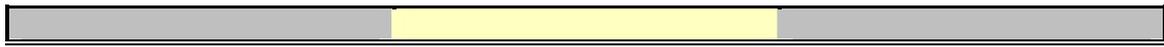




Guidance to assist organisers of Small Events





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1 INTRODUCTION

This guide has been produced to assist event organisers. Much of it is based on the principles of health and safety management and risk assessment, which acknowledge that each event will be different and will require a particular configuration of elements, management, services and provisions. All event organisers are advised to use the information contained in this guide as a basis for planning the requirements for their event, whether they are volunteers or are at work.

In the case of employers or self-employed persons, compliance with health and safety, food safety and fire precautions legislation are legal requirements. In other cases voluntary groups will find much of the information helpful, and if the principles laid out here are followed, should ensure duties owed under common law are met. Safe, well-run events will have fewer injuries or unsafe incidents, with less likelihood of resultant claims for compensation or even enforcement action.

Appropriate precautionary and preventive (or control) measures in each case will depend on a host of factors such as:

- ✦ the size, location and nature of the event,
- ✦ whether the event is indoors or outdoors,
- ✦ the audience/crowd profile and dynamics,
- ✦ whether contractors undertake certain tasks,
- ✦ the presence of traders, use of special effects,
- ✦ accessibility for emergency services etc.

Depending on the circumstances, event organisers (often called ‘duty holders’) will either have a legal duty to comply with the law, or a common law duty to follow the same principles; in all cases they should determine and implement suitable and sufficient precautions to keep everyone safe.

This publication identifies some of the hazards likely to require consideration and gives guidance on how to address them (some or all may be relevant to your event). There is advice on suggested actions to help you with hazard control measures. It is likely that many of the actions listed will be considered to be required precautions, depending on the findings and outcome of your risk assessments. Applying a risk assessment approach to the characteristics of any event enables duty holders to decide which elements are relevant and to assess the level and type of provision needed for that event.

The information contained in this guide has primarily been written to provide advice for small and medium sized events of various types. Larger events such as rock concerts in sports stadiums are not catered for in this guide and more specific, detailed guidance should be sought as referenced in recommended reading.

Many events will involve activities which come within the definition of “licensable activity” for the purposes of the Licensing Act 2003. Subject to certain exemptions “licensable activity”, includes:

- Retail sale of alcohol,
- Provision of entertainment (e.g. music and dancing, live music, play, film, indoor sporting event),
- Late night refreshment (supply of hot food or drink to the public for consumption on or off the premises (mobile units included) between 11pm and 5am),
- A combination of the above.

However, many elements of this guide can be used as a template for organising public events which do not involve a “licensable activity”.



It is not unusual for certain types of events involving a “licensable activity” to require a Premises Licence for the period of the event under the Licensing Act 2003. However, for smaller events (less than 500 people) of short duration (less than 96 hours), organisers may not require a Premises Licence but may be required to give the Licensing Authority a Temporary Event Notice (you are advised to contact the local authority licensing section or website where the event is being held. Alternatively, in the Dorset Enforcement Authorities Contact Details section you will find details of other staff who may be able to assist you with your enquiry).

In practical terms, there is no difference between the application of health and safety requirements at a licensed or unlicensed event. The difference lies in whether or not the Police, Fire Service, Environmental Health (Noise Control), Health & Safety Regulator, Trading Standards or Social Services (Child Protection) acting as ‘responsible authorities’ can impose more detailed conditions in relation to the four licensing objectives which then become requirements of the Premises Licence. The four licensing objectives are:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Whether you are proposing to run a fun day, fete, festival, fancy dress street party, small gig, concert, carnival, local show or barn dance there should be some useful advice for you included in this guide.

Even with small indoor events it is worth remembering that you and your fellow organisers are responsible for the health & safety of any staff, volunteers, helpers and the public. This would include events such as jumble sales, presentations and exhibitions held in village, school or church halls and fund raising events organised by groups like school PTA’s, church, community and voluntary groups and charitable societies etc.

This guide aims to help those who organise events so that the event runs safely. The event organiser, whether an individual, charity or community group, has prime responsibility, and an obligation in law, for protecting the health, safety and welfare of everyone working at, or attending, the event.

Good planning and management are fundamental to the success of any event. All organisers are recommended to use the section headings in this guide as a framework or checklist for planning the requirements for their particular event and to highlight the main areas for consideration in their risk assessment.

This guide does not replace the need for event organisers to seek advice from other sources and particularly for consultation with relevant Local Authority officers and the emergency services. These officers will be prepared to offer advice and assistance including whether a Premises Licence is required or not. More detailed guidance could previously be found in the HSE publication, HSG195, **“The event safety guide: a guide to health, safety and welfare at music and similar events”** and you may be able to view a copy of it. However it has now been withdrawn from publication and is subject to review before being re-issued at a later date.

