

Event Safety Guidance



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Introduction

When large groups of people gather in confined spaces dangerous situations can arise as seen at the Bradford and Hillsborough football ground disasters in the 1980's

Whilst large sports grounds are now covered by comprehensive safety legislation, many public events are not covered by specific safety controls. South Gloucestershire Council, together with Avon and Somerset Police, Avon Fire and Rescue Service and South Western Ambulance Service NHS Foundation Trust, have combined resources to address this gap in the form of a Safety Advisory Group. The aim of the Group is to provide guidance to event organisers on the running of a safe and trouble free event.

The group has produced guidelines to assist event organisers in the planning and running of smaller scale safe events. The guidelines cover a wide range of activities including community events, marches, sporting events and bonfire and firework displays. Larger scale event organisers are expected to have a comprehensive knowledge of the various industry guides covering public safety. The guidance is given on a "goodwill" basis and event organisers need to ensure that they comply with all the various legal requirements relating to publicly attended events.

1. Event Safety in South Gloucestershire

The Safety Advisory Group

The Safety Advisory Group (SAG) is a working partnership from the following organisations:

South Gloucestershire Council
Avon and Somerset Constabulary
Avon Fire and Rescue Service
South Western Ambulance Service NHS Foundation Trust

What does the Safety Advisory Group do?

The group meets and discusses those large scale public events, which are considered to have potential to present a significant risk to public safety.

Events can be brought to the attention of the Safety Advisory Group in a number of ways:

Direct contact by the organiser with the Group, or by any of its members.
Contact by the Group with an organiser e.g. when an application is made for a temporary road closure, the event is advertised in the press, an application is made for a license.
Contact from another local authority.

What do you need to do?

We want to help event organisers make their events as safe as possible. In order to assess the risk presented by your event and thereby determining the degree of contact that can be offered, you are asked to complete the Event Notification available from www.southglos.gov.uk. To help us, we need the following information from you:

The named organiser of the event and contact details

The time and date(s) of the event

The type of event you are planning

How many people you are expecting to attend the event Details of any special or unusual activities

The results of any risk assessments you have carried out.

If your event is open to the general public

If your event will take place on the highway

If your event will be in a public place, such as a park, open space or town centre

If your event is a private venue, whether there will be any activities planned that will affect the safety of the persons attending or people nearby.

How much notice do I need to give?

Ideally you should give the Safety Advisory Group the maximum notice of any proposed event i.e. at the early planning stage. The following are the recommended minimum notice periods of a proposed event but please be aware that if you need to apply for or modify a license or apply for and organise a street closure the Council may require more than the 6 weeks minimum notice period.

Expected Attendance	Period of Notice
0-2000	6 weeks
2000-10000	3 months
Over 10000	6 months

Obviously when very little notice is given for events then the information cannot be circulated to group members for consideration and there may be insufficient time for a coordinated response to the application been given.

What happens next?

For small and medium events we will make a note of your plans and possibly contact you to offer some safety guidance. Normally we will not take any further action. However, in some cases, we may ask you to change some of your plans to improve safety at your event. Generally for small scale events up to 2000 people the information will only be considered by the Health and Safety Team and the information will not be passed to other partners in the SAG unless it is a first time event.

For larger or more complex events we may take a more active role. For example, we may meet with you to discuss your plans and arrangements in more detail. The Safety Advisory Group meets three times a year and as required for any special or large scale events.

Who is responsible for safety at public events?

The organiser and landowner are responsible for safety at public events. We expect you to have a named person who is responsible for the safety of your event. For larger events this may be a dedicated Safety Officer with a support team.

The information contained in this guide, or given by the Safety Advisory Group, is intended to assist you with organising an event.

As an event organiser or landowner you are required to comply with all the legal duties and responsibilities under Health and Safety or other relevant legislation.

Contact with the Safety Advisory Group

The main point of contact with the Group is through the Council's Health and Safety Team who may be contacted as follows:

Telephone: 01454 860001

Fax: 01454 863485

E-mail: hsw@southglos.gov.uk

2 Your Event – Things to Consider

Risk Assessment

You must carry out and provide a written risk assessment as the first step in planning your event. This will ensure that you have adequate health and safety measures in place. We can provide guidance with this aspect.

Safety Checklists are included at Section 5 and 6 that will help you begin to identify the key elements of the risk assessment for your event. The list probably will not cover all of the aspects of your event and you may need to add items that are specific to your event.

The safety checklists are included for you to start identifying the main potential risks at your event and the preventative action that needs to be put in place. The Safety Advisory Group will be looking for a full risk assessment for your event that has been recorded in writing. Completed safety checklists therefore will be a tool for helping to provide a documented risk assessment, and will not be a risk assessment in themselves.

