

Folkestone

Hythe & Romney Marsh

Shepway District Council



SHEPWAY DISTRICT COUNCIL

**EVENT
ORGANISERS
TOOLKIT**

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INTRODUCTION

Whatever event you are planning, Shepway District Council can offer support and advice. The events coordination group at the Council brings together representatives from all departments involved in staging events, and from local Agencies. The group discuss both externally organised events, and those organised in partnership with the Council. The group meets on a regular basis at the civic centre and all organisers are welcome to attend one of the meetings to discuss their event in detail.

This booklet has been designed to offer practical help and advice to ensure that you are aware of your responsibilities for the event. The advice and information is supplied on a without prejudice basis, it is not intended as a comprehensive list of do's and don'ts; but to help you take the necessary steps to make your event safe and to comply with safety laws. A valuable section of the booklet is the list of 'Further Reading' in Appendix 2. One of the most important documents providing guidelines on event organisation is The Event Safety Guide and it is recommended that organisers obtain a copy of this publication from the Health & Safety Executive.

YOUR RESPONSIBILITY

You, as the organiser, will be held ultimately responsible in law for the safety of people at your event. The most relevant safety law is likely to be the Health & Safety at Work Act 1974, and Occupiers Liability Act 1957/1984, and its accompanying Regulations and Standards of Safety. All events, including those in aid of charity and good causes, must comply with recognised safety standards.

YOUR AIM

To organise a successful event that can be enjoyed by the public in safety. To do this you must identify all potential hazards and dangers, and decide the necessary precautions to take, how you are going to do this, and then actually put them into practice.

OUR AIM

To help, guide and support you in meeting your responsibilities.

TIMETABLE

UP TO 1 YEAR AHEAD

1. **Start to organise - appoint steering committee**
2. **Agree an outline event programme looking at key issues** (venue, insurance, licensing, permissions, etc) – Use Appendix 1 “Event Organisation Checklist” to help you identify and plan elements of your event.
3. **Share out jobs across your committee**
4. **Investigate a site** (bear in mind parking considerations)
5. **Initial talks with local authority officers**
 - Licensing re: entertainment, street trading & collections
 - Transport Unit re: road closures, traffic orders, etc
 - Events Officer re: clash of dates, contacts for help inc: emergency services, publicity
 - Development Control re: planning permission, advertisement consent etc
 - Environmental Health re: noise, catering, health and safety etc
6. **Initial talks with emergency services**
 - Police re: highways, crowd control, stewarding, selling of alcohol etc
 - Fire re: access, equipment on site, etc
 - Ambulance re: first aid procedures, etc
 - HM Coastguard re: water-based events & fireworks
 - Civil Aviation Authority (CAA) re: fireworks
7. **Undertake initial risk assessment to flag up any Health & Safety Issues**
8. **Encourage local community groups to get involved with the project**
9. **Draw up rough outline budget and list ways of raising funds towards the staging of the events**, eg grants and business sponsorship plus help in kind - all to cut costs.
Note: Lack of finances must not be given as a reason for not fulfilling your statutory obligations and duty of care.

TIMETABLE

- 10. Assess whether the project is viable at this stage taking into account costs and events limitations**
- 11. Circulate sponsorship requests to commercial businesses, etc.**
- 12. Now you have agreed that the project has the go ahead, contact Shepway District Council's Events Officer for Event Application Forms, (01303 853264) or complete and return the forms electronically from the Events Web Page to beverley.saunders@shepway.gov.uk**

TIMETABLE

9 MONTHS TO GO

as before plus:

- 1. Review meetings with relevant local authority officers**
- 2. Review Risk Assessment**
- 3. Prepare grants application and send**
- 4. Investigate public liability and wet weather insurances required for event**
- 5. Draw up draft site plan and circulate to relevant local authority and emergency services contacts for comment prior to general committee**
- 6. Check for artists and entertainers & attractions availability including insurance cover and references - if happy, make provisional booking**
- 7. Check availability and confirm costs of equipment eg marquees, generators, toilets, barriers, radios, etc including insurance cover on equipment.**

DEPARTMENT TO CONTACT

- **Property Services: Events Officer – 01303 853264**

TIMETABLE

6 MONTHS TO GO

as before plus:

1. **Review meetings with relevant local authority officers**
2. **Review Risk Assessment**
3. **Prepare licence application and send**
4. **Check funding progress**
5. **When incoming funding confirmed set out revised budget sheet, and trim or expand project accordingly**
6. **Confirm booking of artists with contract**
7. **Confirm bookings of major equipment hire**
8. **Agree when and to whom press releases should be sent - first release sent at this point (communications plan)**
9. **Apply for licence to sell alcohol – Shepway District Council Licensing Department**
10. **Start contacting potential stallholders**

DEPARTMENT TO CONTACT

- Property Services:
Events Officer: 01303 853264
- Licensing Department: 01303 853421

TIMETABLE

3 MONTHS TO GO

as before plus:

THIS IS THE DEADLINE FOR SUBMITTING YOUR APPLICATION TO THE COUNCIL TO HOLD YOUR EVENT ON COUNCIL LAND

- 1. Review meetings with relevant local authority officers**
- 2. Review Risk Assessment**
- 3. Produce draft Emergency Plan**
- 4. Check for progress of relevant licences** - if you have not been granted a licence you may need to amend your event, it may not necessarily need to be cancelled
- 5. Apply for road closure/traffic orders and to erect temporary directional signing** – you may also need to suspend parking bays for your event. Contact the Highways Engineer who can advise you on the procedure and any costs involved.
- 6. Update meeting with emergency services**
- 7. Appoint key task team members and circulate information to team**
- 8. Start getting artwork together for flyers and posters**
 - Agree text and design
 - Agree distribution and quantity
- 9. Check on Communications Plan**
- 10. Confirm stallholders**

DEPARTMENTS TO CONTACT

- Events Officer: 01303 853264
- Highways Engineer: 01303 853240

TIMETABLE

6 WEEKS TO GO

as before plus:

- 1. Check on Communications Plan**
- 2. Print flyers and posters and distribute**

DEPARTMENTS TO CONTACT

- Property Services:
Events Officer: 01303 853264

TIMETABLE

1 MONTH TO GO

as before plus:

THIS IS THE DEADLINE FOR FINALISING ALL ELEMENTS OF YOUR EVENT TO BE HELD ON COUNCIL LAND

- 1. Review meetings with relevant local authority officers**
- 2. Review Risk Assessment**
- 3. Finalise Emergency Plan**
(i.e. evacuation procedures, fire points etc.)
- 4. Make final checks** on artists, equipment hire, stalls, catering, beer tent, etc, including insurance cover for relevant items and services
- 5. Organise own clean up teams**
or make arrangements with Shepway District Council's Cleansing Team
- 6. Train Team**
crowd/traffic control/emergency procedures/general information/basic fire fighting