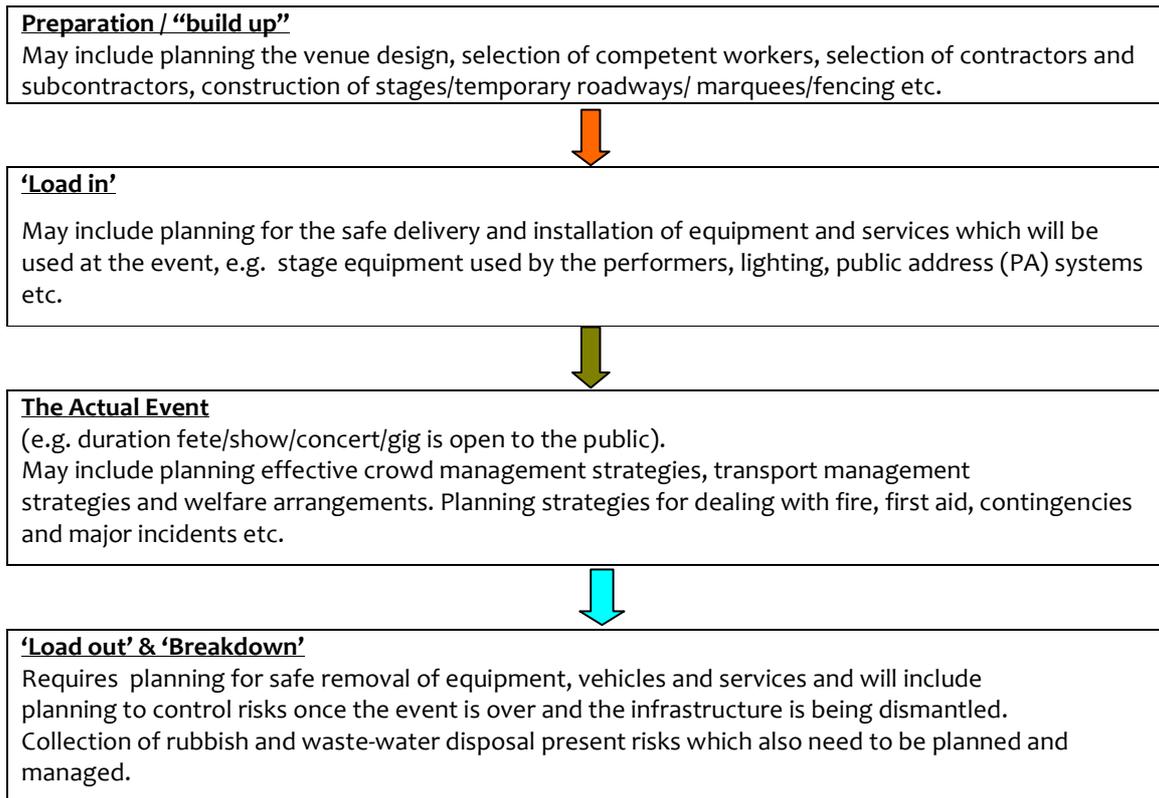
1.1 **Responsibility for the event and planning**

When planning any event there should be a named organiser identified at the earliest opportunity (see 2.1- general legal considerations). For larger events, good practice indicates that a detailed management structure should be drawn up formally identifying who is responsible, for what along with an event safety plan. In this way it is clear who will take responsibility for what.

Planning for safety

Effective planning is concerned with prevention through identifying, eliminating and controlling 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, but an early start is recommended. The planning issues for an event can be considered in separate parts – see the flow diagram below.

THE PHASES OF EVENT PLANNING



1.2 Public and Employer's Liability Insurance

It is strongly recommended that public liability insurance be obtained before an event takes place. The absence of such insurance may lead to the event not being supported by the public authorities and emergency services. If you are employing people directly then you are reminded that employer's liability insurance is a legal requirement.



2 HEALTH AND SAFETY

2.1 General legal considerations

Many events will involve a work activity (i.e. at least one person will be employed 'at work': for example during preparation, the actual event or the post-event breakdown / clear-up) and therefore be subject to the Health and Safety at Work etc. Act 1974 (HASWA) and subsidiary legislation.

HASWA imposes duties in respect of the health and safety of everyone involved in managing the event. Legal relationships between promoters, event organisers, contractors, exhibitors/traders, performers, land/property owners etc. can be a very complex area of law so it is important to establish clear health and safety responsibilities. It is therefore appropriate to identify all those with health and safety responsibilities that are involved in the event. In the majority of cases the main responsibility rests with the event organiser. Experience suggests it is advisable to agree contractual responsibilities in writing.

It is considered good practice for a group or organisation with volunteer workers to provide the same level of health and safety protection as they would in an employee/employer relationship irrespective of whether there are strict legal duties. This is because a common law duty of care will always exist in circumstances where no one is 'at work'.

The three **requirements** below, coupled with the **requirements** for risk assessment, are closely related and can be considered together:

- Section 2(1) of the HASWA **requires** that employers ensure the health, safety and welfare of their employees so far as is reasonably practicable;
- Section 2 (2)(a) of the HASWA **requires** employers to provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- Section 3 of the HASWA **requires** employers to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that people who are not their employees (e.g. guests, members of the public and contractors) are not exposed to risks to their health and safety. (This Section also imposes a similar duty on the self-employed towards themselves and other people).

2.2 Risk assessment requirement

The Management of Health and Safety at Work Regulations 1999 **require** employers to make a suitable and sufficient risk assessment of:

- the health and safety risks to which their employees are exposed while at work; and
- the health and safety risks to other people resulting from or in connection with the employers' work, in order to identify the measures needed to comply with health and safety legislation.

The same duty is placed on self-employed people in respect of their own health and safety and that of other people. Risk assessment should be carried out for all phases of the event including the site/venue preparation, the event and the site/venue breakdown or clear-up. (See flow diagram on page 5).



The separate elements of risk assessment are shown in **bold** below:

- **Identify the hazards** associated with the event i.e. anything that can cause harm. This may be achieved by researching specific publications, visiting the site or venue and obtaining details of specific hazards from contractors, catering outlets and suppliers of special effects etc.
- **Decide who may be harmed and how**
- **Assess the level of risk**
- **Identify appropriate and adequate precautions;** and
- **Record your findings.** (If you have fewer than five employees you do not need to write anything down, though it is useful to keep a written record of what you have done). (If you are applying for a premises licence under the Licensing Act 2003, relevant precautions should be listed within the 'public safety' part of the licensing objectives).

The overall event risk assessment will help to determine what controls or precautions you need to put into place to manage the event safely. This should include planning, communicating and practicing your emergency procedures. **It is strongly recommended that every event is risk assessed, whether the law says it should be or not.**

(Page 26 of this guide provides a blank risk assessment template. For further information see the Risk Management section of the HSE website which includes example risk assessments at www.hse.gov.uk/risk/index.htm. One of the examples shown on the website is a nightclub which provides a useful illustration of how a music venue risk assessment could be documented).

2.3 The venue/site

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

Outdoor sites including the car park, footpaths and any staging/structures should be suitable for use in bad weather conditions and this should be built into contingency arrangements.

Identify and control obvious hazards on both the site and surrounding areas, such as stored chemicals or machinery, unfenced holes, steep drops between different ground levels, ponds/water and unsafe or other structures that the public should be kept away from by means of barrier/fencing. Overhead power lines may pose a risk particularly during construction. Height restrictions should be identified and also notified at the access to the site. Where overhead cables are a problem you should liaise with the local power distribution company.

Presence of any underground services or pipelines will also need to be taken into account.

