sufficiently prior to disposal.

## **6. Use of Liquid Petroleum Gas (LPG)**

### **6.1 Appliances**

- (a) All gas appliances **must** be suitable for use with LPG.
- (b) All gas appliances used **must** have been serviced by a competent Gas Safe registered engineer within the last 12 months.
- (c) All fryers **should** be fitted with an automatic high temperature-limiting device (that limits the temperature of the fat or oil used to 250°C or lower)
- (d) All gas appliances **must** be secured on a stable, heat proof table
- (e) All gas appliances **must** be located away from materials that could easily catch on fire. Ideally they **should** be 300mm from the wall of the structure.
- (f) There **must** be a system in place to ensure the gas supply is cut off in the event of the flame going out to prevent a leak of LPG. Modern appliances used are fitted with a flame failure or flame supervision device and this is the most effective method.

### **6.2 Hoses and connections**

- (a) All LPG hoses **must** be in good condition.
- (b) All LPG hoses **should** comply with BS 3212 or BSEN 1763.
- (c) All LPG hoses **should** be less than 2 metres in length from the cylinder.
- (d) All fastenings to connect hoses to appliances, cylinders etc., **should** be crimp fastenings (i.e. Double Ear "O- Ring" Clips).
- (e) All connections **must** be checked for leaks before any cooking commences. This **should** be done via the use of leak detection fluid.

### **6.3 Cylinders**

- (a) All cylinders **should** be stored in well ventilated areas.
- (b) All cylinders **should** be stored upright and away from any ignition sources or flames.
- (c) All cylinders **should** be located 2 metres away from any drain or gully.
- (d) All cylinders **must** be fitted with the correct pressure regulator for the gas type (i.e. propane or butane) and appliance and **should** comply with BS 3016 or BS EN 12864.
- (e) All cylinders **should** be fitted with an automatic cut off valve.
- (f) All cylinders **must** be turned off when not in use.
- (g) Where cylinders are 13kg or larger they **should** be appropriately secured to prevent them falling over.

## **References**

### **Legislation**

The Health and Safety at Work Etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

The Gas Safety (Installation and Use) Regulations 1998

The Electricity at Work Regulations 1989

The Workplace (Health, Safety and Welfare) Regulations 1992

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Regulatory Reform (Fire Safety) Order 2005

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

The Riding Establishments Acts 1964

### **Standards and Guidance**

UKLPG User Information Sheet 017 – Use of clips to secure vapour phase LPG hose and tubing to BS3212 and EN1763 to end fittings

UKLPG User Information Sheet 028 – Safe Use of Propane and Butane Cylinders & Cartridges

Calor Gas Limited, Technical Publication – Guidelines for the Safe Use of LPG in Mobile Catering Installations and Vehicles

Calor Gas Limited, Technical Publication – Calor Cylinder Storage Information

## **Appendix 3 Health and Safety Information for “Running” and “Jogging” Events**

### ***Exemplar;***

Event organisers should draw up an ‘Event Management Plan’ that will address all the significant arrangements needed for the smooth running of the event. This should also include a site plan. In addition, a risk assessment must be completed for all significant hazards at the event based on the size, location and nature of the running/jogging event.

**This information sheet is for advice only. The management responsibility of health and safety at events lies with the duty holder (Event Organiser).**

**Must** = Compliance with Health and Safety and Fire Safety Laws

***Should*** = National Standards and Recommended Good Practice

### **1. Participants**

- (a) All participants **should** be provided with a health questionnaire to complete and return. This will identify if anyone has any serious underlying health condition and whether or not additional precautions need to be in place.
- (b) Facilities **should** be provided for the participants to securely store their valuables.
- (c) A group warm-up session **should** be carried out before the run to minimise muscular injuries.
- (d) Depending on the number of participants, a staggered start to the run **should** be considered based on individual ability and performance history.

### **2. Route**

- (a) On the event day the whole route **must** be checked for any hazards such as broken glass, loose branches etc. and removed safely.
- (b) Suitable signs **should** be erected along the route to ensure runners do not stray from the intended route.
- (c) Stewards **should** be suitably positioned to monitor any incidents on route and re-direct any stray runners.
- (d) Accessibility and provision for disabled runners **must** be made if they are permitted to partake in the event.

- (e) Where a race is off track, adequate numbers of marshals must be placed on all crossing points to ensure collisions between runners, pedestrians and vehicles are avoided.

### **3. Structures**

- (e) All structures; stalls, gazebos, awnings, tables, **must** be erected and used in line with the manufacturers guidance and must be adequately stable.
- (f) All structures **must** be suitable for its purpose.
- (g) All entrances and exits to structures **must** be kept clear and free of obstructions.