DEPARTMENT TO CONTACT

- Property Services:
Events Officer: 01303 853264
- Cleansing Team: 01303 247384

TIMETABLE

DAY BEFORE EVENT

- 1. Erect temporary signing in agreement with the Council's Transportation Department**

DAY OF EVENT

- 1. Final team briefing**
- 2. Erect road closure signs/barriers at opening**
- 3. Dismantle at closing**
- 4. Clear away all refuse & extraneous waste**
- 5. Follow own pre-prepared 'check list' to avoid overlooking any details**

DAY AFTER EVENT

- 1. Remove temporary directional signing**
- 2. Remove public notices from the event route**

REVIEW

- 1. Post-event de-brief meeting to be held within 2 weeks including event report and opportunity for all agencies to comment on running of events for future reference**

DEPARTMENTS TO CONTACT

- Property Services:
Events Officer: 01303 853264**

PLANNING, MARKETING & PUBLICITY

SPORTS DEVELOPMENT

The Cultural & Leisure Services Department has experience in managing a wide range of sporting and recreational events and early contact with our sports development officer would help you stage a successful and professional event. We can assist you with:

- Planning
- Local contacts
- Site issues
- Distribution of promotional material
- Other sport related issues

Whether you are planning a major sporting event or a junior fun run, we can help.

The success of your event depends upon planning - contact our sports development officer at the earliest opportunity.

CONTACT NUMBERS:

Sports Development Officer: 01303 853251

ARTS DEVELOPMENT

If you are planning an arts event, our Arts Development Officer can advise on aspects of your event, and would be pleased to discuss your proposals, for example:

- Finance advice
- Assistance with funding applications
- Suggesting artists/arts groups to contact who may be able to add elements to your event/project
- Information on suitable venues in the district
- Marketing and promotion

CONTACT NUMBERS:

Arts Development Officer: 01303 853464

PLANNING, MARKETING & PUBLICITY

PUBLICITY OPPORTUNITIES

- Providing we are aware of the detail of your event in good time there is the possibility of your event being considered for inclusion in *Shepway Today*. Copy deadlines are approximately 3 months prior to distribution, so it is important that the planning of your event is on target. Space is often limited and we cannot guarantee listing your event, so it is a good idea to also consider other forms of publicity.
- The Discover Folkestone, Hythe & Romney Marsh website is not only used to attract visitors to the area, but is also used as a community resource so that people can easily find out about events and facilities in the area. The website attracts well over 300,000 hits per month, so any events listed are likely to receive valuable additional exposure. To include your event on the website www.discoverfolkestone.co.uk, send details of your event, where it is, when it takes place and contact details of the organiser via email to Chris Kirkham at cckirkham@gmail.com

INFRASTRUCTURE

SHEPWAY DISTRICT COUNCIL'S VENUES

Hythe Swimming Pool: 01303 269177

To book the following sports pitches call: 01303 858660
Church Road Stadium:

Cheriton Road Sports Ground:

Pitches available

Cricket

Rugby Training Grid

Football

Hockey

Mini Soccer

Astroturf – Hockey & Football

Rugby

East Cliff Sports Ground:

Pitches available

Pitch & Putt

Tennis

Bowls

Shorncliffe, North Road:

Pitches available

Cricket

PARKS & OPEN SPACES

Shepway District Council also has a number of parks and open spaces available for hire:

Folkestone

- Weymouth Road Recreation Ground (Cheriton Rec’).
- Canterbury Road Recreation Ground.
- Radnor Park.
- Church Road Stadium
- Brabner Park

Etchinghill

- Etchinghill Amenity Land

Hawkinge

- The Green, Heron Forstal Avenue

INFRASTRUCTURE

If you wish to use any of the council's owned/managed parks and open spaces, start by calling: Bev Saunders 01303 853264.

Organisers should be aware and make all participants aware that they are using the council's land at their own risk for the proposed event. The event organiser will be assumed by the council to have considered all aspects of their event before making their application, and agree to indemnify the council against any and all liabilities that may arise.

Please note that bookings for parks and open spaces should be made as early as possible at least three months prior to the event.

INFRASTRUCTURE

HIGHWAYS ENGINEER

The council's Highways Engineer has a duty to keep the highways free of obstruction and in a condition which allows the safe passage of people, vehicles and goods.

Factors affecting the public highway, which need consideration when planning for events are as follows:

- Temporary Road Closure (including temporary traffic orders)
- Diversion route for traffic (including temporary signing)
- Suspension of parking bays

Any requirement should be requested by completing and returning the event application form, to the council's event officer. The cost of road closure and any associated temporary or other required diversion signing, and suspension of off street parking bays will be met by the event organiser.

The council's highways engineer can give advice on these matters and provide details of approved contractors who are able to provide and install diversion signing and barriers.

TIMETABLE

6-12 months in advance

Initial discussions and a site meeting are required to take place to ascertain the likelihood of road closures etc., and what effects these will have on:

- a) The road user
- b) Businesses and services
- c) Public safety
- d) Car parking
- e) Public transport

INFRASTRUCTURE

HIGHWAYS ENGINEER - continued

3- 6 months in advance

Applications for temporary signing to the event must be made.

2- 4 weeks in advance

Event organiser to place notices on-site informing of any proposals that will affect the public highway Note: If notices are not displayed on time, the highways engineer has the authority to cancel the closure and stop parts of the event which are to be held on the highway, following advertisements and consultation.

Day of the event

All "Road Closed" signs, including barriers and diversion route signing, need to be in place. The "Road Closed" signs and barriers need to be removed immediately after the event. All other signing should be removed as soon as reasonably possible after the event, and in all cases, within 24 hours.

Direction Signing

Advice can be given to ensure that any direction signing needed, meets the required standards and is erected so as not to conflict with existing signage.

CONTACT NUMBERS:

Shepway District Council Highway Engineer: 01303 853240

Kent County Council South East Roadworks
Coordination Team: 08458 247800

INFRASTRUCTURE

PARKING SERVICES

Parking Services operates 29 car parks throughout the district, 10 of which offer free parking. Free disabled parking is available in all car parks.

Some events may require parking bays to be suspended in order to prevent cars parking. In order for this to be carried out legally, event organisers must apply to parking services for a licence, 3-6 months before the event. Parking services staff will place and remove cones on all parking bays covered by the suspension, but event organisers will be held responsible for the cost of lost, damaged or stolen cones. It is expected that cones will be removed immediately after the event, in order that losses may be kept to a minimum.

There is an administration fee of £50 for bay suspensions, with an additional charge levied per bay suspended. This is calculated on the number of bays to be suspended, by the length of time they are to be suspended for.