Remember you will need to take out adequate insurance to cover your event irrespective of the safety controls you put in place.

Stewards

You must have enough stewards for the size and type of your event. The number of stewards you need will depend on your risk assessment of the event. This will include the following factors:

- Whether the event is held indoors or outdoors.
- How many children are likely to attend?
- If it is dark or light.
- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.
- If alcohol is being served
- The type of event and composition of the anticipated audience

Communications

You must have a reliable method of communication in place for the event. It is essential for stewards and organisers to be able to communicate during the event. In addition, there should be at least one office on site, jointly staffed by all the organisations taking place.

Equally vital is the method of communication with the public. This is particularly important if the site has to be evacuated.

Evacuation

You must have an evacuation procedure as part of the risk assessment for your event. For indoor events, the building you are using may already have an evacuation procedure in place.

However, this is far less likely for outdoor events. Please ask for guidance in establishing an evacuation procedure for your event.

First Aid

You must provide and pay for an agreed level of first aid, paramedical and medical facilities at your event. You should liaise with the South Western Ambulance Service NHS Foundation Trust or other medical providers and voluntary groups and societies. Guidance on first aid provision can be found in the Events Safety Guide published by the Health and Safety Executive.

Where guidance or best practice recommends the presence of the NHS Ambulance Service at an event they will seek to recover their costs. If the services of St John Ambulance or Red Cross are provided as part of the agreement, the charges for their services will be levied by each individual organisation.

Fire Arrangements

You must agree arrangements for fire prevention, detection and control with the Avon Fire and Rescue Service. The Fire Service's details are given in section 4 of this guide.

Temporary Road Closures

If your event is to take place on a road, or will involve large numbers of persons attending the event, you will need to consider developing a Road Traffic Management Plan for the event. Traditionally the Police have provided assistance to event organisers in the form of traffic management and attendance, free of charge. The Police's policy on presence at public events has changed and you will now need to consider what action you will need to take yourself.

In particular you will need to consider, for safety reasons, whether the temporary closure of a road is required. South Gloucestershire Council issues Temporary Road Closure Orders and you will need to give at least two months' notice to the Council of a request for an Order. The Council has to follow strict legal procedures before issuing a Temporary Road Closure Order. You therefore should not leave an application for a Temporary Road Closure Order until the last minute, as the Council may not be able to assist you.

When a Temporary Road Closure takes place you will be required to provide road signs, alternative routes for traffic and management of the road closure. Provision of signs and management of the road closure will be at your expense and you will need to bear this in mind when planning your event. If you require any further advice on obtaining a Temporary Road Closures Order, please contact the Council's Legal and Democratic Section as detailed in section 4 of this guide.

Security

You must ensure any special security measures are in place prior to the event taking place. You will need to consider issues such as large amounts of cash, VIP's etc. The Police can advise you on this issue.

Barriers

There are many different types of barriers – please ask us for further advice about this. You will though need to consider the following:

Raised concert style 'pop barriers' can only be used if you have trained and experienced stewards who are familiar with how they work.

Any temporary structure that is load bearing must comply with health and safety laws and building regulations.

Access and Facilities for Disabled People

Suitable arrangements should be considered to ensure that disabled people are able to attend. Consideration should be given for people with:

Mobility problems (including wheelchair users)
Impaired vision and/or hearing problems
Learning difficulties

The event publicity should include a contact number where disabled people can obtain information on site arrangements. Also the venue design should include consideration of parking arrangements, access and emergency evacuation, circulation within the site, viewing areas, lighting levels, signage, ramps, access to facilities, support and sanitary arrangements.

Signs

You must provide clear direction and information signs at your event. Multilingual signs may be needed.

Any temporary signs on the highway will need to be approved by the Transport Network Management Department at the Council.

The Environment

You must look after the environment when planning your event. For example, you must make sure that the site is suitable for the type of event you are planning, and take account of local concerns such as noise and litter.

Facilities

You must decide what facilities will be needed at your event, such as

Catering

Hot and cold drinks

Toilets

Refuse storage and collection

PA systems

Lighting

Temporary structures

We can help you with liaising with the various Departments of the Council who have responsibility for food hygiene, health and safety, noise control, licensing and temporary structures.

Other Considerations

Insurance

Event organisers should ensure insurance cover exists to indemnify them against civil litigation. This is referred to as public liability insurance and details can be obtained from any reputable insurance company. A minimum cover of £5m is suggested. You are also advised to consider whether you require cancellation insurance.

Bonfire and Firework Displays

If you are considering including a bonfire and/or firework display within your event safety guidance can be obtained from the Council, free of charge.