### **4. Inflatable Gantries**

- (a) Inflatable gantries **should** be sourced from a reputable company.
- (b) Ensure a suitable location is identified which does not impede on pathways and exit routes.
- (c) The inflatable gantry **must** be anchored sufficiently by professionals and take into account the wind direction, strength and speed on the day.

### **5. Electrical Safety**

- (e) All electrical equipment used, such as a PA system, including cables and sockets, **must** be maintained in good condition.
- (f) All electrical equipment used, especially extension leads and sockets, **must** be suitable for outdoor use.
- (g) All outdoor electrical connections **should** be protected by Residual Current-operated Circuit Breakers with a 30mA tripping current which has been regularly tested by a competent electrician.

### **6. Food Caterers**

- (a) Any external Caterers contracted for the event **must** be notified to the DBC Environmental Health Department of the Council in order to check the caterer has adequate provisions arranged for the day to serve food to the public safely.
- (b) Before appointing a caterer, consider checking their Food Hygiene Rating Score. This can be done through the Food Standards Agency website: <http://ratings.food.gov.uk/>

## **7. Welfare Facilities**

- (a) Toilet facilities **must** be provided for participants and staff working during the event. The number of portable toilets you require will depend on the duration of the event and the number of participants expected to attend. For events lasting less than 6 hours, 1 toilet **should** be provided for every 125 female and 1 toilet for every 600 males. In addition 1 urinal **should** be provided for every 175 males. Also consider at least one toilet for disabled use.
- (b) Drinking water provision **should** be made available to participants especially during and after the race. This would be more pertinent on a hot day to avoid any cases of dehydration.
- (c) First aid provision **must** be available to treat minor injuries such as cuts and grazes. Appropriate number of trained first aiders **must** also be arranged. Arrangements should be made during the event planning stage on how to deal with major injuries and emergencies.

## **8. Child Safety**

- (a) A child safety Guidance note **must** be in place to address lost children, child abuse etc.
- (b) A lost child area **should** be identified in the event plan.
- (c) Staff responsible for handling a lost child **must** be DBS checked.

## **9. Special treatments**

- (a) Therapists arranged to carry out treatments such as foot massage, sports massage etc. may be subject to a special treatments licence. An application for a licence **must** be made at least 6 weeks before the event. Special treatments cannot be carried out without a valid licence unless an exemption applies which must be approved by the Council.
- (b) Further advice can be obtained from Dacorum Borough Council Environmental Health (Health and Safety) Team.



## References

### Legislation

Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

The Electricity at Work Regulations 1989

The Workplace (Health, Safety and Welfare) Regulations 1992

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Health and Safety (First Aid) Regulations 1981

### Standards and Guidance

The Event Safety Guide (Second Edition): A guide to Health and Safety and Welfare at Music and Similar Events – Health and Safety Executives (HSE). ISBN: 9780 7176 24539

<http://www.hse.gov.uk/risk/index.htm> - Risk Assessment and Examples

<http://ratings.food.gov.uk/> - Food Standards Agency, Food Hygiene Rating

Nationwide Caterers Association (NCASS) – Guidance for the Installation of LPG and LPG Fired Equipment in Tented Structures, Stalls and Gazebos

Chartered Institute of Environmental Health (CIEH) – National Guidance for Outdoor and Mobile Catering

Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions Industry Code of Practice

<http://www.facepaintingassociation.com/about-face/code-of-practice.html>

<http://www.hse.gov.uk/entertainment/fairgrounds/faqs.htm> - Inflatable FAQs

<http://www.hse.gov.uk/risk/index.htm> - Risk Assessment and Examples

## Appendix 4 Temporary event notice and Premises Licence criteria

- Advance notice

If you submit your application at least 10 full working days before the start of your event, it will be considered as a standard temporary event notice. This period excludes:

- the day on which you made your application
- the day(s) of your proposed event
- any Saturdays, Sundays, bank holidays or other public holidays

You are permitted to give a small number of late temporary event notices each year, which can be submitted between five and nine full working days before the start of your event. Late temporary event notices (TENs) are subject to immediate veto if any objections are made against them, so we strongly encourage event organisers to give standard TENs wherever possible. The maximum number of late TENs which can be given in each calendar year is:

- 10 late TENs per year - if you hold a valid personal licence
- 2 late TENs per year - in all other circumstances

We cannot accept any temporary event notice which is given to us less than five full working days before the start of the event.

- Size of event

Temporary event notices are only intended to be used for small, infrequent events. As such, they can only be used by the organisers for events with no more than 499 persons present at any time. This figure includes all customers, organisers, staff, contractors and performers who will be present on the event site.