CONTACT NUMBERS:

Parking Services: 01303 853423

INFRASTRUCTURE

STREET CLEANSING SERVICES

The council's Environmental Services Department has responsibilities that cover a wide range of cleansing services and are therefore, able to offer professional advice and support to event organisers in a number of ways. The key aim is always to work to ensure effective control of issues such as:

- Provision of sufficient toilet and cleansing facilities
- Managing both litter and trade waste on council land

In order to enable the best advice to be given, organisers should try to give a reasonable lead-time, particularly where the event will require the provision of additional toilet facilities or extensive litter control measures.

Toilet Facilities

Specific support can be arranged for late opening and/or additional cleaning of facilities.

Litter Control

Advice and support can be provided to organisers to ensure that sufficient numbers of litterbins are provided and that emptying arrangements are adequate.

Rubbish Collection

Special arrangements can be made such as providing extra collections and/or waste bins.

Additional Support

Gloves and sacks can be purchased to assist with a safe and successful cleanup after your event.

Note: All of the above will incur costs to the organiser.

CONTACT NUMBERS:

Cleansing Services: 01303 247384

INFRASTRUCTURE

GROUNDS MAINTENANCE

Managing Council Land

Before any events take place on council land, it is important to ensure that any measures needed to protect flowerbeds, street furniture etc., are taken. By taking account of this at the planning stage, potential problems can be avoided.

Any damage to Shepway District Council grounds or property, howsoever caused, is to be repaired, replaced or made good at the expense of the event organiser, to the satisfaction of the Council.

In summary, the key to a successful event is to plan and to talk to us at an early stage.

CONTACT NUMBER:

Grounds Maintenance Manager: 01303 247373

INFRASTRUCTURE

EMERGENCY SERVICES/OUTSIDE AGENCIES

Some events may require you to notify the emergency services or other agencies. For large events it is always advisable to contact the Police well in advance. You should also inform the Fire Brigade and Ambulance in writing, particularly if there are fireworks or large crowds.

Ambulance

South East Coast Ambulance Service 01303 265792

Civil Aviation Authority

Airspace Utilisation Section 020 7453 6199

Coastguard

HM Coastguard (Dover) 01304 210008

Fire Brigade

Kent Fire & Rescue 01303 227201

Kent Police

Folkestone 01303 289298

HEALTH & SAFETY

HEALTH & SAFETY

Question: When is an accident not an accident?

Answer: When it was foreseeable.

Without exception, event organisers will want their event to be a happy, pleasurable and safe experience for all those taking part or attending. The only way to be sure that they have done everything they could reasonably be expected to do to prevent accidents occurring is to include health & safety as part of the event planning process.

A fundamental part of health and safety management is planning for the foreseeable. Health and safety legislation deals with the legal duties placed upon event organisers. Some duties are absolute and must be complied with, whilst others apply a “reasonableness” qualification. This may be different for each event but the process remains constant. What can happen when the process goes wrong was graphically illustrated by the Hillsborough tragedy. Here was an event that was professionally organised but where a breakdown in communications led to tragic consequences.

The Health & Safety at Work etc. Act 1974 (HSWA) and all relevant supporting regulations identify the legal (criminal law) requirements for all event organisers. These should be seen as the minimum standards needed to organise a safe event. The Health & Safety Executive (HSE) produces a number of guidance and information documents related to event safety. The enforcing authority for most local events will be the Environmental Health Department of Shepway District Council.

In addition, event organisers will have a (civil law) “duty of care” towards those persons involved with or attending their event. Liabilities arising from any failures connected with a duty of care will normally be covered through insurance. It must be noted that Health & Safety (criminal) law liabilities are not insurable.

Health and safety must be integral to the overall event planning process and be part of the production schedule. As different elements of the event are pieced together their implications for health and safety on the whole event must be assessed.

What is planned for can be accounted for. Accidents are unplanned and therefore take people by surprise. In a perfect world every eventuality would be planned for and nothing would be left to chance with no surprises. This is, of course, totally un-realistic.

The most practical, and arguably the most important, skill used during the planning of events to avoid or minimise the risk of accidents is the “Risk Assessment”.

As individuals we encounter potential hazards and perform risk assessments on a daily basis, most of the time without realising it. When crossing the road or driving a car for example. These are things we have learned to do and we don't usually need to consciously think through our actions.

Risk assessment is the process of identifying what has the potential to cause harm (the hazard), the likelihood and severity of harm actually occurring (the risk) and how to prevent or minimise it. Hazards that present a low risk need only be looked at briefly whereas those that present a higher risk need to be investigated more thoroughly. Hazards with the potential for significant harm must be eliminated or controlled to a safe level. The hierarchy of risk controls need to be chosen in the following order.

HEALTH & SAFETY

Controlling Risk

- First: Eliminate or remove the hazard likely to cause harm
- Second: Substitute the hazard with something less harmful
- Third: Separation. Provide guarding or barriers to make the hazard inaccessible
- Fourth: Create a safe system of work
- Fifth: Protect the group or individuals likely to be exposed to harm (Protective Equipment)

Those engaged in event planning and risk assessment need to be competent. Competence and competent person are terms often used in health and safety. Competence in connection with events can generally be defined as “having sufficient practical and theoretical knowledge and actual experience to identify the type of potential hazards arising from the proposed event and to assess their importance in relation to the risks they pose to the people involved or attending”. It is clear that the required level of competence will vary according to the proposed activities. The competence required to assess and manage the risks associated with a small fund raising event in a village hall attended by less than a hundred people would be within the capabilities of the average community volunteer. However a large public event involving multiple activities attended by many thousands of people will require the event organisers to be competent to assess all the potential risks associated with crowd control in the context of the proposed site and each of the proposed activities. Under these circumstances the technical aspects of the risk assessment and event management plan will need to be undertaken by a specialist in the field of event management.

For the benefit of organisers of events of modest scale and low risk an example of an event risk assessment form with some explanatory notes has been included in this guide. This approach allows each element of an event to be separately noted stating the potential hazards, whether there are any identified existing controls and who might be affected by the hazard. From this information it is possible to quantify the level of risk and whether more needs to be done to reduce the level of potential risks. Remember the higher the risk the more effort (time, resources, money) will be expected to be applied to reduce or eliminate the risks. For most potential hazards the assessed level of uncontrolled risk will be higher for young people.

If the event involves the use of contractors, the organisers will be under an obligation to ensure they are competent to do the work safely. Does the work require the contractor to hold a particular qualification (electrician, scaffolder etc.) Check their safety policy (if they are required to have one), ask for their risk assessment(s), if appropriate require them to provide a method statement, ask for references. During the setting up and dismantling phases of the event ensure the work activities of contractors and others do not create potentially hazardous situations.