Parking

Adequate provision must be made for parking to avoid congestion on access roads. On-site parking is preferred but this needs to be effectively managed and the employment of a private contractor should be considered.

Entertainment Licensing

A licence may be required where any premises are used for the public performance of films, plays, dancing, music or other similar entertainment including karaoke and discos. Outdoor events may also require a licence and sufficient notice must be given (minimum 3 months). Small scale events may be covered by a Temporary Event Notice with a reduced timescale (at least 10 working days notice) or may be exempt under the Live Music Act 2012. Events involving the sale of alcohol (at anytime) or late night refreshment (between 11pm and 5am) will also need a licence.

Normally there will be a fee for the granting of a licence and further details and application forms can be obtained from the Council's Licensing Section whose details are given in section 4.

Planning and Programming

Careful planning is vital to make the event that you are organising a success. You may find some of the following points worth considering when planning your event:

Decide on the type of event and the date 9-12 months ahead;

Establish a working group or committee if necessary and have a named organiser(s) identified;

If you are looking for sponsors, begin to approach local businesses and companies 9-12 months ahead;

Complete an Event Notification form and return it to the Council within the recommended time limits mentioned earlier.

If you need any special permissions e.g. Entertainment Licence, Temporary Road Closure Order, contact the Council at least three months before the event takes place;

Book your venue/site 9-12 months ahead and confirm in writing;

Arrange local publicity;

Check the availability of sound equipment, marquees etc;

Send out first press release as soon as dates are confirmed;

Book first aid, caterers, judges, dignitaries and any other services 6-9 months ahead;

If holding competitions send out schedules and rules 2-4 months ahead;

Start looking for volunteers 2-4 months ahead;

Talk about finances as early as possible and any other funding opportunities; there will be cut off dates for various funding applications so be aware of the time scales involved;

Order posters and publicity 3 months ahead and send out 6-8 weeks prior to the event

Choose a time and date for your event that will suit the audience it is intended for. Also check that no similar public events are taking place at the same time.

What to do when things go wrong?

Careful planning and organisation will help ensure that your event is successful and above all else safe. As the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you may face prosecution.

If an incident does occur at any event in South Gloucestershire, members of the Safety Advisory Group will ask:

Were risk assessments completed, including the items included in the checklists?

Were plans in place to manage a major incident?

Were there enough emergency services resources onsite?

Was there a detailed casualty treatment, management and evacuation plan?

Were the emergency procedures properly explained and practised?

Was there a clear chain of command and control?

Were communications between key personnel and the crowd adequate?

3 Sources of Further information

*All HSE publications are available from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA. Tel: 01787 881165 www.hsebooks.com. Many HSE publications are available to download free from www.hse.gov.uk.

Typing in events into the HSE website or using the following link will bring up most subjects involved in running an event www.hse.gov.uk/event-safety/index.htm.

Organisers should be aware that there are a number of guidance documents to assist them and the following are the most often quoted.

[Managing crowds safely](#)

[Fairgrounds and amusement parks: Guidance on safe practice](#)

[Health and safety in construction](#)

[Safe use and handling of flammable liquids](#)

[Avoiding danger from underground services](#)

[Electricity at work: Safe working practices](#)

[Guide to safety at sports grounds \(Green Guide\) Sports Ground Safety Authority \(SGSA\)](#)



[Temporary demountable structures. Guidance on design, procurement and use \(3rd edition\) Institution of Structural Engineers](#) 

[Safe use and operation of marquees and temporary demountable fabric structures \(Revised March 2011\) Performance Textiles Association \(MUTA\)](#) 

[Fire safety risk assessment: Open air events and venues](#)

[Fire safety risk assessment: Small and medium places of assembly](#)

[Noise Council Code of Practice on environmental noise at concerts 1995 Chartered Institute of Environmental Health ISBN 0 900103 51 5](#) 

