



Guidance to assist organisers of Small Events



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1 INTRODUCTION

Purpose

This guide has been produced to assist small event organisers. Each event is different and will require different levels of management, services and provisions, However, there are elements that are common to all events and we advise you to use the information contained in this guide as a basis for planning your event. the requirements for their event.

If you are an employer or self-employed person, compliance with health and safety, food safety and fire precautions legislation are legal requirements and can be enforced by local authorities. In other cases voluntary groups will find much of the information helpful, and if the principles laid out here are followed, should ensure that you comply with common law duties (i.e. those which aren't enforceable but through which you can be sued). 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). These are generally called risk assessments and help the duty holders decide which elements of hazard are relevant and how to assess the level and type of controls needed for that event. 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. For more information on this 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.



If it is a licensable event the Police, Fire Service, Environmental Health (Noise Control), Health & Safety Regulator, Trading Standards or Social Services (Child Protection) acting as 'responsible authorities' can place 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.

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. So in practice any staff, volunteers, helpers and the public. For small 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 these people must be considered

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 their particular event and to highlight the main areas for consideration in their risk assessment.

What this guide is not ---- 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. 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.

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, a detailed management structure should be drawn up formally identifying who is responsible and for what. There should also be an event safety plan.

Planning for safety

Effective planning will identify, eliminate and control hazards and risks. The amount of time that needs to be set aside for planning will very much depend upon the size, type and duration of the event, but start early! Listed below are the recommended phases of planning the event

THE PHASES OF EVENT PLANNING

Preparation / “build up”

May include planning the venue design, selection of competent workers, selection of contractors and subcontractors, construction of stages/temporary roadways/ marquees/fencing etc.



‘Load in’

May include planning for the safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting, public address (PA) systems etc.



The Actual Event

(e.g. duration fete/show/concert/gig is open to the public).

May include planning effective crowd management strategies, transport management strategies and welfare arrangements. Planning strategies for dealing with fire, first aid, contingencies and major incidents etc.



‘Load out’ & ‘Breakdown’

Requires planning for safe removal of equipment, vehicles and services and will include planning to control risks once the event is over and the infrastructure is being dismantled. Collection of rubbish and waste-water disposal present risks which also need to be planned and managed.

1.2 Public and Employer’s Liability Insurance

It is strongly recommended that you get public liability insurance before an event takes place as the absence of it may lead to the event not being supported by the public authorities and emergency services. If must get employer’s liability insurance if you are employing people as it is a legal requirement.

2 HEALTH AND SAFETY

2.1 The law

For health and safety legislation to apply to your event, a work activity must exist. 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.

HASAW puts legal requirements on 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 important to identify all those with health and safety responsibilities that are involved in the event. In the majority of cases the main responsibility will rest with the event organiser. Experience suggests it is advisable to agree contractual responsibilities in writing.

Even if there is 'no work activity', it is 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'.

There are 3 main requirements:

- Employers must ensure the health, safety and welfare of their employees so far as is reasonably practicable;
- Employers must provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- Employers must 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).
- You must also undertake risk assessments which help you decide what hazards are specific to your event and what control measures are needed. You must consider:
 - 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.

2.2 How to do a risk assessment

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 parts to the risk assessment are shown in **bold** below:

- **Identify the hazards** associated with the event i.e. anything that can cause harm. (You can look at 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

All events must have adequate space for the public to move safely around the stalls, rides, camping areas, performance /stage, arena /exhibition areas etc. The routes to exits must be unobstructed by the stalls/ goods etc and this is especially important when the event is indoors.

If the event is being held outdoors, the car park, footpaths and any staging/structures should be suitable for use in bad weather conditions and think how bad weather may affect your emergency arrangements.

You must 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.. 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.

If you need to dig into the ground, the 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.

Think about workplace transport risks / vehicle safety issues such as reversing vehicles and obstructions to the drivers view, pedestrian crossing routes, rough terrain etc.

Check that there will be enough lighting throughout the site/venue, including adequate temporary emergency lighting (if the event goes on after dark).

Make sure that your event will not cause a noise nuisance by selecting the site and staging carefully (see section 3).

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

Where to start:

- 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. 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 stopping vehicles moving 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 The Crowd Make up

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

Think:

- What are the needs of young children, teenagers, those with disabilities and elderly people then make “reasonable adjustments” for these people e.g. provide extra help at an event and/or change the physical features to overcome physical barriers to access.
- Does your event policy and promotional material reflect 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 be pushed against and must be designed to withstand this load. You must check with your supplier that they are fit for your purposes.

(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 and information notices are a very important means of communication at an event. (See recommended reading). Internationally recognised logos are helpful to non-English speaking/ reading individuals. So that they are recognizable safety signs must comply with the law

(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.