Slip, trip, fall or other similar hazards should be considered and addressed as part of the risk assessment as should the suitability of the ground for stages, heavy plant and tethered structures.

Workplace transport risks / vehicle safety issues should be considered.

Ensure suitable lighting throughout the site/venue, including adequate temporary emergency lighting (if the event goes on after dark).

When selecting the site/venue, consider the nearby community with respect to noise nuisance (see section 3).

Consider suitable arrangements to enable people of different abilities to attend/access the event and use the facilities provided.



Matters organisers should consider:

- Prepare a sketch plan of the site, (preferably to scale) showing the position of all the activities/ attractions, services, circulation routes and exits.
- Seek early approval from local highway authority if road closures or special traffic management arrangements are required on the highway.
- Have enough exits for a mass orderly evacuation of the site and the occupant capacity agreed with the emergency services.
- Have entrances and exits identified for emergency vehicle access. These should be agreed with the emergency services. Emergency exits and routes should be clear of obstructions at all times and should be clearly indicated by suitable signs which are illuminated if necessary.
- Make sure that construction work and vehicle movements that may take place during site preparation are supervised and/or protected by suitable barriers.
- Arrange separate vehicle and pedestrian entrances/exits to the site and arrange entrance queues that do not obstruct vehicle access or nearby road junctions.
- Site any car parking well away from the pedestrian areas of the site. Clearly signpost the parking area and do not allow cars to be parked anywhere else.
- Design and provide stewarded car parking areas to manage the risk from hazards to pedestrians such as reversing vehicles. Organisers should also consider the topography of the parking areas. Have cars facing down or across a slope as it can be difficult to drive up a slope if ground is soft or it rains during the event and there are lots of cars trying to get off the car park in the same direction.
- Consider not permitting vehicle movements in the public areas of the site during the event, unless for emergency purposes, or accompanied by stewards.
- Make sure the entrance is well stewarded (especially when there is a limit on the number of people that can be accommodated at the event) and that an accurate form of ‘head counting’ is operated to prevent overcrowding on site and at exits.

2.4 Crowd Profile

Risk associated with some hazards may increase or decrease given different crowd profiles. (See Managing Crowds Safely HSG 154).

Matters organisers should consider:

- Ensure risk assessments take into account the particular needs of young children, teenagers, those with disabilities and elderly people.
- Make “reasonable adjustments” for disabled people, such as providing extra help at an event and/or making reasonable adjustments to the physical features of any premises used for events to overcome physical barriers to access.
- Consider whether your event policy and promotional material reflects an inclusive approach (e.g. could you provide material in larger print/alternative languages etc).

2.5 Safety barriers

Barriers serve several different purposes. They can provide physical security or be used to prevent the audience accessing equipment, displays, moving machines etc. They may also be used to relieve and prevent the build up of audience pressures, e.g. a properly constructed front of stage barrier.



Barriers will always be subject to loading and should therefore be designed to withstand right angle and parallel loads in line with the probable pressures. Checks should be made by a competent person to ensure that, when erected, the barrier meets the design criteria.

(For further specific information on barriers see The Event Safety Guide (HSG195) and the Institute of Structural Engineers publication Temporary Demountable Structures - Guidance on procurement, design and use. (Third Edition) (2007)).

2.6 Information notices and signage

Safety signs (compliant with The Health and Safety (Safety Signs and Signals) Regulations 1996) and information notices are important to successful communication at an event. (See recommended reading). Internationally recognised logos are helpful to non-English speaking/ reading individuals.

(Note: If the signs are on the highway they must comply with the Traffic Signs Regulations and General Directions 2002). Also remember that enclosed structures need signage to prohibit smoking inside.

Matters organisers should consider:

- Consider multilingual signs/notices.
- Provide sufficient signage/notices of suitable size around the venue, for example lost property, lost children, safety signage (as appropriate).

2.7 Temporary Structures

Staging/Lighting Towers

If staging, lighting/sound towers etc are to be erected this must be done by a competent person. Written confirmation should be obtained from them to say that the structures are safe in all foreseeable conditions, including poor weather.

All staging and/or structures should be positioned so as not to obstruct any entrances or exits from the site.

Fall protection for the edge of the stage facing the audience is not normally provided but the edge should be clearly marked. Other physical obstructions, unprotected edges, edges by gaps and stair nosings should all be marked with white, luminous or reflective tape (guidance suggests such markings should be a minimum of 25mm wide to be visible) or in a contrasting colour.

All staging and structures should be free from trip hazards and other physical hazards (i.e. sharp edges/points/protruding support members).

(For further information see the Institute of Structural Engineers publication Temporary Demountable Structures. Guidance on procurement, design and use. (Third Edition) (2007)).

Marquees/Tents.

If marquees and tents are to be erected then advice should be sought from the Fire Service on safety aspects including their siting, construction, flame retardency and the provision of exits, emergency lighting etc. Your risk assessment should identify what is a safe distance between marquees, caravans, vehicles and other structures.

Arrangements should be made to stop unauthorised persons gaining access to or interfering with



equipment etc when the event is open to the public.

The wind loading specification for each marquee should be obtained for use when planning for possible emergencies.

Access routes for emergency services should be maintained behind marquees, tents and other structures.

(For further information see the Performance Textiles Association Publication – the MUTAmarq “Best Practice Guide for the Safe Use and Operation of Marquees and Temporary Structures at <https://www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide-v2.pdf>).

(Also see [The Work at Height Regulations 2005](http://www.hse.gov.uk/toolbox/height.htm) and Falls From Height section of the HSE website at <http://www.hse.gov.uk/toolbox/height.htm>)

2.8 Fire safety

Fire safety law changed in October 2006 with the introduction of the Regulatory Reform (Fire Safety) Order 2005. Volunteer run events will still need to follow the principles contained here to be safe.