Other Advice

<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party>

<http://www.southglos.gov.uk/documents/Music-Events.pdf>

<http://www.muta.org.uk/>

4 Useful Contacts

Contact	Telephone	Address
Avon and Somerset Police Constabulary http://www.avonandsomerset.police.uk/	01179 286060	Avon and Somerset Police Constabulary, South Gloucestershire District, Concorde House, Harlequin Office Park, Fieldfare, Emersons Green, Bristol. BS16 7FN
South Western Ambulance Service Trust http://www.swast.nhs.uk	01454 455433	Head Office Abbey Court Eagle Way, Exeter, EX2 7HY
Avon Fire and Rescue Service Fire.safety@avonfire.gov.uk	0117 9262061	Technical Fire Safety Avon Fire and Rescue HQ Temple Back Bristol BS1 6EU
South Gloucestershire Council Health and Safety hsw@southglos.gov.uk Environmental Protection (Noise) environmental.protection@southglos.gov.uk Food Safety Team foodandhealth@southglos.gov.uk	01454 868001	South Gloucestershire Council Department for Environment and Community Services P O Box 299, Civic Centre High Street, Kingswood Bristol. BS15 0DR
South Gloucestershire Council Licensing licensing@southglos.gov.uk	01454 868001	Department for Environment and Community Services P O Box 299 Trading Standards & Licensing Civic Centre, High Street Kingswood, Bristol BS15 0DR
South Gloucestershire Council Emergency Planning Unit	01454 860009	Emergency Planning Unit PO Box 300 Civic Centre High Street Kingswood Bristol BS15 0DS
South Gloucestershire	01454 86000	Legal Department

Council Legal Section (Road Closures) E mail streetevents@southglos.gov.uk		PO Box 300 Civic Centre High Street Kingswood Bristol BS15 0DS
South Gloucestershire Council Street Care and Transport (Signage)	01454 86000	StreetCare PO Box 299 Civic Centre High Street Kingswood Bristol BS15 0DR

5 Event Safety Checklist

Have the following key personnel been identified? event organiser, safety manager, chief steward, stewards?

Do you need any special permissions e.g. Temporary Road Closures, Entertainment Licence, etc?

Is the site suitable for your event?

Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?

Who will be responsible for health and safety at the event?

Have you provided necessary information e.g. maps, site plans, details of gas, electricity, water supply and an outline programme of events?

Do you know how many people you are expecting?

Do you know where the entrances and exits on your site are?

Are the entrances and exits controlled, stewarded, suitable for prams, pushchairs and appropriately signed?

Do you have trained, briefed and clearly identifiable stewards?

Have you met the needs of disabled people?

Have you set up a reliable system of communication between key people?

Has a control point been identified, call signs predetermined and announcements prepared?

Are crowd control barriers necessary?

Are emergency procedures in place and have these been agreed with the emergency services?

Can emergency vehicles get on and off the site easily?

Do you have effective fire control measures in place?

Do you have adequate first aid facilities?

Do you need any other special arrangements e.g. for lost children, lost property, drinking water, toilets, noise control, car parking?

Emergency Planning

Do you have an emergency plan?

If you have one, has it been updated in the last 6 months?

Does the plan cover all likely emergencies?

Has the plan been agreed with the Safety Advisory Group?

Has a person been allocated to make decisions in an emergency?

Are there arrangements for stopping the event during an emergency?

Have you sought guidance from the emergency service about emergency routes?

Please note that, apart from emergencies, the emergency services may charge you if you ask them to be present at your event

6 Safety Checklists for Events on the Highway

In addition to the general safety checklist items, the following issues should be considered when organising events on the highway.

You should pass on the following advice to everyone taking part in your event. If any part of the event takes place in the dark, everyone should wear reflective white clothing. Remember that fluorescent clothing helps people to be seen during the day, but is of little use at night. If on foot, stay in small groups, using footpaths and verges.

Timing. Whenever possible don't hold your event in the dark – bad visibility and tiredness make accidents more likely.

Planning your route. Whenever possible your event should be held in a park, sports ground or on country footpaths away from the road. Remember that country walks need careful planning. Plan the route away from roads wherever possible. Don't use roads without proper footpaths or verges. Don't use roads where there are road works as these can be dangerous.

Signposting your routing. The Police cannot provide signs for your event. You may need to check with the StreetCare Section of the Council on the suitability and location of signs

Organisation on the day. Try to start and finish your event off the road. Mass starts are dangerous – avoid them. Enter and leave the highway without causing inconvenience to road users. Don't obstruct the highway. Never allow cars to follow closely behind groups of participants. Support vehicles should not travel slowly, causing obstruction or inconvenience to other traffic. Ensure that you have enough marshals to supervise the whole route. Make sure that the marshals are properly briefed and clearly identified. Make proper arrangements to look after people who drop out.

Use crossing places on the route. Remember only Police officers have the power to stop traffic. Your marshals must not try to do this – they can only advise people when it is safe to cross. Crossings should be at places where there is good visibility.

Changes in the route. Make sure that the Police and Council are advised of any changes to your route and are satisfied that suitable safety measures are in place. Make sure that everyone taking part knows about the changes through marshals or signs.

If there are no footpaths, face oncoming traffic, no more than two abreast. Use the proper crossing places and always cross in a group – be extremely careful on busy roads.

Remember – children tire easily and may become a danger to themselves and others. If you take animals, keep them under control

Comply with traffic signals and the advice given in the Highway Code