The importance of this part of the planning for an event should not be underestimated. It needs to be started at an early stage and continue right up to the day of the event. All the parts of the proposed event can be written down and evaluated to see how they could affect the final outcome. It is during this process that an idea changes to a planning exercise and then to an event. Re-evaluation and reassessment should be programmed into the timetable and records kept.

HEALTH & SAFETY

Things you will need to give careful consideration to at an early stage:

- Type of event - give it a name, it helps to provide a focus
- The likely scale of the event
- The date of the event
- Who is to manage the event
- The competencies required
- The location of the event – is the site suitable to operate safely. Develop your site plan and remember to provide adequate circulation and emergency routes and exits.
- Liaison with the statutory agencies - seek advice early, keep them informed of your plans
- Road closures and statutory licenses take time, these may be essential for a safe event
- Start drafting your event operational plan, and remember, you will need an emergency plan as well, don't forget a fire and evacuation plan

When you are satisfied that you have completed your event plans, you must ensure the information is communicated to everyone connected with running the event or has a part to play in ensuring the health and safety of participants and the public. They should know who is in control and what they will be required to do in an emergency. Keep them informed and include the emergency services in your distribution list. They are always available for advice.

Additional information on event safety can be obtained from the Further Reading list below.

Just one final piece of advice – Nobody wants an accident to occur during an event they have organised but, if there was a serious injury(s) connected with your event, investigating bodies (Police; Environmental Health; Health & Safety Executive; Coroner) and perhaps the courts (Civil and/or Criminal) will want to see evidence that you had considered the risks involved and had put in place appropriate control measures. Event planning documents (Risk Assessments; Event Operational Plan; Emergency Procedures; Method Statements; Minutes/Notes of Event Planning Meetings etc.) will provide crucial evidence to confirm you have fulfilled your statutory obligations and duty of care. The availability of documentary evidence will have far greater significance than reliance on word of mouth.

It should be noted that, where it is proposed to hold an event on a site owned or controlled by Shepway District Council, it will be necessary to satisfy the Council that you are competent to plan and manage health and safety for the event. This will normally be through the production of suitable and sufficient risk assessment and event operational and emergency plans. Confirmation of the application for use of the site will not be confirmed until this has been done.

Shepway District Council will encourage and support safe events for the Shepway District.

HEALTH & SAFETY



Assessing the risk at your event

This form is designed to help you think about the aspects of your event which may involve a level of risk, what accidents could happen and how you help prevent them.

Take your time to think about all possible hazards at your event – anything that could cause harm to anyone. It is best to start right at the beginning of the event. Setting up and closing down an event is often more hazardous than the event as the machinery, structures and vehicles arrive and leave the event site.

Then think about, for example, crowd management, cooking equipment and possible fire, animals, moving vehicles or children’s amusements like roundabout rides.

Responsibility for ensuring the safety of those employed at, and attending, the event is entirely yours.

Using the form attached please compile a comprehensive Risk Assessment of your event.

An example (below) is shown to help you, but if you have any concerns or require further assistance please contact: Corporate Health & Safety Officer 01303 853348

Hazard e.g. machinery, electrical equipment, fuel, vehicles, structures, crowds.	What could go wrong?	Who is likely to be injured from these items?	How are you going to reduce the possibility of someone being injured from these items?	Do you think anything else could or should be done?
Generator Petrol.	Fire, Explosion, Skin re-action to chemicals.	Event Employees. Members of the public.	Fuel to be stored safely. Only trained personnel to use equipment. Protective clothing to be issued.	Could have a member of staff to supervise generator at all times.
Crowds.	Crushing.	Any person at event.	Design layout of event to reduce concentration of people in anyone place.	Stewarding – volunteers or professional company.

Shepway Event Risk Assessment Form

Name of event:		Date of event:		Date of Assessment:	
Event venue:		Assessor:		Page Number:	Sheet: _____ of: _____.
Hazard e.g. machinery, electrical equipment, fuel, vehicles, structures, crowds.	What could go wrong?	Who is likely to be injured from these items?	How are you going to reduce the possibility of someone being injured from these items?	Do you think anything else could or should be done?	

Signed:		Name:		Date:	
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HEALTH & SAFETY

FOOD SAFETY

Organisers of events should be aware of the requirements of current food safety legislation even though they may not be actually running the food operation themselves.

Organisers should ensure that the following are available and conveniently accessible to the operators of catering outlets:

1. An adequate supply of fresh water.
2. An electrical hook-up if necessary for the safe operation of catering equipment.
3. Adequate facilities for the disposal of refuse and food waste.
4. Adequate toilet facilities for the use of food handlers.
5. Facilities for the preparation and handling of food such as sinks, etc., and for the cleaning of food and equipment.
6. Adequate facilities for persons handling food to maintain adequate personal hygiene.

Organisers should additionally ensure that operators of mobile food outlets are registered with the local authority in whose area the unit is normally kept. A copy of the registration and their written food safety management system should be kept on the unit and be made available for inspection.

A list of all food outlets, together with their home addresses and local environmental health departments, should be maintained by the event organiser and be made available to environmental health staff prior to the event so that a judgement may be made as to whether a visit to the event itself is necessary.

Should organisers wish to operate food outlets themselves, it is important that suitably trained and experienced staff are employed and that the facilities provided are suitable for the purpose for which they are intended.

Further advice and guidance on food safety matters may be obtained from Shepway District Council environmental health department

CONTACT NUMBER:

Principal Environmental Health Officer: 01303 853242

HEALTH & SAFETY

CHILD SAFETY

Provision for children at an event should be considered even where the event is not specifically aimed at them, as they may accompany family members. You should consider the following points:

Lost and found children

- Prepare a “lost and found children” policy that identifies arrangements for the safe care of children until they are reunited with a parent/guardian.
- Ensure that marshals/stewards are properly briefed about the arrangement you are putting in place.
- An Enhanced Disclosure Criminal Records Bureau (CRB) check for dedicated stewards is considered to be best practice.
- There should be a clearly advertised collection point for lost children, supervised at all times with fully briefed workers. Ensure that lost children are not left in the sole care of a single worker. In some circumstances it may be necessary to make an announcement over the PA system. Take care to ensure that announcements do not refer to children specifically or give personal details, descriptions or names.
- If a child is reluctant to go with a parent/guardian or collecting adult seek a second opinion from the police. The parent’s or guardian’s signature and proof of identity should also be obtained. Once a child had been reunited with their parent/guardian, inform stewards and police immediately if they have been involved.

Events involving early teenager audiences

- Problems may arise with audiences of predominantly young teenagers who attend without their parents. They may be more prone to encountering difficulties, such as becoming separated from companions, missing the transport home and losing items, including money. Consider providing a “help point” for these children.