A set of fire safety guides have been developed to help explain what you have to do to comply with fire safety law, help you to carry out a fire risk assessment and identify the general fire precautions you need to have in place. The guide(s) most useful to you will depend on the size and nature of your venue, visit the website at www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides

Matters organisers should consider:

- Carry out a Fire Risk Assessment as required by law.
- Contact your local Fire Prevention Officer for advice. (Contact details for the Fire Service in Dorset are given in the ‘**Sources of Further Information and Guidance**’ section).
- Agree a means of raising an alarm or otherwise communicating the warning in the event of a fire and check it is working effectively.
- Provide appropriate equipment around the site/venue for putting out fires (e.g. fire extinguishers, fire blankets).
- Make sure that stewards know where the equipment is and how to use it. They should be told not to attempt to fight major fires.
- The Fire Brigade should be called at once to any fire, suspected or real.
- Provide appropriate separation distances between individual marquees/tents/stalls to prevent the spread of fire.
- Follow appropriate guidance if you intend to let off fireworks at the event.
- Consider diesel generators instead of petrol as diesel is less flammable.
- See 2.3 (above) on site/venue design of site entrances and exits.

2.9 Electrical installations and lighting

Electricity can cause death or serious injury to performers, workers or members of the public. Faults, damage, misuse or poor maintenance can result in an appliance or part of an installation becoming unsafe, posing a risk of electric shock or fire. In many circumstances the electrical supply may be of a temporary nature, but this does not mean that it can be substandard or of an inferior quality to a permanent installation.

- The whole installation, including wiring, switchgear and any generator should be installed in a safe manner by a competent person (i.e. trained, suitably qualified electrician).
- All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989.
- The electrical installation (temporary or permanent) should be inspected/tested by a competent person in accordance with the procedures laid down in relevant British Standards.

Matters organisers should consider:

- Protect the supply by suitable earth leakage device or Residual Current Device having a maximum tripping current rating of 30mA and suitable overload protection.
- Locate the main electrical intake and/or generator enclosure, where possible, where it is accessible for normal operations or emergencies, but segregated from public areas of the venue. Display warning signs around the intake or enclosure. Any generator and/ or electrical equipment, including switchgear, should be satisfactorily protected to prevent unauthorised access and/ or interference.
- Consider the location of generators and accessibility for refuelling purposes. Also consider a site rule requiring that only one container of fuel is stored by the generator and the rest is to be kept in a safe, securely fenced, signed storage area in a suitable location. Fuel should be stored in a safe manner in suitable containers. If the venue is located close to a residential area consider the noise nuisance factor. If this is excessive, silenced generators may be a suitable means of reducing it.
- Protect all electrical equipment, which could be exposed to the weather, by means of suitable and sufficient covers, enclosures or shelters.
- Ensure cables are used which are of the correct rating for the load. There should be no damage to the cables and ensure use of the correct type of connectors which are suitable for external use (where necessary).
- Securely fix cables or provide support by catenary wire overhead, or bury underground. Cables run on the surface /ground should be protected against sharp edges or crushing by heavy loads and should be positioned so as not to cause trip or other hazard (e.g. by covering with ramps or rubber mats).
- Provide sufficient fixed sockets outlets, where possible, to avoid the use of flexible extension leads and multi-socket outlets. Fixed socket outlets can be either permanent or on properly mounted temporary distribution boards. Ideally, equipment should be located within 2m of a fixed socket outlet, to avoid the need for long trailing leads.
- Ensure that any person bringing portable electrical equipment onto the site can demonstrate that the electrical equipment is maintained correctly and the equipment has been subjected to routine inspection and/or testing (as appropriate) by a competent person.
- Specialist advice should be sought from HSE in relation to guidance on the electrical safety of fairground equipment.
- Provide suitable levels of artificial light to all parts of an outdoor venue when there is an absence of adequate daylight. Consider the lighting of the first aid post, information area/marquees, pedestrian access to car parks, car park areas, toilets and access routes to public highways.
- Provide emergency lighting as determined by the risk assessment and fire risk assessment.

2.10 Gas Safety

HSE's Gas Safety website: www.hse.gov.uk/gas/index.htm explains the legal requirements in relation to gas safety.

The HSE leaflets available on their website which provide useful information and guidance include:

- INDG238(rev3) 'Gas appliances – Get them checked, keep them safe'
- Gas Safety in Catering and Hospitality – HSE Catering Information Sheet No. 23.

Gas Safe Register of gas engineers/fitters has now replaced CORGI Registration (see www.gassaferegister.co.uk for details).

The use of Liquid Petroleum Gas (propane or butane fuel) is covered by HSE information sheet (CHIS 5), which is available free on the HSE web site (see Recommended Reading and UKLPG guidance).

Matters organisers should consider:

- Use the risk assessment procedure to consider the fire, explosion and carbon monoxide risks posed by gas (mains or LPG). For example - with regard to LPG, assess the risk posed by propane or butane cooking or heating appliances, pipe-work, hoses and cylinders (particularly if they are inside tents or similar structures).
- Consider contacting the Fire Service for advice in respect of fire prevention.
- Make sure outside caterers or other traders/suppliers/exhibitors attending the event, are aware of their responsibilities to comply with the law in relation to gas safety and are aware of the above guidance and any site/venue safety rules.
- Ask for proof that gas engineers used in connection with your event are Gas Safe registered. Properly registered gas engineers carry identification cards with a unique licence number. Different types of gas work requires different skills, so it's important that the back of the ID card is checked to make sure the engineer is qualified to carry out the type of work they are being asked to undertake.

2.11 First Aid management

The first aid requirements for people who are 'at work' are specified in the First Aid at Work Regulations 1981. Beyond this, although there is no legal requirement to provide first aid for members of the public, most people expect to see it and so it should be suitable for the number of people expected to attend and for the type of event/entertainment provided, and may be determined via risk assessment. Liaison should be carried out with your local Ambulance Trust with regard to advice and possible provision of services.

Matters organisers should consider:

- Make sure that the basic services for first aid are always available. At smaller events a qualified first aider should be present and an area suitable for first aid treatment (a supply of water should be available). Ideally every event should have at least 2 first aiders
- A voluntary first aid society may provide a First Aid Post staffed by qualified first-aiders.
- Any first aid post should be clearly signposted and provided with easy access for the audience. Where an ambulance is required, a parking area should be provided close to the first aid post with a clear exit from the site.
- Make sure that all persons assisting at the event know where the first aid post is and where appropriate the identity of the first aiders.
- Provide access to a telephone or provide mobile phones (with a signal at that location!).
- A record should be maintained of all people seeking treatment. The record may be required to assist in the organisers statutory obligations to report accidents and injuries to workers and audience members under the Reporting of Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- First aid provision may be specified as a licence condition in the Premises Licence if your event has been issued with a licence.