Consider:

- Multilingual signs/notices.
- Is there enough 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

It is very important that if you are having any staging, lighting/sound towers, they are erected by a competent person and written confirmation is obtained from them to say that the structures are safe in all foreseeable conditions, including poor weather.

Make sure that all the staging and/or structures are 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 you are having marquees and tents you should ask the Fire Service their thoughts on safety aspects including 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.

Think about the arrangements 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 www.performancetextiles.org.uk/public/downloads/mutamarq.pdf).

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

2.8 Fire safety

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

You should:

- 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.
- Make sure everybody knows to call the Fire Brigade 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, and 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.

You should:

- Consider protecting 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. Where possible only store one container of fuel by the generator and keep the rest in suitable containers in a safe, securely fenced, signed storage area in a suitable location. If the venue is close to a residential area consider the noise problem from generators. If this is excessive, silenced generators may be a way of reducing it.
- Protect all electrical equipment from inclement weather, using 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 they must be 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 so that flexible extension leads and multi-socket outlets can be avoided. 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.
- People bringing portable electrical equipment onto the site should be able to show routine inspection and/or testing of the equipment by a competent person.
- Specialist advice must be sought from HSE in relation to guidance on the electrical safety of fairground equipment.
- Ensure artificial light to all parts of an outdoor venue is adequate if there is not enough 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).

You should:

- Use your risk assessment to consider any fire, explosion and carbon monoxide risk due to 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 know about any risks they may pose and have proper control measures in place 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 law requirement specific measures for people who are 'at work' . 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. Talk to your local Ambulance Trust with regard to advice and possible provision of services.

You should:

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. voluntary first aid society may provide a First Aid Post staffed by qualified first-aiders.

- Make sure first aid posts are 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!).
- Record 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).
- Identify if first aid provision is specified as a licence condition in the Premises Licence if you need one.

2.12 Stewards, Security and CRB checks

You must have an appropriate number of stewards and supervisors 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.

You should:

- Consider in your risk assessment the number of stewards needed by looking at 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). Don't forget 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 must by law be registered with the Security Industry Authority (SIA). For guidance on security at events visit: www.the-sia.org.uk. All security staff must wear their SIA badges at all times.

Think about

- Guarding against unauthorised access, occupation or outbreaks of disorder.
- Guarding property from damage
- Guarding people from assaults.
 - The presence of large amounts of money

CRB

CRB is the Criminal Records Bureau, 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 cannot work with children and vulnerable adults. In some circumstances it may be appropriate for those in direct contact with children or vulnerable adults to complete a disclosure application form. For further information regarding CRB visit: www.crb.gov.uk.

2.13 Communications

You should:

- Ensure all emergency plans, rules and other requirements are communicated to all stewards and other personnel. Some of these will need to be written down so that anyone can get hold of a copy quickly..
- Consider mobile phone network coverage/dead spots, network overload potential etc. For events covering a large area, the use of radio communication might have to be considered as an alternative.
- Consider providing a public address (PA) system for announcements and instructions to staff

and the public. PA systems can cause noise problems for local residents so their use should be controlled. For smaller events (or as a back up) a portable loudhailer may be sufficient.

- 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.
- Ensure batteries are fully charged and stewards are trained on how to use communication equipment and advised where they are kept or can be found.
- Consider background noise levels when determining methods of communication and if necessary issue full ear-defending headsets for staff.
- Consider setting up a control room on the site which is constantly staffed during the event and has a telephone to:
 - a. Monitor the event giving an early indication of any problems
 - b. Manage incidents
 - c. Act as a base for any communications system

2.14 Welfare Facilities

There are certain requirements for welfare facilities (including toilets) for people who are ‘at work’. 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

You should

- 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 you must ensure safe and hygienic waste removal is 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 drinking water within easy reach of the audience and all catering operations
- Provide enough rubbish bins around the site at places where they will be most required
- Make sure the bins are regularly emptied. Think about disposal methods and recycling.

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

You should:


- 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. (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, then perhaps you might not want to use them..
- 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 you may not want to use them(or ban the use of relevant equipment for which no safety report can be produced).
- Thoroughly 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 will 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 within the defined event site and thought about when you are doing the event planning.

You should:

- Ensure the camping area is reasonably well drained and level and 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 enough 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 enough toilet facilities and wash hand basins.
- Provide safe drinking water.
- Provide refuse receptacles at suitable locations.

- 
- Provide enough lighting to enable to that people can see in poor light. (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 with animals normally on will have 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). (See www.hse.gov.uk/press/2004/e04046.htm)
 - Think about noise problems to local residents.. You may need additional stewarding at nighttimes.