HEALTH & SAFETY

- Parents often take their children to these events, and sometimes have difficulties finding them again at the end of the event. Consider providing a specific meeting place for parents to wait, along with a staffed message facility. An alternative would be to offer a space where parents can spend the time at the venue, waiting on site to collect their children at the end of the event.
- The consumption of alcohol at any event is subject to strict legislation. Under-age drinking is both a breach of the law and probably one of the most likely causes of anti-social/risky behaviour and disruption of organised events. Event organisers should ensure that a plan is in place for the management of any potential alcohol misuse and should seek appropriate advice and support where necessary.

HEALTH & SAFETY

INSURANCE

Generally insurances are a last minute thought when organising an event especially as it is considered to be an additional cost, or if a previous event has passed off successfully with no problems.

However, in the event of an accident, people look for someone to blame or accept responsibility so the need for insurance cover becomes a necessity rather than a risk to be taken.

The following guidelines are to assist you:

- If you are:
 - organising an event on council owned/managed land,
 - participating in an event that is organised by Shepway District Council,
 - or where assistance is being provided by the council,
 - or being held on land or property belonging to the council,then before the event you will be asked to supply details of your current public liability insurance policy, with an indemnity limit of no less than £5M.

- If you are holding an event in the district where the above criteria does not apply, you are strongly recommended to seek advice from your own insurance company or broker. Failure to do so could result in the events organiser becoming personally liable if an incident occurs.

Guide to when you should contact the Insurance Section:

Major Event

Minimum of 12 months' notice required.

Medium-sized Event

Minimum of 6 months' notice required.

Small Event

Minimum of 3 months' notice required.

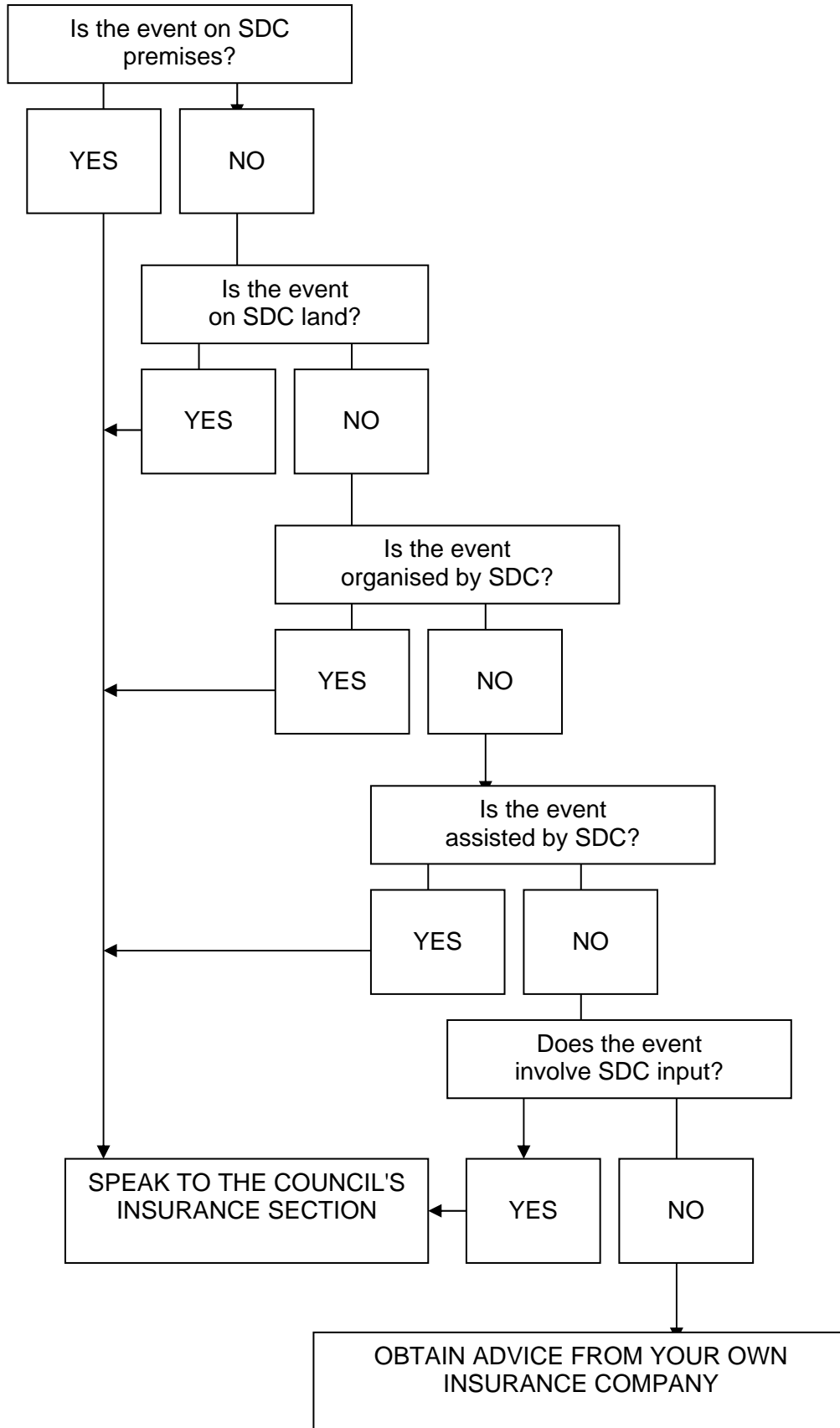
To help you decide when you should involve Shepway District Council's insurance section please use the flow chart overleaf.

CONTACT NUMBER:

Insurance Officer: 01303 853540

HEALTH & SAFETY

INSURANCE – continued



LEGAL REQUIREMENTS

LICENSING

The Licensing Department co-ordinates the process of licensing public events and issues licences.

If you are organising an event where the public will be attending, it is always a good idea to contact the licensing department to discuss the activities that will be carried out and to ascertain which (if any) licence will be necessary. It is advisable to make contact early in your planning stage to avoid abortive work. If a licence is not granted, it might mean the event being cancelled, which can prove costly to the organiser.

When to contact the Licensing Department:

As soon as possible - this should be one of the first things you think of when planning an event. Ideally, we should receive the details of the event not less than 3 months before the licence is required.

CONTACT NUMBERS:

Licensing Manager	01303 853421
Licensing Assistant	01303 853407
Licensing Assistant	01303 853366

PLANNING REGULATIONS

Attention should be given to the fact that there may be a need for planning permission and other consents under town & country planning legislation, and planning constraints may affect particular activities. It is your responsibility to ensure that you have the necessary consents. For further information on how planning regulations may affect your event, please call the planning department.