2.12 Stewards and Security

An appropriate number of stewards and supervisors must be provided for the security and control of the site and the attending public. For licensed events the numbers and level of training should be agreed with the Licensing Authority/Police.

Matters organisers should consider:

- Ensure the number of stewards needed is calculated by considering each of the separate tasks to be covered (i.e. crowd control, staffing entrances and exits, controlling access to attractions/activities, patrolling public areas, securing unauthorised areas, securing hazards, car parking duties etc).
- Provide enough stewards to allow for meal/rest breaks etc.
- Consider, whether stewards may need to be licensed by the Security Industry Authority (the cost of which should be allowed for in your budget). (See Recommended Reading)
- Ensure stewards are fit, active and aged not less than 18.
- Ensure stewards are suitably trained and competent to carry out their duties effectively.
- Provide stewards with a written statement of their duties, and where appropriate a checklist and a layout plan showing the key features on site.
- Give stewards a final briefing of their duties on the day of the event, particularly about communicating with supervisors and others in the event of an emergency. Ensure stewards are easily identifiable i.e. wearing specific coloured or high visibility jackets or tabards.
- Ensure stewards know the layout of the site and are able to assist the public by giving information about the available facilities, remembering especially people with disabilities.
- Ensure stewards are aware of the location of the entrances and exits in use on the day, first aid arrangements and fire-fighting equipment.
- Provide stewards with torches where the event is likely to go beyond dusk and test these and any other equipment (e.g. radios) issued to them prior to the event.
- Ensure stewards know, understand and have practised their specific duties in an emergency and are aware of the arrangements for evacuating the public from the site, including the use of coded messages.

Security

Security staff at events are required to be registered with the Security Industry Authority (SIA). For guidance on security at events visit: <https://www.sia.homeoffice.gov.uk>

Organisers must take account of any special security measures necessary including overnight. These may arise out of circumstances such as the attendance of VIPs or the presence of large amounts of money at the event. All security staff must wear their SIA badges at all times.

Security is defined as:

- Guarding against unauthorised access, occupation or outbreaks of disorder.
- Guarding property against destruction and danger
- Guarding individuals against assault.

CRB

CRB is the Criminal Records Bureau, an executive agency of the Home Office which vets applications for people who want to work with children and vulnerable people. They act as a one-stop shop for organisations checking police records and, in relevant cases, information held by the Department of Health and the Department for Education.

Part of the role of the Criminal Records Bureau is to reduce the risk of abuse by ensuring that those

who are unsuitable do not work with children and vulnerable adults. If you or your staff will be in direct contact with children or vulnerable adults at your event we recommend that you complete a disclosure application form.

For further information regarding CRB or to complete an application form, visit: www.crb.gov.uk.

2.13 Communications

Matters organisers should consider:

- Ensure that you have adequate contingency arrangements in place, that are communicated to all stewards and other personnel, and which are documented where necessary.
- If using mobile phones, consider network coverage/dead spots, network overload potential etc. For events covering a large area, the use of radio communication might have to be considered.
- Consider providing a public address (PA) system for announcements and instructions to staff and the public. PA systems can cause noise nuisance for local residents so their use should be kept to a minimum. For smaller events (or as a back up) a portable loudhailer may be sufficient.
- Ensure batteries are fully charged and stewards are trained on how to use communication equipment and advised where they are located.
- Ensure the public address system is fully tested before the event. It should have a back up power supply that allows it to continue to operate at full load in the event of an emergency. It should be able to be heard clearly in all parts of the venue.
- Consider background noise levels when determining methods of communication and if necessary issue full ear-defending headsets.
- Consider setting up a control room on the site which is constantly staffed during the event and provided with a telephone to:
 - a. Monitor the event giving an early indication of any problems
 - b. Control any incidents
 - c. Act as a base for any communications system

2.14 Welfare Facilities

Matters organisers should consider:

Requirements for provision of welfare facilities (including toilets) for people who are ‘at work’ are specified in the Workplace (Health, Safety and Welfare) Regulations 1992. Beyond this, clearly it is appropriate to provide an adequate number and type of toilets for the number of people expected to attend the event including provision for people with disabilities. For licensed events the numbers and locations of toilets should be agreed with the Licensing Authority. The table below shows a general guideline for music events. Country fairs, garden parties and other short duration events would warrant fewer facilities but events where there is a high fluid consumption or with camping would warrant more facilities.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males plus 1 urinal per 150 males	1 toilet per 150 females	1 toilet per 600 males, plus 1 urinal per 175 males

For further details on sanitary facilities provisions see BS 6465: Part 1 2006

- Ideally use toilets which are connected to mains services but temporary units may have to be provided. If non-mains units are to be used provision for safe and hygienic waste removal must be arranged.
- Consider the location, access, construction, type of temporary facilities, lighting and signage.
- Provide hand-washing facilities (no less than 1 per 10 toilets) with warm water, soap and hand drying facilities. Antiseptic hand wipes or antibacterial gel should be provided where warm water is not available.
- Regularly maintain, repair and service toilets through out the event to ensure that they are safe, clean and hygienic.
- Ensure floors, ramps and steps of the units are stable and of a non-slip surface construction.
- Provide a location where enquiries can be made about lost children, lost property and for information about the event. This could be the Control Room.
- Provide a supply of drinking water within easy reach of the audience and all catering operations
- Provide an adequate number of rubbish bins around the site where they will be most required
- Make arrangements to regularly empty the bins, and to satisfactorily dispose of or recycle the waste at the end of the event.