If you are planning an event which may have more than 499 people on site at any time, you will need to apply for a premises licence instead.

- Duration of event

A temporary event notice can last for a maximum of 168 consecutive hours (equivalent to seven days) from start to finish. If you are arranging a single event with a longer duration, you will instead need to apply for a premises licence.

A series of events taking place at a single premises can be authorised either under a single TEN (if they take place on consecutive days), or multiple TENs (if spread over a longer period), subject to the other criteria being met.

- Separation of events

If you are organising multiple events at a single premises, you will need to ensure that there is a gap of at least 24 hours between the end of one temporary event notice and the start of another.

If you are planning events on consecutive days, you can put these on to a single TEN, subject to the other criteria being met.

- Frequency of events at premises

Each 'premises' can have up to 15 temporary event notices in a calendar year, which when added together allow events on no more than 21 calendar days in that year (so that an event starting before midnight and ending after midnight will count as two days).

The definition of premises includes any building, land, vessel or vehicle, or part thereof, providing that there is adequate separation and control of each separate part of the premises.

- Quota of events by applicant

In each calendar year, an individual applicant is permitted to give:

- up to 50 temporary event notices, if they hold a valid personal licence
- up to five temporary event notices, in all other circumstances

This limit applies across the whole of England and Wales, so if you've already given temporary event notices in another council area, you will be able to give fewer TENs in Dacorum.

The limit also applies jointly across any associated persons, so a married couple, family members, work colleagues or business partners will only be able to give 50 or five TENs between them.

- Age of applicant

Temporary event notices can only be given by individuals who are at least 18 years of age.

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### **Making an application**

You can apply for a temporary event notice online, or by printing the application form and returning it to us. The fee for each temporary event notice is £21, and payment must be made at the time of application.

- [Apply online for a temporary event notice](#)
-  [Temporary event notice application form \(PDF 667KB\)](#)

If you make a paper application, you must also send copies of your application to the police and environmental health, at the addresses given on the front of the application pack. If you apply online using the above link, we will do this for you.

Police and environmental health officers can make objections about your event within a period of three working days, beginning from when they receive your application. They may also contact you to see if you would be prepared to modify your TEN in a way that would resolve any concerns (for example, reducing the hours you are seeking). There is no legal power for any other party, including members of the public, to object to temporary event notices.

If an objection is made against your temporary event notice, we will let you know as soon as possible. What happens next will depend on how far in advance you applied:

- if you gave a standard TEN: we will arrange for your temporary event notice to be considered by our Licensing Sub-Committee (a panel of three councillors) at a public hearing, and you will be invited to attend this. After hearing from all parties, the Sub-Committee will make a decision either to allow your event to take place, or to issue a counter-notice which will veto the event. If the event is allowed to take place and the application relates to licensed premises, the Sub-Committee may also decide to bring forward conditions from the premises licence and apply these to the temporary event notice.
- if you gave a late TEN: we will automatically issue a counter-notice, which vetoes the event. Given the limited timescales, there is no right to a hearing in these cases.

When we receive a valid temporary event notice, we will send you an acknowledgement letter - by law, we have to send this before the end of the period for objections to be made. Unless you hear otherwise from us, once you have received the acknowledgement letter you may proceed with your event. During the event, you must have a copy of the TEN on display or available for inspection by either police officers or authorised council officers, who have a right of entry to the event site.

### **Tacit consent**

Tacit consent will apply to all valid and correctly served temporary event notices, to which no objections are made. If you have not heard from us within five working days of submitting your application, you may proceed with your event.

### **Related Legislation**

- a) The Licensing Act 2003
- b) The Live Music Act 2013
- c) The Deregulation Act 2015

## **Appendix 5 Related legislation**

Organisers running modest scale events may wish to also refer to the HSE's event safety web page [www.hse.gov.uk/event-safety/index.htm](http://www.hse.gov.uk/event-safety/index.htm)

