

# Event Safety

**A guide for organisers**

**North Lincolnshire Council**

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**This booklet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.**

## **Introduction**

When large groups of people gather in confined spaces dangerous situations can arise.

This was clearly shown at the Hillsborough Stadium disaster in 1989 and the Bradford Football ground fire in 1985. Following these two tragedies, new laws were introduced to increase safety at sports grounds and the Football Licensing Authorities and the Safety at Sports Grounds Advisory groups work hard to promote safety at sports events.

However, many public events are not covered by the strict controls that govern sports events and often take place without consultation with the safety expertise that is available through Local Authorities and the emergency services.

The information given by the Council is free and is often in addition to any legal requirements and statutory guidance that may apply to your event.

Of course, if the Council identifies public events that are likely to take place with the potential to compromise the safety of people attending them, then clearly it may have to take action to prevent such events from taking place, unless necessary safety improvements are implemented.

As well as offering guidance to anyone organising a public event, North Lincolnshire Council will endeavour to ensure that such assistance is consistent and will encourage a minimum standard of safety at all events held throughout North Lincolnshire.

This booklet is a brief guide explaining what to do if you are organising a public event. The guidance is applicable to a wide range of events including fairs and galas, firework displays, pop concerts, air shows, motor sports and religious events.

The booklet also contains safety checklists, which you can use to guide you when organising general events. The information contained in this booklet is designed to guide you towards the safe planning of a wide range of events. In addition you can take advantage of the expertise available to you and obtain more detailed specific advice from North Lincolnshire Council.

## What do you need to do?

We want to help event organisers to make their events as safe as possible.

In order to assess the risk presented by your event and thereby determine the degree of assistance that can be offered, it would be helpful if you could tell us:

- The named organiser of the event with contact details
- The time and date of the event
- The type of event you are planning
- How many people you are expecting (if more than 50)
- Details of any special or unusual activities
- The results of any risk assessments that you have carried out
- If your event is open to the general public
- If your event is intending to take place on the highway
- If your event is intending to be in a public place, such as a park, town centre or open space
- If your event is in a private venue, but because of its size or the type of activity planned, there may be a concern for the safety of those attending or people nearby
- Whether food and drinks will be available.

Ideally you should give us at least 3 months notice for a small or medium sized event and at least six months notice for major events when planning is likely to take a long time.

- Small Sized Events i.e. Village Fete
- Medium Events i.e. Carnival
- Large Events over 499 people in attendance or those which involve road closures

## **Do I need a license?**

Under the Licensing Act 2003 a license is required for premises where any of the following are provided:

- Retail sale of alcohol
- Performance of a play
- Exhibition of a film
- Indoor sporting events
- Boxing or wrestling (indoors or out)
- Performances of live and recorded music
- Dancing
- Provision of facilities for making music or dancing (i.e. hire of a hall)
- Supplying hot food or hot drinks between 11.00 pm and 5.00 am

If any of these activities are taking place then it is likely you will require a license. Please contact the Licensing Team at North Lincolnshire for further advice.

## **What happens next?**

For small and medium sized events we will make a note of your plans and possibly send you some safety advice. Normally we will not take any further action. However, in some cases, we may ask you to change some of your plans to improve safety at your event.

For larger or more complex events, we may take a more active role; For example, we may want to meet with you to discuss your plans and arrangements in more detail.

## **Who is responsible for safety at public events?**

The organiser and /or landowner are responsible for safety at public events. We strongly recommend that you take out insurance to cover the event you are organising.

We expect you to have a named person who is responsible for the safety at your event. For larger events this may be a dedicated safety officer with a support team.

## Expected Standards

All events are different and it isn't possible to provide specific guidance for every possible eventuality. However there are minimum safety standards that must be met, which are:

### Event Safety Checklist (tick box as required)

- Have the following key personnel been identified? Event organiser, safety manager, chief steward, stewards?
- Do you have permission from the land owner?
- Is the site suitable for your event? (Is there a more suitable site?)
- Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Have you decided who should be responsible for health and safety at your event?
- Have you provided necessary information for example, maps and site plans details of gas/electricity installations and an outline programme of events?
- Do you know how many people you are expecting?
- Do you know where the entrances and exits on your site are?
- Are the entrances and exits controlled, stewarded, suitable for prams and pushchairs and appropriately signed?
- Do you have trained briefed and clearly identifiable stewards?
- Have you met the needs of people with disabilities?
- Have you set up a reliable system of communication between key people?

