



Shape Mendip Safety Advisory Group Event Management Plan Guidance for Event Organisers

Introduction

Welcome to Shape Mendip's guidance pack for event organisers.

You should be aware that it is the event organiser and/or landowner that is responsible for safety at public events. It is a legal requirement that appropriate insurance cover is provided for the event, in respect of public and employers liability.

A number of documents and links are available in this pack to help guide you through the process of organising your event, and Event Management Plan, which is a written document of how you are planning your event and covering contingencies and emergencies. Please remember that by submitting your paperwork early, it will enable us to help you comply with the relevant legislation.

Your Responsibilities

As an event organiser, you must appoint someone competent to help you meet your health and safety duties, including writing the event management plan and health and safety risk assessments. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety. You could appoint (one or a combination of):

- Yourself.
- One or more of your workers.
- External specialists.

Whoever you choose will need to have a knowledge and understanding of the proposed event, the health and safety hazards involved and the ability to adopt and develop safe systems of working.

Applications to use Council-Owned Land

If you want to hold an event or film on land owned by the council, you need permission from our Neighbourhood Services department. Before planning your event or film please complete the event notification form to make sure the area of land you want to use is available and suitable for the type of event / filming you are requesting. More information can be obtained from the Neighbourhood Services Team details below.

A consultation period of 2 months is required before any permission is granted to use the Council land for large events

1 Health & Safety

- Health and safety law places duties on organisers involved in events to ensure the health and safety of their employees and the public.
- Further legislation relating to entertainment licensing, fire safety and safety at sports grounds applies to events and is signposted in The Purple Guide.

More information can be found at the HSE website

<http://www.hse.gov.uk/event-safety/managing-an-event.htm>

2 Planning Management & Risk

- Effective planning is central to putting on a safe event.
- Prepare an event safety plan.
- Have appropriate management arrangements in place to ensure the health and safety of employees and others, including volunteers and the public, during all stages of the event.
- Carry out a systematic assessment of the risks to employees, volunteers and the public.
- Implement risk control measures identified by the risk assessment and identify the person(s) responsible for carrying them out.
- Put appropriate arrangements in place to monitor health and safety compliance
- Provide or seek out competent health and safety advice.
- Liaise with other interested parties, including local authorities, landowners or landlords, stadium management, arena operators, safety advisory groups and the emergency services, early in the planning process.
- Thorough investigation of the site to be used.

3 Venue and Site Design

- Carry out a site-suitability assessment early in the planning process.
- In that assessment, include the nature of the event, audience numbers and the infrastructure required.
- Design the site layout to minimise risk, for example to segregate pedestrians and vehicles.
- If appropriate identify a Principle Designer and Principle Contractor under CDM Regulations 2015.
- Prepare a site and area location plan.
- Establish emergency routes.
- Liaise with key stakeholders, such as landowners, the local authority, local emergency services, neighbouring businesses and local residents.

More detailed information can be found at the HSE website and via subscription to The Purple Guide. This document is for guidance only. More information can be found at <http://www.mendip.gov.uk/eventsafety>

4 Emergency Planning / Contingency Planning

- To emphasize the importance of having plans in place to effectively reduce and mitigate risks; prepare and respond to disruption; health and safety incidents and emergencies.
- Being prepared for the initial response to an emergency is the responsibility of the event safety management.
- That robust management and communication arrangements are in place to implement these plans.
- All involved with the management of events (including employees and volunteers) need to be trained and briefed in emergency procedures; be assigned to, and understand, their specific roles, should an incident or emergency occur.
- The importance of testing these plans in the most practicable way.

Procedures for staff and volunteers to follow in an emergency should include:

- * Raising the alarm and informing the public.
- * Onsite emergency response, i.e. use of fire extinguishers.
- * Summoning the emergency services and continuing to liaise with them.
- * Crowd management, including, evacuation, including people with disabilities where necessary.
- * Traffic management, including emergency vehicles.
- * Incident control.
- * Providing first aid and medical assistance.

More information can be found at:-

<http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm>

5 Medical

- Ensuring that there is an appropriate level of medical, first aid and ambulance provision at an event that will minimise the impact on local NHS services.
- Undertake a medical, ambulance and first-aid resource assessment.
- A medical staffing plan should be made prior to the event to ensure that staff are deployed appropriately.
- Medical provision should be provided for the full duration of the event, including build up and break down.