### **Related Legislation**

- a) The Environmental Protection Act 1990;
- b) The Food Safety Act 1990;
- c) The Food Safety and Hygiene (England) Regulations 2013;
- d) Regulation (EC) 852/2004
- e) The Factories Act 1961;
- f) Construction (Design and Management) Regulations 2015;
- g) Work at Height Regulations 2005;
- h) Lifting Operations and Lifting Equipment Regulations 1998;
- i) Provision of use of Work Equipment Regulations 1998;
- j) Personal Protective Equipment at Work Regulations 1992;
- k) Manual Handling Operations Regulations 1992;
- l) Control of Noise at Work Regulations 2005;
- m) Control of Substances Hazardous to Health Regulations 2002;
- n) The Occupiers' Liability Acts 1957 and 1984;
- o) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- p) The Health and Safety (First Aid) Regulations 1981;
- q) The Workforce (Health, Safety and Welfare) Regulations 1992;
- r) The Management of Health and Safety at Work Regulations 1999;
- s) The Health and Safety (Display Screen Equipment) Regulations 1992;
- t) The Health and Safety (Information for Employees) Regulations 1989;
- u) The Electricity at Work Regulations 1989;
- v) Health and Safety (Safety, Signs and Signals) Regulations 1996;
- w) Regulatory Reform (Fire Safety) Order 2005;
- x) The Gas Safety (Installation and Use) Regulations 1998;
- y) The Control of Asbestos Regulations 2012.
- z) The Dacorum Borough Council Byelaws For Pleasure Grounds, Public Walks And Open Spaces
- aa) The Health and Safety at Work Etc Act 1974;

## **Appendix 6 The Event Toolkit**

The event toolkit is a collection of documents and guidance that will help you to successfully hold a small to large scale event in Dacorum.

### **Notify us of your event**

### **Sample Documents and Templates**

#### **General Guidance**

- [Dacorum Borough Council Event Guidance](#)
- [Health and Safety Executive - Guidance on running events safely](#)
- [The Purple Guide to Health, Safety and Welfare at Music and Other Events](#)
- [Health and Safety Executive - Guidance for events which attract large numbers of visitors, such as festivals and concerts](#)
- [National Counter-Terrorism Security Office - Advice to help mitigate the threat of a terrorist attack in crowded places](#)

#### **Specific Guidance**

- [Managing Event Water Safety: Principles and Practice](#)
- [Crowded Places Guidance 2017](#)

## **Appendix 7 Emergency Preparedness**

### **KEY POINTS:**

- **To emphasise the importance of risk management throughout the event planning and event stages. To reduce, mitigate and plan for consequences of identified threats and hazards, to the event.**
- **To emphasise the importance of having plans in place to effectively reduce and mitigate risks; prepare and respond to disruption; health and safety incidents and emergencies.**
- **Being prepared for the initial response to an emergency is the responsibility of the event safety management.**
- **Liaise with the emergency services, and other relevant agencies, to prepare appropriate plans.**
- **That robust management and communication arrangements are in place to implement these plans.**
- **All involved with the management of events (including employees and volunteers) need to be trained and briefed in emergency procedures; be assigned to, and understand, their specific roles, should an incident or emergency occur.**
- **The importance of testing these plans in the most practicable way.**

## **Appendix 8 Amusements**

### **KEY POINTS:**

- **During the planning stage, consider the type of amusements and attractions that will be present at the event**
- **Amusements and attractions may include fairgrounds, individual fairground rides, inflatable devices (e.g. bouncy castles), bungee jumping, fire-eaters, etc.**
- **Carefully choose the location of attractions to ensure the ground is suitable (probably best left to the controller/lessee, along with the layout plan, if there are multiple devices) but communication between the two parties would be advised.**
- **Check there is proper access for emergency vehicles**
- **Ensure the layout of attractions allows safe circulation of crowds**
- **Clearly define responsibilities for managing health and safety and identify roles under the Construction (Design and Management) Regulations 2015 (CDM)**
- **Event organisers should ensure that ride controllers inspect and maintain their equipment and comply with their duties as operators so that their rides can be run safely**

### **Common accidents include:**

- **operators falling from height when building or pulling down rides;**
- **poor maintenance, set-up or inspection of rides leading to injury, breakdowns or collapse, slack operating procedures, such as rides being run too fast, riders not being properly secured in the ride and height restrictions not being enforced;**
- **inadequate fencing of fast-moving rides;**
- **inadequate or absent rescue procedures to get riders off if the ride stops unexpectedly for any reason;**
- **inflatables not being effectively secured to the ground using pegs or suitable alternatives (e.g. water ballast, tying to other secure immovable objects).**
- **unchallenged inappropriate behaviour, such as riders standing up;**
- **ground conditions not being suitable for the devices and the ineffective packing/stabilising of devices;**
- **insufficient space for emergency vehicle access and public evacuation**



## Appendix 9 How do I develop a site plan?

First you need a map of the site. You may be able to find a suitable map online from Google Maps, <https://www.bing.com/maps?FORM=MMREDR>. You can design your site plan on paper or electronically, and you may find it helpful to do both. A paper version is easy to work on when on site and at meetings. Then you can produce an electronic version for your final site plan, which can be used by all the event organisers, participants and in the event programme. When designing your site plan, you could try out different layouts by using a large map and cut out icons to represent each activity or item of infrastructure. These will include things like:

- Staging
- PA system
- Toilets
- Crowd barriers
- Marquees and gazebos
- First aid tent
- Information tent
- Power points
- Parking
- Entrance and exit points

Go over the site plan with other people who will be working on your event and discuss what will work best. Think carefully about where your event's central point will be. This could be a staging area or an arena, and people should be able to hear event announcements here. You should also visit the site with the plan to make sure you are familiar with everything. You can carry out a preliminary assessment at the same time. The areas to consider will depend on your event, but will probably include:

- Entrance and exit points
- Emergency routes
- Central arena/staging area
- Audience space
- Stall area
- Parking
- Power points
- General safety of the site

You should update your risk assessment when you know what activities are taking place and where.