- Have you set up a reliable system of communication with the audience/crowd?  
Has a control point been identified, call signs predetermined and announcements prepared?
- Are crowd control barriers necessary?
- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency vehicles get on and off the site easily?
- Do you have effective fire control measures in place?
- Do you have adequate first aid facilities?
- Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, noise control or parking?
- Do you have an emergency plan? Does it cover everything? Has it been viewed by North Lincolnshire Council? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked for advice from the emergency services about emergency routes?
- Is a Premises License or Temporary Event Notice required from North Lincolnshire Council?
- Do you have insurance cover?
- Please note that, apart from emergencies, the emergency services may charge if you ask them to be present at your event.
- Have you carried out a hazard analysis of the food safety risks involved in the preparation or handling of the food & drink you will be offering? You need to identify critical steps in food preparation or handling and put in place suitable control measures. You should also monitor these control measures. If you are using caterers, they should be able to provide this information. (see page 11)



It is advisable that you have a system in place to cater for lost children. Depending on the size of the type / size of the event, a specific lost children service may be required. Contact the group for more details.

## **Noise Nuisance - Checklist**

Many outdoor events, particularly those held during the summer, incorporate some noise activities. These may include music, fireworks, fairgrounds, public address systems or generators. Most of these events occur only occasionally at any one venue, but sometimes events occur regularly at the same site. Noise can therefore be a source of annoyance to local residents, and measures should be taken to minimise it.

Those responsible for arranging events should consider the potential for noise at the planning stage. The Pollution Control Team within Environmental Health can be contacted for advice. Considerations should include:

### **Music Noise**

- What type of music– live or recorded?
- Where will the music be played?
- What time will the music be playing?
- For how long?
- Where are the nearest residential premises?

### **Fireworks**

- What time will the display take place?
- How noisy will the fireworks be?
- Have you advised local residents?

### **Fairgrounds**

- Where will the fair be located?
- Will it clash with other music noise?
- Have you advised the operator of noise restrictions?
- What time will it be operating?

### **Public Address System**

- Are they volume controlled?
- Will they be used as little as possible?
- Do they just cover the area required?
- Do they incorporate directional speakers?

### **Generators**

- Are they necessary – could mains power be supplied?
- Can temporary shielding be provided?
- Do they incorporate sound insulation?
- Are they sited away from housing?

For further information, contact the Environmental Protection Team.

# **Your Event – Things to Consider**

## **Risk Assessment**

A risk assessment should be carried out for any proposed event, considering all of the hazards, the nature and extent of the risks, and the action required to control them. Where the risk assessment identifies significant risks, you must provide information to all those affected regarding the nature of the risk and the control measures which must be implemented. Some examples of the hazards and possible control measures associated with many events are provided in the table at the end of this document. This list is not exhaustive and it is important that you identify specific risks and necessary control measures for your own event.

A blank template is also provided to assist in the production of your risk assessments.

A hazard is something with the potential to cause harm, when completing your risk assessment you should focus on those hazards which could result in significant harm.

## **Stewards**

The main responsibility of stewards is for crowd management and the risk assessment should be used to determine a suitable number for the event. The crowd profile, nature of the site, provision of alcohol, weather conditions and the lighting conditions should all be taken into consideration. Smaller events may use volunteers as stewards whilst larger events may employ professional stewards, in either case the stewards must be properly trained and briefed as to their responsibilities.

## **Communication**

You must have a reliable method of communication in place for the event. It is essential for stewards and organisers to be able to communicate during the event. In addition, there should be at least one office or control point on site, jointly staffed by all the organisations taking part. Equally vital is the method of communication with the public. This is particularly important if the site has to be evacuated.

## **Evacuation**

You must have an evacuation procedure as part of the risk assessment for your event. (For indoor events, the building you are using may already have an evacuation procedure in place). The complexity of this will depend upon the size and nature of the event itself. You must consider who will take control, who will contact the emergency services, how the site will be evacuated and how this will be communicated to the crowd.

## **First Aid**

You must provide an agreed level of first aid, paramedical and medical facilities at your event. A 'First Aider' is a person who holds a current certificate of first aid competency. (Red Cross or St Johns ambulance 3 day first aid course). It is recommended that no event should have less than 2 first aiders. If appropriately qualified persons are available as volunteers this may be acceptable, if however this is not the case various recognised groups can assist in providing this service.