2.15 Catering, merchandising, attractions, and special effects such as fireworks

Matters organisers should consider:

- Obtain prior information about the particular hazards associated with the activity/special effect from the operator and ask them for copies of their own risk assessment and safety information. Liaise with the above persons on health and safety matters and arrange for effective communication and cooperation to take place with the aim of ensuring that the event runs safely. (Many of the same principals used in reputable, reliable, compliant contractor selection, vetting and management can be utilised to good effect here). Incorporate the information obtained into your overall risk assessment for the event. If this information cannot be provided, consider not engaging their services.
- Make checks on any public and product liability certificates and equipment safety reports. Any gas, electrical, or lifting equipment brought onto site should be accompanied by relevant inspection reports and have undergone the recommended inspection/testing. If this information cannot be provided consider not engaging their services (or banning the use of relevant equipment for which no safety report can be produced).
- Brief all operators about safety matters on site.
- Position stalls and amusements etc away from access routes and in less densely occupied areas of the site/venue. Some units will have highly flammable products such as LPG and require careful positioning.
- Consider circulation space and potential queuing arrangements, which should not obstruct pathways.
- Consider power supplies, if required, as part of the overall electrical supplies to the event (see Section 12 above on electrical installations and lighting).
- Properly erect any stalls or stands etc and ensure they satisfy any structural integrity requirements (see Section 2.7).
- Consider the specific guidance produced by HSE, in relation to attractions, fairground rides, amusements devices and on lasers, fireworks etc (see **Recommended Reading**).



2.16 Camping

Any camping area should be provided within the defined event site and incorporated as part of the event planning.

Matters organisers should consider:

- The camping area will need to be reasonably well drained and level with grass cut short to minimise the risk of fire spread.
- Provide appropriate separation distances between individual tents to make the site safe from fire and trip hazards- get advice from Dorset Fire & Rescue on suitable distances.
- Physically segregate camping areas from vehicle parking areas.
- Provide information on site safety to campers (e.g. no campfires, no BBQs, location of fire points, toilets etc) at strategic points.
- Provide a suitable number of fire points: as a minimum these should consist of a means of raising the alarm, such as a gong or triangle and supplies of water and buckets.
- Provide an appropriate number of sanitary facilities and wash hand basins.
- Provide safe drinking water.
- Provide refuse receptacles at strategic points.
- Provide adequate lighting to enable orientation at night, with higher levels of lighting at toilet areas, fire points etc.
- Provide both vehicular and pedestrian tracks to and through camping areas to ensure ready access for emergency vehicles and also to provide safe routes for pedestrians which are free of trip hazards such as guy ropes etc.
- Sites that are grazed will naturally be contaminated with animal droppings and may expose campers to health risks such as E.coli 0157 infection. Exclude animals from all areas (other than car parks) for as long as possible before public access (minimum of 3 weeks).
- Plan for preventing or reducing the impact of noise from campsites on nearby domestic properties. This may require additional stewarding at nighttimes.

3 NOISE CONTROL

Health and safety requirements apply in relation to protecting those ‘at work’ from the potentially harmful effects of loud music. See guidance for the Entertainment Industry on the Noise at Work Regulations in ‘**Recommended Reading**’.

There is also a wide variety of legislation available to help people affected by unwanted noise. The last thing you want is your event stopped or prevented from happening again because it is too noisy!

Matters organisers should consider:

- Make one person responsible for noise compliance at your event, and establish links with the Council’s Environmental Health Department as early as possible before the event for advice and agreement on any necessary monitoring.
- Be respectful of noise sensitive properties in the locality and the impact the nature and duration of the event may have.
- Quite often people are more willing to tolerate noise from an event when they are well informed of what is happening, how long the event will last for etc. Consider contacting neighbours before the event, informing them of your plans and providing a contact number in case of problems. Be prepared to act responsibly on any complaints that are received though!
- Ensure that music noise levels are adequately monitored and controlled during the event to prevent nuisance, particularly the bass component and PA systems.
- Face stages away from residential properties as much as possible and use multiple smaller output speakers, spaced around the audience area, as opposed to stacked speakers.
- Consider the potential need for dealing with unauthorised sound systems on the site (i.e. equipment brought by those attending the event). This might include ticketing advice, checks on entry and advice to stewards. This is particularly important when there is overnight camping.
- If possible consult with competent Acoustic Engineers who may be able to offer advice as to how any potential noise nuisance might be minimised.

PRS Licence

The Performing Rights Society (PRS) is a non-profit making membership organisation of composers, songwriters, authors & publishers of music.

The function of the PRS is to collect royalties on behalf of its members, from music users in the UK. A PRS music licence is required by anyone using or intending to perform music (live, DJ, TV, radio etc) in public and in venues.

It is the organiser’s responsibility to obtain a PRS licence. Obtaining a PRS licence gives blanket coverage so that the licence holder does not have to seek individual clearance for every single piece of music used. For further information and an application form visit: <https://pplprs.co.uk/legally-play-music/>

4 PRE- AND DURING EVENT CHECKLIST (BASIC EXAMPLE)

Appoint named persons to check these matters & address or report back

ITEM	COMMENTS
VENUE SAFETY	
Are premises free from hazards? (i.e. even ground/floor surfaces; no trip hazards)	
Are all attractions/activities/structures complete, checked and staffed?	
Are structures/seating sound & secure; stairways / platforms and equipment guarded; protective barriers/ fencing secure and not posing a hazard?	
ENTRANCES/EXITS	
Are adequate entrances & exits open, clearly marked & staffed to control admission where necessary?	
Are all circulation areas, staircases/escape routes/ exits unobstructed with all gates/doors unlocked?	
CROWD CONTROL	
Is the control room operational, with communications and PA systems working?	
Are the required number of stewards in their allotted positions; fully briefed on their duties and wearing jackets/tabards?	
ELECTRICS	
Is installation complete/inspected/tested/certified (as appropriate by competent person); is cabling / equipment checked by competent person, secure/ protected & clear of public circulation areas?	
LIGHTING	
Is normal and emergency lighting provided, in working order and lit where necessary?	
MEDICAL FACILITIES	
Are there adequate trained first aiders on site; is a suitable clearly marked room (provided with water) available as a first aid post?	
FIRE PRECAUTIONS	
Is fire fighting equipment in place; rubbish/combustible materials stored away from tents/structures? Stewards /staff briefed?	
TOILET ACCOMMODATION	
Is clearly marked toilet accommodation available (including disabled); have arrangements been made to service them throughout the event?	
RUBBISH	
Are sufficient bins provided around the site and arrangements made to empty them during the event?	
FOOD SAFETY	
Are food stalls clean with safe water supplied and cold storage equipment set at right temperature?	
NOISE CONTROL	
Has stage manager been advised of finish time for live music? Have stewards been advised of times they will tour to check no nuisance to neighbours?	



5 BLANK RISK ASSESSMENT TEMPLATE

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done



6 FOOD SAFETY ADVICE

Any food (or drink) for sale or given out at your event must be safe. This means that it must comply with all relevant food hygiene and safety legislation. The law still applies whether those working with the food are volunteers or are part of a food business.