## Appendix 10 Event Risk Assessment

<b>Description of Activity</b>	<b>'Name of Event'</b> provide description of event to incl. point of contact/person organising the event; overview of event; target audience; use of 'providers' (both internal or external)		
<b>Location</b>			
<b>Completed by</b>			
<b>Date of Assessment</b>		<b>Review Date</b>	

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p><b>Management of H&amp;S with clear responsibilities:</b> e.g. poor communication of responsibilities; unaware of hazards that could cause injury or leave the organiser potentially negligent</p>	<p>Members of public Employees Volunteers Contractors</p> <p><i>Injury; property damage</i></p>	<p>Produce event plan describing how the event organiser intends to manage safety; identify who has what responsibilities and how these will be achieved</p> <p>Inclusion of contingency plan e.g. what if Event point of contact unwell; late delivery of resources; adverse weather etc.</p> <p>Confirm public liability insurance for the event</p> <p>If you hire equipment from external body/organisation (e.g. inflatable), it is the Event Organiser's responsibility to ensure that they have their own public liability insurance (also see below)</p> <p>A 'safety review team' should be formed to support planning and management of event. Two or three people may be sufficient for small events</p> <p>Event briefing in place; distributed to all staff or helpers involved</p>		<p>Ensure responsibilities are agreed, confirmed and communicated to all stakeholders</p> <p>Event documentation to be in place and accessible during the event</p> <p>If advice from CORPORATE HEALTH AND SAFETY team is required, provide event documentation minimum six weeks pre-event. <b><i>Note CORPORATE HEALTH AND SAFETY do not 'sign-off' on events; responsibility for the event rests with the Event Organiser.</i></b></p> <p>If applicable, ensure any applications for Licences are completed within specified timescales (refer to Commercial Health &amp; Safety and Licensing functions)</p>		

Dacorum Borough Council Service Events Risk Assessment

		De-brief to reflect on event and any 'lessons learned' for next time				
<p><b>Emergency Response:</b> e.g. delays in emergency response; obstructed exits; uncontrolled management / inadequate evacuation planning</p>	<p>Members of public Employees Volunteers Contractors</p> <p><i>Injury; deterioration in health; crowd crushing due to inadequate planning</i></p>	<p>Establish and confirm method of contacting emergency services; access to site; specifics of address etc.</p> <p>Establish how event attendees will be advised of emergency evacuation if required</p> <p>Event Organiser to ensure any third party organisations / contractors inducted to site and aware of emergency procedures</p> <p>All exits from event venue free from obstruction, clearly signposted</p>				
<p><b>Fire Safety</b> e.g. uncontrolled fire at cooking facilities; use of flammable sources/materials (e.g. petrol / diesel)</p>	<p>Members of public Employees Volunteers Contractors</p> <p><i>Injury; property damage</i></p>	<p>Fire Risk Assessment (FRA) in place. Premises and fire-fighting equipment, fire detection, emergency routes and exits maintained and in efficient working order</p> <p>The use of petrol should be avoided at public events; diesel or electrical supply is preferable due to highly flammable nature of petrol</p> <p>All cooking-related activities should have adequate supervision</p> <p>Good housekeeping should be maintained throughout the event to minimise build-up of rubbish and sources of fuel</p> <p>The use of sky lanterns are banned from use on Council land</p>				