First aiders should not hold other duties or responsibilities and should be provided with identification.

## **Fire Safety Arrangements**

You must agree arrangements for fire prevention, detection and control with the Fire Service before your event.

## **Security**

You must ensure any special security measures are in place for example, if you have VIP's at your event, or large amounts of cash. Cash collection should be planned to ensure that it is kept to a minimum at collection points and that regular collections are made to a secure area.

## **Crowd Management**

The type of event, site and the numbers attending will determine the type of controls required. Entrance gates and barriers may be necessary for public safety. Locations should be included upon the site plan.

## **Traffic Management**

Traffic control both inside and outside the site is essential as uncontrolled and unplanned access and egress to a site can result in a serious accident. Stewards directing traffic on site should be provided with high visibility clothing and be aware of visibility issues for reversing vehicles. Access routes for emergency vehicles must be considered when arranging parking areas.

Pedestrian access should ideally be segregated from vehicular access.

## **Missing and Found Children**

You must prepare a 'lost child policy' which identifies arrangements for the safe care of lost children until they are returned to a parent/guardian. There should be a clearly identified collection point for lost children which is supervised at all times.

## **Provision for people with special needs**

You must ensure that all arrangements you make, including access, public information and address systems, facilities and emergency procedures, meet the needs of people with special needs.

## **Signs**

You must provide clear direction and information signs at your event. Multilingual signs may be needed. Signage should include emergency exits, first aid points, information and lost children points as well as welfare facilities such as toilets and drinking water.

## **Temporary Structures**

The location of any temporary structures should be identified on the site plan (e.g. staging, tents, marquees, stalls, barriers). Decide where this equipment is to be obtained, who will erect it and what safety checks will be required.

Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbeques, vehicles and any other dangerous displays. In some cases, barriers will need to have specified safety loadings dependent upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers and erected by competent professionals.

## **The Environment**

You must look after the environment when planning your event. For example, you must make sure that the site is suitable for the type of event that you are planning, and take account of local concerns such as noise and litter. Where possible the site should always be left in the same condition as it was before the event.

## **Food Safety**

If you are preparing food for your event it is essential you contact North Lincolnshire Council's Food and Safety Team. The team will be pleased to advise you how you can easily comply with food law and prevent food poisoning.

If you are employing caterers they should be registered with their Local Authority. Contact the Food Team on (01724) 297827.

## Facilities

You must decide what facilities will be needed at your event, such as hot and cold drinks, toilets, PA systems, lighting and temporary structures (shelters and stages). Where electricity, gas or water is to be used you must ensure that the provisions are safe. Any hired electrical equipment should come with a certificate of electrical safety and where events are taking place outside residual current circuit breakers should be employed. Consideration to electrocution and tripping hazards should be given when sighting electrical cables.

Any gas installations must be completed and inspected by a competent Gas Safe engineer. Lighting will be necessary if the event is to continue after sunset.

## After the Event

It is important (particularly if the event is a regular occurrence) that a review of the event is completed so that any problems which occurred can be discussed and if necessary alternative arrangements factored in for future events.

## Further Information

To obtain further information before notifying us of your event, please get in touch with us:

Food and Safety

Places Directorate

North Lincolnshire Council

Church Square House

Scunthorpe

North Lincolnshire

DN15 6XG

Web: [www.NorthLincolnshire.gov.uk](http://www.NorthLincolnshire.gov.uk)

## Email Addresses

Health and Safety: [healthandsafety@NorthLincs.gov.uk](mailto:healthandsafety@NorthLincs.gov.uk)

Licensing: [licensing@NorthLincs.gov.uk](mailto:licensing@NorthLincs.gov.uk)

Food Safety: [food.safety@NorthLincs.gov.uk](mailto:food.safety@NorthLincs.gov.uk)

Environmental Protection: [environmental.health@NorthLincs.gov.uk](mailto:environmental.health@NorthLincs.gov.uk)

## Useful Publications

The following is a list of useful publications which give excellent advice about event safety.