Contact Numbers:

Planning Administration:	01303 853527
	01303 853278

A PRACTICAL GUIDE TO ORGANISING YOUR EVENT

GETTING STARTED

- Decide on the venue, the size and content of the event, and the times it will be open to the public. Estimate the number and the age range of the visitors you expect to attend. All of this information will help you and your team to identify potential hazards that you will then assess for risks, and decide on the necessary safety precautions.
- Sketch a plan of the event site.
- Mark the location of the event on a street map.
- List all the attractions that you plan to bring to your event.
- Make an assessment of EACH of the proposed attractions, listing potential risk and hazards.
- Detail how you intend to overcome the identified risks/hazards, and the precautions to be taken.
- When hiring in events or equipment, get those persons who will supply and operate them to give you a written assessment. Be prepared, and don't be afraid to say to them "No suitable assessment No entry to the event". Remember the responsibility ultimately rests with you.
- The completed assessment will form the safety manual of the event to be followed on the day.
- Be aware of risks/hazards that might arise because persons are older or less able, and especially consider the safety of children, and children who may not have adequate adult supervision.
- Remember you must also protect the safety of any person helping or working at your event.

EVENT OVERALL CONTROLLER

- Where possible appoint both an Event Controller and a Safety Officer suitably competent to have overall control of the event.

EVENT SAFETY OFFICER

- Appoint a suitably competent person to act as the Safety Officer for the event. During the event this person must be immediately identifiable by high visibility clothing and be located in an easily identifiable area and available at all times at the event.
- An important duty of the safety officer is to ensure that there is continuous monitoring of site safety throughout the duration of the event. This should include numbers of people, structures, barriers, electrical supplies and installations of other equipment provided, as well as continuing checks on sufficient safety marshals.

LIAISING WITH OTHER AGENCIES

- It is most important that you liaise at the EARLIEST opportunity with the following agencies. It is helpful if you can provide as much information of your plans as possible to various officers, preferably before any meeting.

The Fire Brigade

The Police

Ambulance Service

Coast Guard

Civil Aviation Authority

Kent Highways

Trading Standards

Relevant Officers in Shepway District Council

EMERGENCY PROCEDURES

- Detailed provisions should be made in the event of an emergency such as personal accidents, crowd disturbance, bomb scares, lost children, underage drinking, adverse and inclement weather.

RISK ASSESSMENT

- In order for you to comply with current health & safety legislation you must submit to the council an event risk assessment. This assessment needs to be nothing more than a careful examination of what, in your event, **could cause harm to people**. The aim is to make sure that no-one gets hurt or becomes ill as a result of activities at your event.
- Consider whether a **hazard** is **significant** and whether you have it covered by satisfactory precautions so that the risk is **small**.
- The risk assessment should enable the event organiser to prioritise remedial measures. Where there is uncertainty a “risk rating” may be attributed to each identified hazard by using a simple rating Low, Medium, High matrix.
- Risk Assessments do not need to be long and complex. For further advice and simple guides visit the Health and Safety Executive’s (HSE) website www.hse.gov.uk/risk

GENERAL ACTIVITIES

Safety precautions do not need to be costly and it is often easier and cheaper to arrange them at the planning stage.

The following expands on details that you should consider regarding the site and activities likely to be provided at an entertainment event.

PREPARATION AND CONDITION OF THE SITE

- Check site suitability for the proposed event.
- Check the site for likely dangers to the public during erection/placing of any staging, rides or similar. This would include the positioning of vehicles.
- Will the site be suitable to give stability and safety to any staging or similar, including in any adverse weather conditions?
- The surface of the site – are there any slip, trip or other similar hazards to the public. Would wet weather create any additional hazards?
- Are there any other obvious hazards on site e.g. unfenced holes, drops, ponds, water or unsafe structures that it would be best to keep the public away from?
- Will the event be during the hours of darkness and require the site to be lit, including emergency lighting?

STRUCTURES

- Written certification should be obtained from the person that erects or constructs any item on the site confirming that it is safe.
- Any temporary structure, scaffolding or similar must meet the required standards for construction sites.
- If a marquee is erected, ensure that all stakes and pegs are highly visible and fenced off.

- Where there is to be equipment or high staging, precautions must be taken to prevent access by unauthorised persons when in use and when left unattended.
- Ensure that any structure does not obstruct any means of entry or exit from any premises, including any emergency exit.
- If any platform for the performers is more than 600mm off the ground, then take the necessary precautions and ensure that guard rails are installed at the sides and the rear to stop people falling off. Also provide means of access via suitable steps which are safe and secure.
- Eliminate trip or other physical hazards (sharp edges/points) from the components of any staging structures or event equipment.

STEWARDED/MARSHALING

- There must be adequate security and control of the site. There must be an adequate number of stewards who must be suitably competent in safety and emergency procedures. The recommendations are one marshal per 100 public, under 15 years of age and one marshal per 150 public for all other age groups. All marshals must be provided with high visibility clothing which makes them clearly identifiable.
- If the site is limited to the number of people it can safely hold, there must be a means of monitoring and controlling the number of people entering the site. Advice must be sought from the Fire Brigade and the Police.
- Consideration should be given to providing a personal radio link to at least the key marshals.

BARRIERS AND FENCING

- The need for barriers/fencing on the site and around any attraction and equipment must be carefully assessed. The presence of excited people and children must be taken into account when considering where such precautions are needed.

- Any barriers/fencing provided must be suitable for the purpose it is provided for, including its supports, capable of withstanding any reasonably foreseeable imposed loadings.
- The type and design of fencing/barriers used must be suitable, according to the nature of your event, to contain and protect people including small children. Single rope barriers are seldom acceptable.

TOILET PROVISION

- There should be adequate number and type with regard to the number of people expected, which should include provision for people with disabilities. One toilet per 200 people is a rough guide.
- Ideally it is best to use toilets connected to mains services, however portable temporary WCs may also be suitable. Make sure that you have arranged for them to be regularly serviced and ensure that they are kept clean and hygienic throughout the event.
- The toilets should all be suitably located and with necessary directional signs. If your event continues into the evening, there must be adequate lighting both inside and out.
- If your event is making use of council owned toilets, then you must ensure that the council's cleansing team are aware of your event, and that arrangements have been made for any additional cleansing. (Please note there will be a charge for this service).

RUBBISH: CLEARANCE AND SAFE DISPOSAL

- The public and those putting on entertainment will create rubbish, often in considerable quantities, some of which may be hazardous. Organisers must make the necessary arrangements to deal with this problem.
- Your arrangements should include providing adequate number of suitable waste bins, sited where they will be most required. Arrangements should also be made for these to be regularly emptied and the resulting rubbish to be satisfactorily disposed of.
- It is the responsibility of the organisers to dispose of all event waste and extraneous matter, and for it to be removed from the

site on the day of the event. If you require assistance with this, please contact Shepway District Council's Cleansing Manager. (Please note there will be a charge for this service).