Dacorum Borough Council Service Events Risk Assessment

<p><b>Medical Emergency &amp; First Aid:</b> e.g. delay in first aid response</p>	<p>Members of public Employees Volunteers Contractors</p> <p><i>Injury; deterioration in health status</i></p>	<p>Establish and confirm first aid arrangements e.g. numbers and location of first aiders</p> <p>Confirm method of contacting emergency services; access to site; specifics of address etc.</p>		<p>Completion of Accident form for any accidents / near-miss events</p>		
<p><b>Crowd Management</b> e.g. exceeding agreed numbers of attendees; crowd crushing; insufficient facilities</p>	<p>Members of public Employees Volunteers Contractors</p> <p><i>Injury; crowd crushing due to inadequate planning</i></p>	<p>Consider anticipated crowd capacity (refer to previous event data); ensure adequate welfare facilities</p> <p>Event Organiser to ensure agreed occupancy numbers are not exceeded</p> <p>Supervision of the event is adequate e.g. numbers of staff / stewards / volunteers etc. Determine means of communication and ensure system/process is working e.g. radios / PA system</p> <p>Ensure adequate entrance/exit routes; free from obstruction and clearly signposted. If barriers are required, consider design of venue to help support movement of crowd i.e. avoid pinch-points</p>		<p>Prior to event start, Event Organiser to conduct site walk-through. In general, ensure access / egress routes are unobstructed; free from slip/trips hazards</p> <p>Specifically, fire and emergency facilities:</p> <ul style="list-style-type: none"> <li>- All fire exits unlocked</li> <li>- Escape routes clear</li> <li>- Emergency lighting works</li> <li>- Fire-fighting equipment and alarms in working order</li> <li>- If using PA system, ensure it is audible in all areas of the event</li> </ul>		
<p><b>Public Disorder</b> e.g. violence, aggression or antisocial behaviour</p>	<p>Members of public Employees Volunteers Contractors</p> <p><i>Physical or verbal assault</i></p>	<p>Where event requires, Security staff engaged</p> <p>Sufficient numbers of staff to run event available, deployed throughout site</p> <p>Event numbers are managed; clear signage for members of the public in terms of event access / queuing systems (for rides / games etc.).</p> <p>No alcohol served during event or served to those under the influence (if drinking is permitted)</p>				

Dacorum Borough Council Service Events Risk Assessment

		No glass at the event				
<p><b>Slips, Trips &amp; Falls</b> e.g. uneven ground or obstructions and debris in pedestrian areas / path routes</p>	<p>Members of public Employees Volunteers Contractors</p> <p><i>Slip, trip, fall injury</i></p>	<p>Event Organiser has carried out a pre-event visit to ensure location is suitable to host event</p> <p>Uneven or damaged surfaces appropriately highlighted; consider use of physical barrier / hazard tape until area</p> <p>Any contractor to ensure activities do not create slips / trip hazards e.g. ensure path routes remain free from obstruction; any spillages are cleaned etc.</p> <p>Working at height must be avoided wherever possible. If not, it must be subject to risk assessment, planned and organised. Any equipment used must be inspected and maintained and not create additional risk to members of public e.g. not accessible</p>		As above, Event Organiser to conduct walk-through / visual inspection of event location		
<p><b>Use of Contractors/Providers (note this includes both external or internal DBC services)</b> e.g. inadequate health and safety procedures which could introduce hazardous situations leading to injury; could leave the event organiser (DBC) potentially negligent</p>	<p>Members of public Employees Volunteers Contractors</p> <p><i>Injury; property damage</i></p>	<p>Request copies of contractor's health and safety policies, risk assessment, method statements and public liability insurance prior to engagement</p> <p>Request copies of risk assessments and method statements from contractors or subcontractors hired to support / build any event structures e.g. stages; marquees</p> <p>Where 'amusement rides' are included, the roles and responsibilities of the Event Organiser and Provider should be clearly defined (also refer to 'Equipment &amp; electrical failure' for statutory inspection requirements)</p>				

Dacorum Borough Council Service Events Risk Assessment

		If Young People are used to volunteer at the event, adequate adult supervision should be in place				
<p><b>Equipment &amp; Electrical Failure</b> e.g. injury to those working on/with equipment incl. potential collapse</p> <p>In risk assessment; state what equipment is being included e.g. fairground ride; who is the provider; who is in control of the ride (see below example)</p>	<p>Members of public Employees Volunteers Contractors</p> <p><i>Injury</i></p>	<p>Ensure equipment is maintained and in good working order</p> <p>For equipment that requires statutory inspections (e.g. inflatables, mobile climbing wall, fairground rides etc.), the Event Organiser is responsible for ensuring that they are provided with a copy of relevant inspection certification (ADIPS); public liability insurance and risk assessments prior to the event. <b><i>This is applicable for both external and internal (other DBC) providers of equipment</i></b></p>		<p>If appropriate documentation is not received or out-of-date etc. the equipment (e.g. inflatable, mobile climbing wall, fairground ride etc.) <b><i>are prohibited</i></b> from the event until all suitable and sufficient information is received.</p>		
<p><b>Bungee Run (Inflatable)</b> e.g. Injury due to equipment failure; poor management of inflatable etc.</p>	<p>Members of public Employees Volunteer Contractor</p> <p><i>Injury</i></p>	<p>Bungee Run inflatable is provided by XXXXX who are responsible for the set-up, management of the amusement and dismantling of the 'ride' XXXXX documents including ADIP inspection certificate; risk assessment; public liability insurance has been received and saved in shared Event Folder (reference)</p>		<p><b>Note</b>, if you make reference to other documentation; this should be available / evidenced if requested e.g. by Fire Brigade; CORPORATE HEALTH AND SAFETY; HSE; audit purposes etc. <b><i>(Applicable to any document reference)</i></b></p>		
<p><b>Vehicle Movement</b> e.g. car parking, deliveries to venue etc.</p>	<p>Members of public Employees Volunteers Contractors</p> <p><i>Injury; collision</i></p>	<p>Any designated parking areas clearly marked and in place; free from potholes, debris etc.</p> <p>External organisations advised of parking / restrictions etc.</p> <p>Speed limits to be clearly signed and adhered too</p> <p>Restrict / minimise any vehicle movement at the location during event</p>				
<p><b>Children &amp; Young Persons</b> e.g. inadequate supervision; Lost Children</p>	<p>Members of public Employees Volunteers</p>	<p>Event Organiser to determine site location is suitable for young persons</p>				