By law food businesses must be registered with the local authority where they are based, so if you are bringing in businesses to operate at your event you should make sure they can provide evidence that they are registered. Many event organisers now ask for details of a business's last food hygiene inspection, and this is one way of showing that you have made reasonable enquiries to ensure food is safe. Further details on food hygiene inspections and risk ratings are available on the Food Standards Agency website if you need to check what any scores allocated by the inspector on an inspection report mean (see www.food.gov.uk).

If you are preparing food for the event using volunteers you need to consider the following matters carefully:

- Origin of all foodstuffs
- Siting of the food and the food outlet
- Design and construction of the facilities and equipment
- Cleanliness and repair of the above
- Washing facilities
- Temperature control
- Staffing including appropriate training
- Food safety practices and supervision
- Knowledge of the ingredients in food being served- customers often ask to avoid problems from food allergies

Food outlets should be sited in areas where there is minimal risk of contamination of food, so ideally they need to be away from toilets and refuse storage areas.

Ensure there are adequate arrangements for sufficient safe water and for refuse disposal.

Power supplies to stalls or marquees, whether electricity or bottled gas, must be safe; outdoor locations require additional precautions to avoid hazards causing injury.

Further advice on these matters may be obtained by contacting food safety officers at your local authority.



7 WHAT TO EXPECT FROM INSPECTORS

Inspectors will always carry identification which will tell you who they are and what their powers are. If you are in any doubt about the identity of someone who claims to be an inspector, ask to see their written authority documents.

Health and safety

The law is enforced by inspectors from both the Health and Safety Executive (HSE) and by inspectors from your local authority. In Dorset some inspectors hold flexible warrants which allow them to take action across the whole County.

Inspectors have the right to enter any workplace without giving notice, though notice may be given where the inspector thinks it is appropriate. On a normal inspection visit an inspector would expect to look at the workplace, the work activities, your management of health and safety, and to check that you are complying with health and safety law. The inspector may offer guidance or advice to help you. He/she may also talk to employees and their representatives, take photographs and samples, serve notices and take action if there is a risk to health and safety which needs to be dealt with immediately.

Food Safety

The law is enforced by inspectors from your local authority. Food hygiene is dealt with by officers from each of the district and borough councils, but food standards work is handled by Trading Standards Officers from Dorset County Council or officers from the Borough of Poole and Bournemouth Borough Council only.

Inspectors have the right to enter any premises where food is handled for sale or distribution to others as part of an event, whether it is a workplace or not, but they will normally give notice if they wish to enter someone's home. They are able to serve notices to bring about improvements or prevent unsafe activities.

Licensing

Licensing Officers are employed by local authorities and have powers of entry into licensed premises. They work with other enforcement officers to ensure licence conditions are met.

8 RECOMMENDED READING

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

1. The Event Safety Guide: A guide to health, safety and welfare at music and similar events HSG195 (1999) HSE Books ISBN 9 780 717 624 539. (currently out of print and subject to review, although the advice within it is still good)
2. Fairgrounds and amusement parks: guidance on safe practice. Practical guidance on the management of health and safety for those involved in the fairgrounds industry . HSG 175 HSE Books ISBN 0 7176 1174 4.
3. Managing Crowds Safely HSG 154 HSE Books ISBN 0 7176 1180 9.
4. Radiation Safety of lasers used in display purposes HSG 95 HSE Books ISBN 0 7176 0691 0.
5. Working together on firework displays A guide to safety for display organisers and operators HSG 123 HSE Books ISBN 0 7176 0835 2.
6. Smoke and vapour effects used in entertainment ETIS 3 HSE Books.
7. Electrical safety at places of entertainment - for smaller venues HSE's guidance note GS50
8. Electrical safety and you. INDG 231. HSE, HSE Books. ISBN: 0 7176 1207 4. <http://www.hse.gov.uk/pubns/indg231.pdf>.
9. Memorandum of guidance on the Electricity at Work Regulations 1989 HSE's booklet HSR25.
10. Electrical safety for entertainers HSE booklet INDG247.
11. BS 7671: 2008 Requirements for electrical installations (also known as the IEE Wiring Regulations, 17th Edition). This is the most widely used UK standard for fixed electrical installations.
12. BS 7909: 1998 Code of Practice for temporary distribution systems for ac electrical supplies for entertainment lighting, technical services, and related purposes.
13. BS 7430: 1991 Code of Practice for earthing.
14. Health and Safety Executive. (2004). Maintaining portable and transportable electrical equipment. HSG 107. HSE Books. ISBN: 0717628051.
15. The safe use of gas cylinders (INDG 308) and small scale use of LPG cylinders (HSE guidance notes - CHIS 5).
16. uklpg (May 2000). The Use of LPG in Mobile Catering Vehicles and Similar Commercial Vehicles. Code of Practice 24 Part 3. (See contact details for uklpg in Sources of Further Information and Guidance section).
17. uklpg (March 1999). The Use of LPG for Catering and Outdoor Functions. Code of Practice 24 Part 4.
18. Gas safety in catering and hospitality. HSE Catering Information Sheet No 23 (rev 1). HSE Books: <http://www.hse.gov.uk/pubns/cais23.pdf>.

