



Wycombe District Council



South Central Ambulance
Trust



Buckinghamshire Fire and
Rescue



A Guide For Event Organisers

Event Safety Guide

**Wycombe District Council
Safety Advisory Group**

Contents

	Page
Introduction	3
Planning an Event	
Preplanning	7-8
Detailed Planning	9-13
Final Preparations	13
Closing the Event	15
Appendices	
Appendix A Ten Tips	16
Appendix B Contacts	17
Appendix C Publications	18
Appendix D Risk Assessment	19-21
Appendix E First Aid	22
Appendix F Insurance	23
Appendix G Road Closure	24-25
Appendix H Emergency Planning	26-27
Appendix I Food Safety	28-29
Appendix J Noise Control	30-31
Appendix K SAG Information Form	

1. Introduction

Wycombe District Safety Advisory Group (SAG) provides this guide for organisers of public events in the District. Safety Advisory Groups are formed, not to take over the planning of events, but to coordinate and focus the advice and intervention of the members of the group leading up to organised events.

Members of Wycombe District Safety Advisory Group include Thames Valley Police, South Central Ambulance Trust, Bucks Fire and Rescue Service, Wycombe District Council and Buckinghamshire County Council's Transport for Buckinghamshire. Representatives of adjacent local authorities or emergency services may be invited to attend or comment on events planned in Wycombe, as necessary.

The objective of the group is to coordinate the risk assessment and preplanning to ensure public events are safe for exhibitors, performers and visitors, and that ingress and egress from the event, including highways and public transport issues are included in the planning process.

Entertainment events vary enormously in size, character and risk. This guidance is intended to set out the broad themes applicable to most situations. As a result not all of the advice will be appropriate to every event and organisers of large or complex events may need to seek more specialist advice and assistance.

Whether you are a volunteer organising a community event or a promoter planning a large event the hope is that this information will provide a basis for organising a safe event.

Principles

This guide sets out the basic principles of good safety planning; more specialist advice may be required along the way. Included are examples of good practice, forms, safety checklists and references for additional advice.

What is an Event?

There is no single definitive event description however the following may help to describe events: - an event in this context is usually a single instance with a commencement and finish date. The event may change the normal use of the premises; often but not exclusively held outdoors, may include temporary structures or buildings erected specifically for the purpose.

Excluded are gatherings, entertainment and so on, held in permanent buildings on a continuing basis. So for instance this would exclude most cinemas and theatres and clubs going about their normal business.

A special event may also include premises used for similar purposes on a smaller scale but with unusual attendance or heightened risks, such as an amateur football club drawn to play a home match in the FA cup with a normal Saturday capacity of 200 meeting a club with a greater following.

Typical examples of events include:

Local community events: Fetes, Fairs and Street parties.

Wider interest events: Music festivals or concerts open air theatre Marching Bands.

Sporting events: Horse Shows, World Championships, Olympic events

Trade shows: Car Shows, Agricultural Shows, Caravan/Camping Shows.

Special interest: Dog Shows, Large Company Parties, Historic re-enactments.

Others: Firework displays, Processions, Marches, Carnivals, Religious Festivals

Risk Based Approach:

The initial task is to identify the potential hazards associated with an event then to assess those hazards, with a view to reducing the 'risk', i.e. the likelihood.

- A hazard has the potential to cause harm
- Risk is the likelihood of that harm being caused

The following factors and questions are an example of some of the issues that should be identified at the early planning stages of an event and that are contributory to the level of risk inherent with a given event:

- Where attendance is expected to be in excess of 500 persons.
- Demographic profile, e.g. high numbers of elderly or children mobility impairment.
- Is alcohol available as part of or ancillary to the event?
- What are the transportation issues? E.g. how will people arrive; large numbers of cars available public transport?
- Are the site conditions suitable? E.g. consideration of the topography, Is the ground capacity suitable for a given weight? Are there risks of subsidence? Can a heavy appliance negotiate the given terrain?
- Will adverse weather, rain, snow, winds or extreme temperatures be an issue?
- Does the event organiser need to consider mechanical hazards (e.g. compression equipment), temporary structures and stands?
- What traffic requirements will the event require? Is it on site or will it incorporate a procession. How will this interact with pedestrians? Will road closures be required?
- Will special lighting be a feature? E.g. crowd lighting, special Lasers security and emergency lighting.
- Will the event propose Inclusion or use of dangerous creatures or large animals (e.g. Circus lions, or elephant rides)?

And don't forget the competency factors:

- Over confidence "We have never had an accident before."
- Complacency - "people don't drown in shallow water."
- Ignorance "I use the same risk standard assessment for all my events!"

What is the SAG?

The Safety Advisory Group (SAG) for Wycombe is a meeting of the emergency services and Council representatives including Thames Valley Police, Buckinghamshire Fire and Rescue Service and the South Central Ambulance Trust. Also represented are, Emergency Planning Officers, Environmental Health Officers

and Licensing Officers from Wycombe District Council and Transport for Buckinghamshire Officers of Buckinghamshire County Council.