More detailed information can be found at the HSE website and via subscription to The Purple Guide. This document is for guidance only. More information can be found at <http://www.mendip.gov.uk/eventsafety>

6 Communication

Effective communication is crucial if an event is to run smoothly and safely. The four time frames are:-

1. Prior to the event
2. During the event
3. In an emergency
4. Post event

- Supply employees and others who might be affected by work activities with information on the risks to their health and safety.
- Provide staff and visitors information about what to do in an emergency.
- Ensure proper co-operation and co-ordination of all those working onsite. Effective communication will help achieve these goals.
- Assess the communication requirements of all the organisations involved in the event, including handling routine health, safety and welfare information and communicating effectively in the event of an emergency.
- Ensure emergency plans include a way to alert staff and visitors, including those with disabilities, to evacuate or take other response, and how to report emergencies.

7 Traffic Management Plan

- Site vehicles and traffic are a major cause of serious and fatal accidents.
- Assess the risks from vehicle movement onsite at the planning stage of the event and identify what measures are needed to control these risks and design the site accordingly.
- Prepare a traffic management plan for internal and, where necessary, external traffic control.
- Ensure there is sufficient separation between vehicles and pedestrians to ensure safety which is 'as far as reasonably practicable'.
- Where reasonably practicable, segregate pedestrians and vehicles during all phases of the event.
- Have a traffic management system in place, incorporating one-way systems where necessary to ensure safety.
- Ensure all drivers are authorised and trained to use relevant vehicles.
- Ensure all drivers are inducted to site-driving protocols.
- Minimise the need for reversing.
- Ensure drivers of work vehicles, banksmen/signallers and traffic marshals are formally trained and competent.
- Parking - stewarding of parking, wet weather contingencies etc.
- Pedestrians - designated walkways, wet weather contingencies.
- Road Closures – Please see links below to road closure information and applications.

<http://www.mendip.gov.uk/rc>

https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm_formalias=temporarytro

More detailed information can be found at the HSE website and via subscription to The Purple Guide. This document is for guidance only. More information can be found at <http://www.mendip.gov.uk/eventsafety>

8 Working at Height

The HSE brief guide describes what you, as an organiser, need to do to protect from falls from height.

<http://www.hse.gov.uk/pubns/indg401.pdf>

9 Temporary Demountable

Type of temp structure - inflatables, temp seating stands, rigging for lighting, stages, marquees, toilet blocks, fencing. Who is providing stages, tents etc. how experienced are they, what is the procedure if something goes wrong?

More information on best practice on the safe use and operation of temporary demountable fabric structures can be found at:-

<https://www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf>

10 Fire Safety

The fire-safety risk assessment can be carried out either as a separate exercise or as part of an overall risk assessment covering other health and safety risks.

The Five Steps of a Fire Risk Assessment -This must be in writing

- 1) Identify the hazards.
- 2) Identify people at risk.
- 3) Evaluate, remove, reduce and protect from risk.
- 4) Record, plan, inform, instruct and train.
- 5) Review.

More information on fire safety and risk assessments can be found at:-

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

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11 Electrical & Lighting

- The event risk assessment and the major incident plans should cover all possible hazards associated with the electrical and lighting installations.
- Equipment should be weatherproofed and isolated from the public.
- Cabling must be routed in a manner that will minimise tripping hazards and mechanical damage throughout the site.
- Consider the location of generators to enable refuelling and prevent excessive noise nuisance.
- Lighting or power failure. Is there a back-up system, what will happen if this fails?

An HSE guide to working with electricity can be found at:-

<http://www.hse.gov.uk/pubns/indg231.pdf>

12 Fencing

Barriers at events serve several purposes:

- Help manage and influence the behaviour of crowds, to line routes and to prevent visitors climbing on top of temporary structures and putting themselves at risk of falling.
- Relieve and prevent overcrowding and the build-up of audience pressure.
- Provide physical security, as in the case of a high-perimeter fence at an outdoor event.
- Shield hazards from people.

If you decide to use barriers and fencing as a crowd management tool, they should be risk assessed. Depending on the complexity of the risk and barrier/s, you may need a source of competent advice to help you.