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19. The safe use and operation of play inflatables including bouncy castles (HSE guidance note IT IS 7).
 20. Your guide to organising a street party or fete. Communities & Local Government.
 21. Five Steps to Risk Assessment. INDG 163, HSE, HSE Books: ISBN: 0 7176 6189 X. <http://www.hse.gov.uk/pubns/indg163.pdf>.
 22. A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 HSE, L73 3rd Edition. ISBN: 9780717662906.
 23. The Work at Height Regulations 2005 (INDG 401(REV1)) HSE Books. ISBN: 9780717662319. <http://www.hse.gov.uk/pubns/indg401.pdf>.
 24. COSHH: A brief guide to the regulations. INDG 136, HSE Books. ISBN: 0717629821.
 25. A n index of health and safety guidance in the catering industry. HSE Catering Information Sheet No 7 (revision 1).HSE Books.
 26. The main health and safety law applicable to catering. HSE Catering Information <http://www.hse.gov.uk/pubns/caterdex.htm>.
 27. Avoiding ill health at open farms. HSE Agricultural Information Sheet 23 <http://www.hse.gov.uk/pubns/ais23.htm>
 28. Signpost to The Health and Safety (Safety Signs and Signals) Regulations 1996, <http://www.hse.gov.uk/pubns/books/l64.htm>.
 29. Employers' Liability (Compulsory Insurance) Act 1969
A guide for employers, HSE <http://www.hse.gov.uk/pubns/hse40.pdf>.
 30. BS 6465 – 1:2006 – Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances ISBN 0 580 47917 X. British Standards Institute, 389 Chiswick High Road, London, W4 4AL. Tel. 020 8996 7001.
 31. Department for Communities and Local Government. (2007). Fire Safety Risk Assessment - Open Air Events and Venues. ISBN: 9781851128235: <https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues> Fire Safety Risk Assessment Guides – e.g. small and medium places of assembly DCLG - Guide 6 and Outdoor Events – Guide 9.
 32. FIRE: Dorset Fire and Rescue Service 01 305 262 600 or <https://www.dwfire.org.uk/>
 33. Managing Large Events (Licensing Act 2003) – A LGR Guide LGR, Local Government House, Smith Square, London SW1P 3HZ. Tel. 020 7665 3888.
 34. Health and safety at outdoor community events, Voluntary Arts, email info@voluntaryarts.org
 35. Guide to Managing Health & Safety at Exhibitions & Events. The Red Book Guide to new folk promoters. A jazz services publication.
 36. The Good Practice Safety Guide for Small and Sporting Events taking place on the highway, roads and public places. Home Office.

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37. The Institute of Leisure and Amenity Management (ILAM) - Events from start to finish, ISBN 0954 2190 31.
 38. Organising Accessible Events, Disability Rights Commission.
 39. Guide to Safety at Sports Grounds (the 'Green Guide'), Football Licensing Authority, 2008, ISBN 978-0-11-702074-0
<https://sgsa.org.uk/greenguide/>.
 40. Security at events. Security Industry Authority – SIA Guidance on the Private Security Industry Act 2001.
 41. Noise at Work in the Music and Entertainment Sectors – Guidance: www.soundadvice.info
www.hse.gov.uk/noise/musicsound.htm
 42. Festival and Event planning Toolkit – Tourism Partnership Mid Wales
www.tpmw.love-media.co.uk/files/99.pdf.
 43. Tourism Network North East – Festivals and Events Toolkit
www.tourismnortheast.co.uk/pages/information-sheets.
 44. Institute of Structural Engineers publication Temporary Demountable Structures - Guidance on procurement, design and use. (Third Edition) (2007)).
 45. British Standards Institute. BSEN 13782:2005 Temporary Structures- tents- safety.
 46. British Standards Institute. (2004). Guide to industry best practice for organizing outdoor events. PAS 51:2004. ISBN: 0580433196.
 47. British Standards Institute. (2003). Event stewarding and crowd safety services. Code of practice BS 8406:2003. ISBN: 0580427633.

9 OTHER SOURCES OF INFORMATION AND GUIDANCE

Dorset Fire and Rescue Service, Service Headquarters, Peverell Avenue West, Poundbury, Dorchester, Dorset, DT1 3SU Tel: 01305 252 600 Fax: 01305 252 799 <https://www.dwfire.org.uk/>

South Western Ambulance Service NHS Trust www.swast.nhs.uk/contactus/keyservices.htm

HSE Infoline

Infoline is the Health and Safety Executive's public enquiry contact centre. Infoline provides access to workplace health and safety information, guidance and expert advice.

Telephone 0845 345 0055

Health and Safety Executive, The Pithay, All Saints Street, Bristol BS1 2ND

Telephone 01179 886000

e-mail: hseinformationservices@natbrit.com

HSE Books, PO Box 1999, SUDBURY, Suffolk, CO10 6FS.

Telephone 01787 881165

<https://books.hse.gov.uk>

RoSPA, Edgbaston Park, 353 Bristol Road, Edgbaston, BIRMINGHAM, B5 7ST.

Telephone 0121 2482000

e-mail: help@rospa.co.uk

National Inspection Council for Electrical Installation Contracting (NICEIC), Vintage House, 37 Albert Embankment, London, SE1 7UJ

Telephone 020 7564 2323

e-mail: enquiries@niceic.org.uk

Electrical Contractors Association (ECA) ESCA House, 34 Palace Court, London W2 4HY

Telephone 020 7313 4800

www.eca.co.uk

NAPIT (National Association of Professional Inspectors and Testers)

Head Office: 4th Floor, Mill 3, Pleasley Vale Business Park, Mansfield, Nottinghamshire, NG19 8RL.

Email: info@napit.org.uk, Website: www.napit.org.uk, Telephone: 0870 4441392 Fax: 0870 4441427

UKLPG is the trade association for the liquid petroleum gas industry in the UK, representing companies who are producers, distributors, equipment and service providers, and vehicle converters. UKLPG was formed by the merger of the LPG Association (LPGA) and the Association for Liquid Gas Equipment and Distributors (ALGED) in January 2008.

Email enquiries to: mail@uklpg.org

Safety publications and advice sheets are available via their website: www.uklpg.org

Security Industry Authority (SIA) P O Box 1293, Liverpool, L69 1AX

Telephone 0844 892 1025

<https://www.sia.homeoffice.gov.uk>

Gas Safe Register, PO Box 6804, Basingstoke, RG24 4NB

Telephone 0800 408 5500

www.GasSafeRegister.co.uk



10 DORSET ENFORCEMENT AUTHORITIES CONTACT DETAILS

**Bournemouth, Christchurch and
Poole Council**
<https://www.bcpccouncil.gov.uk/>

**Dorset Fire and Rescue Service
Service Headquarters
Peverell Avenue West
Poundbury, Dorchester
DT1 3SU
Tel. 01305 252600
email: cia@dorsetfire.gov.uk
<https://www.dwfire.org.uk/>**

Dorset Council
<https://www.dorsetcouncil.gov.uk>

**Dorset Police
Force Headquarters
Winfrith
Dorchester
DT2 8DZ
Tel. 01305 or 01202 222222
www.dorset.police.uk/**

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- Bristol City Council.