Dacorum Borough Council Service Events Risk Assessment

	Contractors  <i>Injury; distress if child becomes separated from parent/guardian</i>	Lost Child procedures to be in place and communicated to all event staff; reminded at pre-brief meeting  If Young people are volunteering at the event, adequate supervision to be in place. No groups of under 16's to be working in an area without direct adult supervision				
<b>Physical Hazards at Event Site</b> e.g. drowning in lake; falling down steep slopes; gaining access to other parts of the building / venue that are not part of the event	Members of public Employees Volunteers Contractors  <i>Injury; property damage</i>	Event organiser to determine site location is suitable for the type of event.  <i>Do you need to consider how members of the public will access the site e.g. events held in Parks and open spaces may be close to main roads</i>				
<b>Manual Handling</b> e.g. moving and handling of equipment during set-up and dismantling of the event	Members of public Employees Volunteers Contractors  <i>Injury; property damage</i>	Avoid hazardous manual handling where possible. If it cannot be avoided, conduct a specific risk assessment; provide appropriate training and supervision  Employees / volunteers to be advised of handling activities and instructed to assess the load beforehand  Encourage regular breaks  Use individuals who have been trained in manual handling techniques or provide basic training beforehand if needed				
<b>Weather Issues</b> e.g. disruption to event activities due to weather conditions	Members of public Employees Volunteers Contractors	Event Organiser to cancel activity if the weather is extreme e.g. high wind, rain etc.  Amusement Provider is responsible for ensuring conditions are suitable to operate 'ride'				

Dacorum Borough Council Service Events Risk Assessment

	<i>Injury; dehydration; ill-health</i>	<p>Event team to be advised of appropriate clothing e.g. warm clothing / footwear etc.</p> <p>Provision of / access to adequate supply of water to prevent dehydration</p>				
<p><b>Disposal of Waste:</b> e.g. build-up of waste attracting vermin; potential slip/trip hazard; fuel source for arson</p>	<p>Members of public Employees Volunteers Contractors</p> <p><i>Injury; ill-health</i></p>	<p>Event plan includes arrangements for cleaning the site post-event; where necessary including removal of hazardous waste e.g. medical waste</p> <p>Waste disposal bags/arrangements in place for addressing any immediate spillages or issues</p> <p>Staff to wear appropriate Personal Protective clothing and Equipment (PPE)</p>				

**Overall Residual Risk for Activity (L / M / H):**

Level of Risk	Suggested Action
<b>LOW</b>	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
<b>MEDIUM</b>	Control measures need to be introduced within a specified time period; continue to monitor and review
<b>HIGH</b>	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended



**Appendix 11**

**Application for the use of council land for special events  
COMMERCIAL ASSETS & PROPERTY DEVELOPMENT  
APPLICATION FOR THE USE OF COUNCIL LAND FOR  
SPECIAL EVENTS**



An application for a special event is required 6 to 12 weeks (depending on size of event) prior to the date of the event. A copy of the application form and the DSAG form must be submitted to Commercial Property and the Chief Officer of Police (see notes below).

Nature of Event : -----

Location : -----

Organising Body : -----

Date of Event : -----

Period of Hire : -----

Correspondence Contact : -----

Correspondence Address : -----

-----

We regularly receive enquiries from members of the public/potential stallholders seeking information on special events. Please give a name and telephone number we can give out.

Contact Name : -----

Contact Numbers (Day) : ----- (Eve) : -----

Please give the contact details of a key individual who will be organising the event and be responsible for it's operation on the day.