DUTY OF CARE

- It is the duty of the organiser to check the site prior to setting up for an event. Although regular inspections are made on all council open spaces, it is not done on a day to day basis and hazards may exist. In the event of any unsafe areas being identified please notify either the parks department or the events officer as soon as possible so it can be rectified prior to the event.
- To ensure that the entire area hired, including surrounding areas has not been littered with rubbish from the event, including all extraneous waste.
- To ensure that insurance cover includes damage which may be incurred to Shepway District Council's grounds maintenance equipment as a result of items left on or in the ground following the event.
- To prevent any spillage of hazardous liquids that could result in damage to either grass or shrubs etc.
- To be aware that should any of the above occur, the repair charges will be recharged to the event organiser.
- Keep all vehicles using the site to a minimum, in the event of unsuitable weather conditions any damage will be repaired and recharged to the event organiser.
- Any holes which are made in the surface are to be refilled when the event finishes with suitable soil, to the satisfaction of the Council.
- Event organisers will be permitted to dot the grass with spray paint by the side of posts to ensure that they are refilled.
- Any accident claim arising as a result of missed holes will be redirected to the event organiser.

FIRST AID

- It is recommended that a first aid cover is provided at all small events, and is an essential requirement for large events.
- The provision you make must be adequate, bearing in mind the anticipated attendance, and the type of events being held.
- Make sure that at least the necessary basic services required for First Aid are available, e.g. water and for a designated area to be clearly marked.
- All first aiders must have the necessary and current first aid certificates.

PUBLIC ADDRESS

- According to the nature and time of the event, consideration should be given to providing a public address system with separate emergency backup in order to aid or assist with lost children.
- A loud hailer could be a useful piece of equipment, but not essential.

ELECTRICAL SUPPLIES, INSTALLATION & EQUIPMENT

- There are numerous possible hazards from any electrical supply, but especially in the open air.
- A safe means of temporary supply for external use must ensure:
 1. All wiring should be installed by a suitably competent electrician in a safe manner, who should give you a written certificate to prove that this has been done.
 2. That the supply is protected by suitable earth fault device – Residual Circuit Breaker (RCB) of maximum tripping current 30 milliamps (mA).
 3. The correct type of connectors for external conditions. Cables that are of the correct standard with no damage to the insulation.
 4. Supply cables must be positioned safely, in order to ensure that they are not liable to physical damage, e.g. through door openings, across surface of walkways/roads.

5. Cables to be positioned in such a way to ensure they do not cause trip or other hazard.
 6. The safety standard of the installation should be at least that of the current edition IEE wiring regulations.
- Any generator should have a certificate with it to show that it is electrically safe. A safety fence must surround the working parts of the generator.
 - Any electrical equipment used at the event must be in a safe condition and be suitable for the type of use, e.g. in the open air where it may be subject to adverse weather conditions.

ENTRY & EXIT BY THE PUBLIC, INCLUDING VEHICLES

- Advice should be sought from the Police, Fire Brigade and Kent Ambulance Service as to the likely impact caused by the public you expect to attend your event. Special signs, entry routes and car parking may need to be arranged.
- Hazards occur where pedestrians and vehicles are mixed and these must be properly controlled.
- If you are providing car parks you should arrange to design and marshal them to control hazards such as reversing vehicles.

ACCESS FOR EMERGENCY VEHICLES

- Advice should be sought from the Police and the other emergency services as to their requirements.

ASSESSING THE RISKS FOR YOUR EVENT

- Look for the hazards.
- Decide who might be harmed and why.
- Evaluate the risks and decide whether the existing precautions are adequate, and whether more should be done.
- Record your findings.
- Review your assessment and revise if necessary.

SPECIFIC ACTIVITIES

These may involve more specialised hazards and therefore more comprehensive safety precautions are required. See Appendix 2 for further information.

FAIRGROUND & KIDDIES AMUSEMENT RIDES

- If there are to be any of these or similar you must make sure that they are safe. By their very nature, these can have very special types of hazard and risk and therefore the necessary precautions are of a specialist matter.
- Event organisers must obtain copies of all current mechanical inspection certificates for each piece of equipment as well as specific risk assessments and at least £5,000,000 public liability insurance certificates. Copies of these documents must be passed on to the events officer for the council's records.
- All fairground and amusement rides must be under the supervision and control of a competent adult at all times. During time of high use it may be necessary to increase the level of support and such arrangements should be put in place.
- All rides must be operated within manufacturer's and operator's guidelines.
- A full assessment of the operation must be undertaken and where indicated a safety barrier must be installed.

BOUNCY CASTLES

If the event is to include a bouncy castle or any other inflatable attraction the following must be applied:

- Check the condition of the inflatable to ensure that it is well maintained and in a safe condition.
- A safety mat (minimum of 1" thickness) is supplied at the entrance.

- The inflatable is securely fixed to the ground with guy ropes and long stakes or mooring straps and these are clearly visible and fenced off.
- The electrical apparatus or generator is fenced off.
- The inflatable must be supervised by a competent adult at all times.
- That no children are taller than the height of any walls.
- The inflatable is operated as per the manufacturer's and operator's guidelines
- Event organisers must obtain copies of all current inspection certificates for each piece of equipment as well as specific risk assessments and at least £5,000,000 public liability insurance certificates. Copies of these documents must be passed on to the events officer for the council's records.

BARBECUES/HOT FOOD RETAIL OUTLETS & SIMILAR

- If there are to be barbecues or similar, there may be hazards from the use or storage of fuel, e.g. gas, also from naked flames and hot components. If you are intending to include this in your event, specific advice is available from the council's environmental health department.

FIREWORK DISPLAYS (see Appendix 2 for further information)

- If the event is to include a firework display, pyrotechnics, or similar, then again this includes some very specialised hazards. Specific advice is available from the environmental health department which can advise on additional precautions that you would need to take. It is council policy that all displays on council land must be operated by an established firework company. Evidence of a storage licence, £5,000,000 public liability insurance indemnity and specific risk assessments are to be provided. It is the responsibility of the organiser to obtain all necessary documentation prior to the event.
- The launching area must be fenced off in accordance with the licence requirements.

- Firework displays are not encouraged on any foreshore area.
- All firework displays must meet defined criteria by the Civil Aviation Authority (CAA).

BONFIRES

- In view of the very real nuisance caused to residents/neighbourhoods and the risk from fire in hot dry weather the burning of such fires is not encouraged. However if it is felt essential for a bonfire to be a crucial part of the event, the organiser is required to seek specific advice from their local Fire Safety Officer.
- Bonfires are not permitted on any foreshore area.

LIGHT & LASER DISPLAYS – or other specialist entertainment display.

- Because of specialist risks with lasers there are special precautions that must be taken.
- Other displays using vehicles, flames guns, etc may well need special licences as well as needing special precautions such as barriers, according to the hazards and risks that are likely to occur.
- All light displays must meet defined criteria by the Civil Aviation Authority (CAA) and the Airspace Utilisation Section (AUS). Contact 020 7453 6199.