The factors you should take into account include:

- The planned use of barriers.
- Layout.
- Ground conditions and topography.
- The presence of underground services, e.g. water pipes, electric cables that could restrict the use of pins to secure barriers.
- Weather.
- Load on the barrier – wind and/or crowd pressure.
- Visitor numbers and behaviour.

More information can be found from the web pages below.

<http://www.hse.gov.uk/event-safety/stage-barriers.htm>

<http://www.hse.gov.uk/pubns/priced/hsg47.pdf>

More detailed information can be found at the HSE website and via subscription to The Purple Guide. This document is for guidance only. More information can be found at <http://www.mendip.gov.uk/eventsafety>

13 Crowd Management

Crowd surge/collapse - crowd surging due to excited by band performance etc.

Crowd Control - excessive numbers trying to enter the site etc. Age of people attending and timings of entry and exit.

<http://www.hse.gov.uk/pubns/indg142.htm>

14 Special Effects

- The use of special and visual effects at an event must be properly planned.
- Risks associated with special effects should be assessed by a competent person and effective risk control measure implemented.
- Those involved in the planning, assembly and execution of special effects must be suitably trained and competent.
- Adequate time and resources must be provided to prepare and rehearse.
- Secure facilities must be made available for the assembly, fusing etc. of explosive effects before their use.
- Arrangements must be made in case of an emergency.

15 Amusements

- During the planning stage, consider the type of amusements and attractions that will be present at the event.
- Amusements and attractions may include fairgrounds, individual fairground rides, inflatable devices (e.g. bouncy castles), bungee jumping, fire-eaters, etc.
- Carefully choose the location of attractions to ensure the ground is suitable (probably best left to the controller/lessee, along with the layout plan, if there are multiple devices) but communication between the two parties would be advised.
- Check there is proper access for emergency vehicles.
- Ensure the layout of attractions allows safe circulation of crowds.
- Clearly define responsibilities for managing health and safety and identify roles under the Construction and design Management Regulations 2015 (CDM).
- Event organisers should ensure that ride controllers inspect and maintain their equipment and comply with their duties as operators so that their rides can be run safely.

More information and downloadable booklet can be found at HSE website

<http://www.hse.gov.uk/pubns/books/hsg175.htm>

<https://www.pipa.org.uk/files/pipa-flyer.pdf>

<https://www.pipa.org.uk/files/hse-statement.pdf>

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16 Waste Management

Event organisers and /or contractors are responsible for assessing the risks associated with storage, handling or use of waste and implementing effective control measures to avoid or control these risks. All rubbish shall be removed by the organiser, or their appointed contractor post event.

17 Noise

We would advise that you consider noise as part of your event management plan and the proximity of residential properties. Please consider the type and duration of noise that may be produced as a result of your event such as music, vehicle noise and noise from the crowd.

Further advice on noise control will be available from the Community Health Environmental Enforcement Team.

* Tel 0300 303 8588 or email env-health@mendip.gov.uk

18 Sanitation

- Event organisers must provide suitable and sufficient sanitary and welfare facilities for workers at an event.
- Responsible organisers will provide appropriate sanitary and welfare facilities for the audience (disabled toilets, nappy changing facilities).
- Duration of the event.
- Type of facilities available, e.g. cubicles or urinals.
- Frequency of emptying temporary toilets.
- Access to mains services temporary or otherwise.
- Perceived audience food and fluid consumption.
- Requirements during intervals and breaks in performance when use may peak.
- Requirements for campsites.
- Weather conditions and temperature.
- Plus any other factors relevant to the event.

Guide to provision of toilet facilities

	Female Toilets	Male Toilets
For events with a gate time of less than 6-hours duration opening	1 per 100	1 per 500, plus 1 urinal per 150
For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served	1 per 85	1 per 425, plus 1 urinal per 125
For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity	1 per 75	1 per 400, plus 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males	1 per 75	1 per 150, plus 1 urinal per 250

19 Campsites

- Ensure an adequate provision of services for the entire duration of the camping event.
- Separation of the site into smaller areas will make it more manageable, ensuring access for emergency vehicles.
- Audience profile will help determine site density.
- Contingency plans should include providing shelter for campers whose tents are unusable due to adverse conditions or events.
- All aspects of fire safety and public health issues, as identified by the risk assessment, should be carefully considered.