### **The Event Safety Guide**

ISBN 0717624536 £20.00 - available from HSE Books - Tel: 01787 881165

### **Giving your own firework display**

ISBN 0717661628 £7.95 - available from HSE Books - Tel: 01787 881165

### **Fire Safety Risk Assessment - Open Air Events and Venues**

ISBN 978851128235 £12.00 (free to download below) Tel: 0870 1226 236

<http://www.communities.gov.uk/documents/fire/pdf/158379>

### **Safer food, better business for caterers**

FSA Publications on 0845 606 0667

<http://www.food.gov.uk/multimedia/pdfs/sfbbfullpack.pdf>

## POSSIBLE HAZARDS

Identified or Potential Hazard	Possible Harm	Possible Solution
Heavy rain causing electrical short circuits	Electrocution	All power on showfield is via independent generators with integral RCD cut-offs. All electrical equipment is under cover.
Heavy rain causing slippery surfaces	Injuries from slipping on wet fairground equipment/wet grass (showfield)	Fairground Operator is aware of need to manage this and close rides to public if risk of slipping exists. Displays on showfield will, where possible, be moved indoors to ..... or cancelled. First aid staff on site.
Waterlogged ground	Danger of vehicles becoming stuck on wet/soft ground	No public vehicles will be parked on the grass in event of excessive rain. Where exhibitor vehicles are on showfield, a number of 4x4 vehicles are available to help vehicles off the showfield.
Public unwilling to remain outdoors during adverse weather	Leave site and will not return when rain stops	Limited numbers may shelter on site inside marquee.
		Contingency plan to use .....Community Centre located at ..... with capacity of X to present alternate wet weather programme.
Severe cold weather	Discomfort/ill health	All audience/performers/staff advised to bring warm clothing.
	Persons slipping on snow/ice and suffering injury	Contractor on stand-by to remove snow and ice.
Adverse weather – high wind speed	Vertical structures (scaffolding tower, marquee, stall, lighting gantry) becoming unstable	<p>All structure checked for movement in windy conditions.</p> <p>Anemometer to be used to measure wind conditions.</p> <p>Stewards allocated to dismantle unstable structures safely.</p> <p>If high winds (exceeding force X) are forecast prior to event, then:  Telephone contractor (on standby)  Marquees will be taken down  Event will be cancelled</p>
Adverse weather – high sun factor	Sun burn/sunstroke	Shaded areas provided at ..... Audience/performers/staff advised to wear sun screen and hats.

<b>Identified or Potential Hazard</b>	<b>Possible Harm</b>	<b>Possible Solution</b>
Event activity on the highway	Road traffic accident	Road closure
Vehicle movement on site:	Collision with pedestrians or objects on site	All non-essential vehicles required to be removed from performance area by 10:00 hours – 1 hour prior to public access
		During set up for event, marshals in position to manage the movement of vehicles and pedestrians on site.
		Car parks will be manned by a X number or Stewards/marshals in fluorescent jackets who will have a plan of how to park the vehicles and the route they will take in and out.
	Large numbers of pedestrians and vehicles in same environment	All pedestrians traffic will be directed to ..... Vehicles will enter via ..... – which will be marshalled. The point where pedestrians may have to cross roads .... (will require control measures dependant upon risk).
Manual movement of equipment or goods on site	Injury through lifting or moving	Manual lifting to be limited where possible and practical
		Safe system of work governing manual handling.
		Activities to be monitored on site by Event Management and suitable numbers of staff to be allocated to each task to ensure no person is overloaded.
Storage of equipment on site.	Theft and public access	Security staff present from beginning of set up period
		Event vehicles/cabins to be used for storage will be locked when not attended by staff to reduce potential for accident by public coming into contact with tools or other goods.
Failure of PA systems	Inability to transmit urgent messages to audience	Tests on all equipment prior to event. Loudhailer backup for key areas.
Failure to electrical supply	Loss of temporary electrical supply at key event areas.  Risk of electrocution	Electrician on standby at event  Generator supply provided by experienced contractor. Generators to be placed away from public area and fenced off