3 NOISE CONTROL

There are certain requirements for 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 law 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!

You should:

- Make one person responsible for dealing with noise issues at your event, and they should talk 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.
- People attending the event may bring in their own instruments/ radios/ sound systems which may cause problems. How will you deal with this (might including 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 www.prs.co.uk/musiclicence or telephone 0800 068 4828.

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>.

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. An 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 Sheet No 11. HSE <http://www.hse.gov.uk/pubns/cais11.pdf>.
27. Avoiding ill health at open farms. HSE Agricultural Information Sheet 23 (revision 1). HSE Books <http://www.hse.gov.uk/pubns/ais23.pdf>.
28. Signpost to The Health and Safety (Safety Signs and Signals) Regulations 1996, HSE <http://www.hse.gov.uk/pubns/indg184.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: <http://www.communities.gov.uk/documents/fire/pdf/158379> 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 www.dorsetfire.co.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
www.culture.gov.uk/images/publications/GuidetoSafetyatSportsGrounds.pdf.
 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/musicound.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. Wales Tourist Board Festival and Events Toolkit www.timelineforevents.co.uk/. Contains a wealth of relevant information.
 45. Chartered Institute of Environmental Health (CIEH) – Draft National Guidance for Outdoor and Mobile Catering, Consultation Document, March 2009.
www.cieh.org/policy/guidance_outdoor_mobile_catering.html?terms=outdoor+catering.
 46. Institute of Structural Engineers publication Temporary Demountable Structures - Guidance on procurement, design and use. (Third Edition) (2007)).
 47. MUTA- Marq Accreditations Scheme and Best Practice Guide 2008:
<http://www.mutamarq.org.uk>.
 48. British Standards Institute. BS EN 13782:2005 Temporary Structures- tents- safety.
 49. British Standards Institute. (2004). Guide to industry best practice for organizing outdoor events. PAS 51:2004. ISBN: 0580433196.
 50. 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 www.dorsetfire.co.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
www.hsebooks.co.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) PO Box 1293, Liverpool, L69 1AX

Telephone 0844 892 1025
www.the-sia.org.uk

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

Telephone 0800 408 5500
www.GasSafeRegister.co.uk

10 DORSET ENFORCEMENT AUTHORITIES CONTACT DETAILS

Borough of Poole

Environmental & Consumer Protection
Unit 1 New Fields Business Park
Stinsford Road, Poole BH17 0NF
Tel. 01202 261700
email: environment@poole.gov.uk
www.boroughofpoole.com

Christchurch Borough Council

Planning & Environmental Services
Civic Offices, Bridge Street
Christchurch BH23 1AZ
Tel. 01202 495000
email: customerservices@christchurch.gov.uk
www.dorsetforyou.com/christchurch

North Dorset District Council

Environmental Health & Licensing
Norden, Salisbury Road
Blandford Forum DT11 7LL
Tel. 01258 454111
Email: environmentalhealth@north-dorset.gov.uk
www.dorsetforyou.com/northdorset

West Dorset District Council

Environmental Health
Stratton House, 58/60 High West Street
Dorchester DT1 1UZ
Tel. 01305 252285
email: env.health@westdorset-dc.gov.uk
www.dorsetforyou.com/west

Dorset Fire and Rescue Service

Service Headquarters
Peverell Avenue West
Poundbury, Dorchester
DT1 3SU
Tel. 01305 252600
email: cia@dorsetfire.gov.uk
www.dorsetfire.co.uk

Dorset County Council (Highways, Trading Standards & Waste disposal outside Poole & Bournemouth)

County Hall, Colliton Park
Dorchester DT1 1XJ
Tel. 01305 251000
www.dorsetforyou.com/county

Bournemouth Borough Council

Environmental Health & Consumer Services
Town Hall, St.Stephen's Road
Bournemouth BH2 6LL
Tel. 01202 454876
email: foodandhealthandsafety@bournemouth.gov.uk
www.bournemouth.gov.uk

East Dorset District Council

Public Health Services
Furzehill
Wimborne BH21 4HN
Tel. 01202 886201
email: public.health@eastdorset.gov.uk
www.dorsetforyou.com/east

Purbeck District Council

Environmental Services
Westport House, Worgret Road
Wareham BH20 4PP
Tel. 01929 556561
email: envservices@purbeck-dc.gov.uk
www.dorsetforyou.com/purbeck

Weymouth and Portland Borough Council

Environmental Health Services
Council Offices, North Quay
Weymouth DT4 8TA
Tel. 01305 838000
email: envhealth@weymouth.gov.uk
www.weymouth.gov.uk

Dorset Police

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



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