MUSICAL ENTERTAINMENT/PERFORMANCES & DANCING

- This type of attraction, according to its size, can pose a number of potential hazards, and therefore specialist guidance has been produced, which can be scaled to apply to any event according to its size.
- This type of entertainment may require you to have applied for and been granted a licence. Advice should be sought as early as possible from Shepway District Council's Licensing Department.

SALE OF ALCOHOL

- Any event which includes the selling of alcohol must have either a Temporary Event Notice (TENs), or a Premise Licence, which must be applied for from the Licensing Department of Shepway District Council.

PLEASE DO NOT HESITATE TO CONTACT US IF WE CAN HELP YOU FURTHER.

HAVE A SAFE AND SUCCESSFUL EVENT.

APPENDIX 1

EVENT ORGANISATION CHECKLIST

The following checklist is not a definitive list of everything you will ever need to remember, nor will you need to consider everything listed here. It is, however, a useful tool to help you produce your own checklist personal to your event.

Access times	
Accommodation	
Accounts	
Accreditation	
Acoustics	
Administration	
Admissions	
Advertising	
Ancillary activities	
Ancillary facilities	
Announcements	
Appeals for funds	
Appeals for volunteers	
Applications (for participants)	
Arrival arrangements	
Artwork	
Audience (to be targeted)	
Badges	
Banking	
Banners	
Barriers	
Bookings	
Budgeting Procedures	
Cancellations	
Car parking	
Cash flow/change	
Catering	
Ceremonies	
Chairs & tables	
Changing rooms	
Checklists	
Children's Act	
Church Services	

APPENDIX 1 - continued

Civic/Government receptions	
Cleaning up	
Cloakrooms	
Commentators	
Committees	
Communications	
Complaints	
Complimentary tickets	
Concessions	
Contact Lists	
Contingency plans	
Contracts	
Copyright	
Crèche	
Critical plan document	
Crowd Control	
Customer care	
Date	
Decoration	
Delegate packs	
Departure arrangements	
Dietary requirements	
Diplomacy	
Disabled facilities	
Displays	
Display boards	
Documentation	
Drug Testing	
Electricians	
Emergency plan	
Emergency procedures	
Emergency services	
Entertainment	
Entry arrangements	
Equipment	
Estimates - income/expenditure	
Evaluation (post event)	
Event handbook	
Exchange facilities	
Exhibitions	

APPENDIX 1 - continued

Exit arrangements	
Facilities at venue	
Fencing	
Films	
Finance	
First aid	
Float of small change	
Floral décor	
Franchise arrangements	
Fund-raising	
Guests	
Habitat & Wildlife	
Health & Safety Act	
Hiring	
Hospitality	
Hosting	
Hotels	
Identification	
Image	
Information	
Insurance	
Interviews	
Interpreters	
Invitations	
Invoicing	
Legal aspects	
Liaison officers	
Licences (including liquor, public entertainment, etc)	
Lifeguards	
Lighting	
Local authority	
Local people	
Logo	
Lost children	
Lost property	
Maintenance	

APPENDIX 1 - continued

Manpower	
Maps	
Market research	
Master of Ceremonies	
Medals	
Media	
Medical provision	
Meeting plans	
Menus	
Message board	
Monitoring	
Music	
Numbers participating	
Offices	
Officials	
Parking	
Passes	
Patents	
Patronage	
Permits	
Photocall	
Photography	
Planning (Town & Country)	
Policing	
Political support	
Post event arrangements	
Poster sites	
Power supply	
Practice facilities	
Printing	
Prestigious supporters	
Presentations	
Press conference	
Press launch	
Press room	
Protocol	
Prizes	
Programme of the day	
Protective clothing	

APPENDIX 1 - continued

Printed programme	
Public relations	
Publicity	
Radio	
Receipt system	
Reception areas	
Refreshments	
Refuse areas & disposal	
Registration	
Rehearsals	
Religious services	
Research	
Safety	
Sales	
Schedules	
Score-boards	
Seating	
Seating arrangements	
Security	
Secretarial services	
Services (plumbing, etc)	
Shops	
Signposting	
Souvenirs	
Speakers' requirements	
Spectators' arrangements	
Sponsorship	
Staff/stewards	
Staging	
Stationery	
Stockchecks	
Structures (or organisation)	
Storage	
Subsistence	
Sunday Trading Law	
Support Services	
Team liaison	
Technicians	
Technical equipment	

APPENDIX 1 - continued

Technical requirements	
Telephone	
Tickets	
Time	
Timetable	
Toilets	
Tourist services	
Traders/exhibitors	
Training	
Traffic control	
Transport	
Travel (agents)	
TV	
Two-way radio	
Uniform	
Ushers	
Venue(s)	
VIPs	
Visitor facilities	
Warm up	
Waste disposal	
Weather contingencies	
Work schedules	

APPENDIX 2

FURTHER READING

Available from the Health and Safety Executive:
Health and Safety Books
PO Box 1999
Sudbury
Suffolk
CO10 6SF www.hsebooks.co.uk

Title	Publisher
The Event Safety Guide (HSG 195)	Health & Safety Executive
Managing Crowds Safely (HSG 154)	Health & Safety Executive
Working Together on Firework Displays (HSG 123)	Health & Safety Executive
Giving Your Own Firework Display (HSG 124)	Health & Safety Executive
The Radiation Safety of Lasers used for Display Purposes	www.pipa.org.uk/publicbestpractise.pdf
Fairgrounds & Amusement Parks (HSG 175)	Health & Safety Executive
Fairgrounds & Amusement Parks (ETIS 5)	Health & Safety Executive
The Amusement Devices Inspection Procedures Scheme (ADIPS) (ETIS 8)	Health & Safety Executive
Safe use and Operation of Play Inflatables Including Bouncy Castles (PM 76)	Health & Safety Executive
Tower Scaffold (CIS10)	Health & Safety Executive www.hse.gov.uk/pubns/cis10.pdf
Electrical Safety for Entertainers (INDG 247)	Health & Safety Executive
Electrical Safety at Places of Entertainment (GS 50)	Health & Safety Executive
Health and Safety in Audio Visual Production (INDG 360)	Health & Safety Executive
Charity and Voluntary Workers	Free download from Charity Safety Group www.csg.org.uk
Guide to Safety at Sports Grounds	Department of Culture Media & Sport (DCMS)
Kent Fire & Rescue Service Safety Guide http://www.communities.gov.uk/publications/fire/firesafetyassessment	
Events: From Start to Finish (003)	Institute of Leisure and Amenity Management www.ispal.org.uk



Property Services
Shepway District Council
Civic Centre
Castle Hill Avenue
Folkestone
Kent
CT20 2QY

www.shepway.gov.uk