Identified or Potential Hazard	Possible Harm	Possible Solution
Crowds	Overcrowding on the showfield	Stewards/marshals who will be clearly identifiable by uniform (arm bands/fluorescent jackets/T-shirts) are allocated in managed zoned areas. Additional stewards/marshals held in reserve who can be deployed as needed by the Event Manager if a situation arises.
		The event field is large with more than adequate space for the audience and the displays/exhibitions. There is more than ample distance between each exhibit, between the exhibits and Main Arenas, as walkways for the public between the various areas of the field.
	Drunken behaviour	There is NO beer tent and it is not expected that a family day out will attract the wrong type of people. Stewards/Marshals/cadets etc will be briefed regarding handling crowds and public order situations. Zero tolerance of allowing visitors to bring alcohol into the event. Stewards will summon police assistance to remove people of necessary.
	Crowd disorder or unrest	Use of PA, signage and marshals to keep crowds informed.
		Police assistance to be called in event of incident
	Cuts from broken crockery/glass	All drinks sold in cans or plastic bottles. Metal litter bins provided around site. Litter picking throughout event by staff with protective gloves.
Emergency Vehicles	No available access	Access will be via gate X which is closed to all other traffic (except the few VIP cars). Controlled by stewards to keep entrance and road clear.
Fire Hazards	Electrical fires in parked vehicles	A Fire Marshal will be assigned from the Stewards/Marshals allocated to these areas. It is this persons responsibility to ensure the Stewards/Marshals under his/her direction are vigilant. In addition, fire extinguishers will be located at the car parks and the supervisor/fire marshal will be given instruction on how to use these

<b>Identified or Potential Hazard</b>	<b>Possible Harm</b>	<b>Possible Solution</b>
	Electrical fires in display vehicles	Each exhibitor will have extinguishers on their own display stands. In addition, a supervisor will be assigned to this area.
Displays in main arena	Injury to public in performance area	Main arena is roped off and no members of public will be allowed in this area at any time. In addition, Stewards will be patrolling this area and managing crowd control
	Gymnastics display – trips, slips and falls	The Main arena is a flat, even area of land. The display team are trained and experienced to use their own equipment. First aid staff on site to deal with minor injuries.
	Dancing troupe – trips, slips and falls	The Main arena is a flat, even area of land. This is a large troupe of experienced dancers used to dancing on grassed areas.
	Tug of war	This is a supervised activity for teams and is for viewing, not participation by the public. First aid staff on site to deal with injuries.
	Thai boxing display	Supervised demonstration by experienced instructors. First aid staff on site to deal with injuries.
Stage Area	Stage collapsing	The stage consists of ..... To be installed by experienced contractor.
	Trip hazard when climbing onto or off the stage	There are two sets of steps up to the height of the stage with a handrail. Access to the stage is also restricted to a small number of performers at any one time and they will be briefed regarding exiting stage safely.
	Fire and electrocution risk from PA/sound system	Power is from portable generator which had RCD cut off. Fire extinguisher will be sited on stage.
Refreshment Area	Food poisoning	Catering contractor who is experienced in outdoor catering – will be required to provide written food safety management system.
	Fire Risk – cooking	Contractor to provide fire safety risk assessment
		X fire extinguishers in situ. Catering contractors staff will be informed on the day of evacuation procedure.
	Slips, trips and falls	Contractor to provide written risk assessments

Identified or Potential Hazard	Possible Harm	Possible Solution
	Cuts from broken crockery/glass	All drinks sold in cans or plastic containers
Marquee –		
Erection/removal	Collapse	Marquee provided, erected and taken down by experienced contractor. Site details and requirements sent to contractor
Electrical power	Electric shock/electrocution	Power installed by approved contractor working to industry standards
Space heating	Fire	<p>Site visits to check hazards</p> <p>Safety documentation from contractor showing working practices, flame retardancy certificate etc.</p> <p>There will be no naked flame scenarios at any exhibit.</p> <p>Adequate distance between the tent and other displays.</p> <p>X Fire extinguishers.</p> <p>Additional fire extinguishers are also available from the Control Point and First Aid Room.</p>
Overcrowding	Crush injuries	Steward on entrance door to control numbers entering. Maximum capacity will be .....
Erection of safety fencing/barriers	Injury to staff or general public	<p>Use of experienced contractor – with risk assessment and method statement covering the work.</p> <p>Set up in day prior to event to avoid conflict with public.</p> <p>Event management to monitor.</p>
First Aid/Medical Attention	Major injuries, large numbers of casualties	Triage area and casualty bureau will be at ..... First Aid staff on site to deal with minor injuries
	Minor injuries – requiring first aid only	St John's Ambulance will deal with any minor injuries. (Arrangements detailed in event plan and location shown on site plan)
Lost children	Distressed children and/or guardians/parents	Arrangements for missing and found children detailed in event plan