More detailed information can be found at the HSE website and via subscription to The Purple Guide. This is document is for guidance only. More information can be found at <http://www.mendip.gov.uk/eventsafety>

20 Information & Welfare

- Offering welfare services will help the event to run smoothly.
- Ensuring the audience is well informed will aid crowd management.
- Information can be provided via the event website, social media, leaflets, event ticket, a telephone hotline, information points, informed stewards, site maps, event programme, etc.
- Lost property.

21 Food, Drink & Water Provision

- Ensure all food and drink traders are registered with their local authority and their hygiene rating displayed.
- For the provision of late night refreshment (selling of hot food/drink between 2300hrs and 0500hrs a licence is required).
- Traders may require a street trading licence.
- Alcohol sales at an event will require either a premises licence, or Temporary event notice which will need to be displayed.
- Drinking water must be supplied via a tap where a bar is operating.
- All food-business operators must have an appropriate written Food Safety Management System (FSMS).
- Where LPG is used, the caterer must be able to prove that a gas safety check has been carried out by a Gas Safe engineer and a fire risk assessment.
- An Alcohol and drug policy should be provided including: Challenge 25 and safeguarding vulnerable children and adults.

Food Safety and Licencing links below:-

<https://www.mendip.gov.uk/foodregistration>

<http://www.mendip.gov.uk/licensedpremises>

For more information regarding food safety or licencing please contact either the licencing department or public protection at Tel 0300 303 8588

22 Safeguarding

- The key aim is to ensure that children and vulnerable adults attending an event are kept safe and free from harm. This should be in a written policy with a list of supporting procedures that accompany the policy. This should include: a missing and found child policy, arrange lost and found children's points, and an unaccompanied under 18's policy.
- Event organisers should ensure they are familiar with local and national legislation and requirements.

23 Animal Welfare

- Ensure best welfare practices are observed by considering the attendance of a veterinary surgeon at an agricultural show. The vet's role would be to focus on the prevention of infectious diseases, and to provide treatment in the event of accidents.
- A welfare plan should be drawn up to cover perceived risks that could occur.
- Include a map of the show site to aid staff, the vet, competitors, trade exhibitors and members of the public.

24 Fireworks

Information on organising a fireworks display or using fireworks can be found at :-

<http://www.hse.gov.uk/explosives/fireworks/using.htm>

<http://www.saferfireworks.com/>

<http://www.fireworksafety.co.uk/fws2010/?p=41#more-41>

25 Shape Mendip Safety Advisory Group

These are multi-agency meetings commonly known as SAG's. They are organised by the council and involve all relevant authorities who have an interest in safety at events.

They are held throughout the year at the council offices in Shepton Mallet, and give event organisers the opportunity to meet the appropriate officers from all the relevant authorities including the Local Authority, Police, Ambulance, Fire Service, Trading Standards, Licensing, Environmental Health, Public Protection, Neighbourhood services and the Highways Authority.

We would request that event organisers submit all the appropriate applications forms and accompanying documentation such as an Event and Traffic Management Plan, along with supporting risk assessments for comment at least one month before the meeting.

More information can be obtained from the Safety Advisory Group details below.

- * Tel 0300 303 8500 or email safetyadvisorygroup@mendip.gov.uk
- * Website <http://www.mendip.gov.uk/eventsafety>

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26 Dealing with Crime & Disorder

- Alcohol policy covers the risks and how you plan to deal with them with regard to the licencing objectives.
 1. The prevention of crime and disorder
 2. Public safety
 3. The prevention of public nuisance
 4. The protection of children from harm
- Establish contact with the local police, licencing and SAG.
- Involve the security, medical and welfare provider in planning.
- Access current information and intelligence from the Police National Events Intelligence Unit (NEIU) database to identify current crime risks and trends at events. This should be through local police contacts.
- Check if the acts being booked have a record for attracting particular crimes or behaviour.
- Make sure attendees know where to buy tickets and what they can and cannot do on site.
- Know who is working on site and check they are legitimate.
- Record details of incidents in an incident log.

For more information on security providers.

<https://www.sia.homeoffice.gov.uk/Pages/home.aspx>

Other useful websites for Event Organisers

<https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>

<http://outdoorartsuk.org/advice-resources/publications-list/>

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