Contact Name : -----

Contact Numbers (Day) : ----- (Eve) : -----

The following information and documents must be submitted with the application form. If you need assistance or would like to discuss this further, please contact Commercial Property, or the appropriate member of Dacorum Safety Advisory Group (see notes).

- Description of event - including timing of setting up, event and clearing away, anticipated numbers attending, details of the activities to take place and a site layout plan.
- Copy of Public Liability Insurance Certificate.
- Details of any catering for the event.
- Risk Management Strategy – copy of risk assessment, safety policy and site safety rules. This should consider the aspects detailed below. This list is not exhaustive, and should be adapted as appropriate to the event:-
  - Fire safety; Emergency Plan; Communication between organisers during the event;
  - Crowd Management; Transport and vehicles on site; Structures and Certificates,
  - Barriers, Electrical Installation and Lighting, Amusements and Attractions, Sanitary
  - Facilities, Waste Management, Sound (noise and vibration), Special Effects (eg firework and pyrotechnics), Facilities for People with Special Needs, Medical and First Aid Facilities, Child Safety.

Further information can be found in The Event Safety Guide and Managing Crowds Safely, both published by the Health & Safety Executive.

Please note that under the 2003 Licensing Act, activities such as plays, live music, and dance performance are now regulated entertainment and may require a Temporary Events Notice or Premises Licence. Please contact the Licensing Authority if you would like to discuss this.

Will your event include regulated entertainment? YES / NO

## **DEFINITIONS**

- "The Site" is the area of land being applied for.
- "The Event" is the activity for which the site is required.
- "The Hirer" is the person or organisation making the application, to use the site, irrespective of whether a fee is charged.
- "The Period of Hire" is the total length of time for which the site is required, irrespective of the duration of the event.

## **CONDITIONS**

1. The Hirer hereby indemnifies Dacorum Borough Council (DBC) against all actions costs proceedings claims and demands arising out of any negligent act error or omission of the Hirer, its agents or contractors resulting in loss or damage to property, injury and illness to persons in connection with the Hirer's use of the site. The Hirer is responsible for all aspects of safety during the period of hire and must ensure that all current legislation is adhered to.
2. The Hirer hereby undertakes to arrange Public Liability Insurance cover for their event (minimum level £2 million). Increased Public Liability cover may be required for larger events. This will be confirmed with the booking permission. Failure to obtain the required cover invalidates the hiring agreement. The Hirer must hold a current

certificate of worthiness for any fairground type rides used and they must also obtain any licences applicable e.g. Temporary Events Notice.

3. The Hirer must provide, stock and maintain in clean working condition sufficient toilets for the number of people attending the event, including provision for disabled people.
4. The site must be kept clean, safe and tidy during the event and handed back in like condition. The Hirer hereby agrees to pay the cost of any repairs, reinstatement work or additional litter clearance necessary as a result of their use of the site. The Hirer is responsible for the removal of all rubbish from the site immediately after the event.
5. The erection of advertising banners and fly-posters is prohibited. The Hirer will be required to pay the cost of removing any such advertising. All permitted forms of advertising must also be removed immediately after the event.
6. Vehicles are not permitted on grassed areas unless previously authorised by DBC in writing. Any areas being re-seeded must be left undisturbed. Authorised vehicles must drive no faster than walking pace whilst on the parkland.
7. The Hirer must make adequate and suitable arrangements for car parking in connection with their event and must contact the Police where there is any likelihood of traffic congestion resulting from the event. Permission must be sought for any car parking on the parkland.
8. For events where a hire fee is charged by DBC, the sum requested must be paid in full, in advance and an official receipt obtained. Cheques should be made payable to DACORUM BOROUGH COUNCIL.
9. Existing access to the site must not be restricted in any way, nor may it be charged for by the Hirer.
10. The Hirer must provide DBC with a complete list of the activities proposed as part of the event, well in advance and at least eight weeks prior to the event. DBC reserve the right to refuse permission for certain activities, at their discretion. The Hirer will bear the cost of cancelling any performance or activity that is refused permission. Please note that certain activities may not be suitable for particular locations. Consideration should be taken of the effect of noise on nearby residents, and you may be asked to notify residents of your event in advance. The use of Sky Lanterns or Balloons is strictly prohibited on DBC Land.
11. The Council has the right to share this application (and supporting documentation, including the DSAG form) subject to DPA/FOI Exemptions with local Town or Parish Councils if required.

### **ACCEPTANCE OF CONDITIONS**

I am the Hirer or a duly authorised agent of the Hirer. I have read all these conditions above and accept them and agree to abide by them.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_