Meetings are arranged to consider forthcoming events and to give advice to organisers. The group's main objectives are:

- To promote safety and welfare at events;
- To promote good safety and welfare practice in event planning and: -
- To assure that well planned events in Wycombe have minimal adverse impact.

To achieve these strategic objectives we will:

- Act as the first point of contact for anyone organising an event to which the public are invited.
- Assess Notification form, risk assessment checklist and nominate an event safety officer.
- Completed forms will be circulated to members for assessment and possible action.
- Members of SAG provide advice and guidance on their specific areas of responsibility to the organiser and other agencies involved.
- If necessary members of SAG meet with the organiser.
- The chair of SAG keeps written records of meetings and ensures actions arising are clearly documented.
- In some circumstances some members of SAG will monitor events to ensure standards are maintained.

The SAG is a non-statutory function and all comments and observation made are always advisory. Organisers do not have to attend SAG meetings, submit information or follow SAG's advice. However, each of the constituent members is acting on behalf of their own regulatory authority and may use the advice of the group to support and justify independent enforcement of conditions.

The SAG is not a licensing panel and the events considered do not necessarily require a specific license. Advice regarding licensing is included in the appendix but for specific advice the Licensing Team at Wycombe District Council should be consulted directly.

The role of the SAG is limited to providing advice; it does not for example undertake risk assessments, prepare safety or traffic management plans for an event.

The advice provided will only relate to the immediate knowledge of the members of the group, based on recognised Standards of good practice.

The SAG has limited time and resources, therefore, to ensure that these resources are well used, events judged to represent a low risk might not be considered in any detail. However, only rarely will SAG not be able to be of some assistance.

A form outlining the information to be submitted to the SAG is included in the Appendices. Please send the form by email whenever possible.

On occasion the arrangements for an event may be judged so poor or the potential for harm so great that the group cannot support the event. If this happens, the reasons will be set out in a letter to the event organiser. It is hoped this will be rare and is only advisory but failure to satisfy the local SAG may affect insurance

arrangements and should be checked with the insurance provider. Formal enforcement by an individual representative of the SAG cannot be entirely ruled out.

Further Information:

Chairman:

Neil Stannett
Environmental Health Manager
Wycombe District Council
Queen Victoria Road
High Wycombe
Bucks
HP11 1BB

mailto:environmentalhealth@wycombe.gov.uk
tel: 01494 461000

For additional contact points, please refer to appendix B and C

2. Planning an Event

2.1. Preplanning

Detailed planning and preparation are the essence of hosting a safe and successful event. The scale of the event will dictate the level of detail and formality dedicated to the risk assessment process. However, things may escalate as the event nears and without at least considering the following at an early stage the task will quickly become overwhelming:

Where? Consider any known issues relating to the venue you have chosen adequate for the type and scale of proposed event?

- What are the fire hazards? And is means of escape sufficient?
- How will your event impact on the local community?
- Consider transport requirements and road closures.
- How will people travel there? Is there car parking? Alternative transport?
- Is the venue suitable for the event and the attendees
- Consider existing hazards, water hazards, overhead power lines etc.
- How will attendees and participants leave in an emergency?
- How will Emergency Services gain access?

When? You will be planning well in advance so although conditions at the time can't be predicted you there are a number of issues you can consider:

- The likely weather and ground conditions due to time of year.
- How will you cope with extreme weather conditions at an outside event?
- The date and day of the week, schools, festivals and other known events?
- Time of day will people arrive in the light and leave after dark?
- How will the date and time affect or be affected by noise congestion
- Your event should not clash with other major events in the area.

Who? You will need to consider the attitudes and abilities of the attendees at the event:

- What are the aims of the event?
- Are there issues relating to groups likely to attend, such as young children, teenagers, the elderly or disabled?
- Are specific facilities required to accommodate a range of abilities?
- Are additional stewards required to ensure adequate safety standards?
- Is additional space required for activities or respite?

What? Consider the activities planned.

- Specific hazards such as animals or water sports?
- How big is the event likely to be?
- Will an entrance fee be charged at the gate?

Equipment Hazards. Machinery and equipment associated with certain events brings its own hazards consider any equipment likely to be on site:

- Will any specialist equipment such as cranes, cages, gantries etc. be used?
- Will this equipment create a specific hazard?
- Will it need barriers and if so does this affect the means of escape?
- Who inspects stands and equipment? Consider certificates of erection by a competent person.

Fire Safety Arrangements. Consider the arrangements in place to prevent fire and the action/access arrangements in the event of fire. Formalise the fire safety risk assessments and agree a plan for your particular event with the Fire Service well in advance. Issues to consider may include: (See appendix D for more information)

- Site layout
- Tented structures
- Means of escape
- Fire fighting equipment
- Fire alarms
- Lighting
- General fire safety
- Training and availability of safety staff

Codes of Practices. For larger events you will need to comply with guidance particularly:

- *Codes of Practice for Outdoor Events* from the National Outdoor Events Association [[http:// www.noea.org.uk](http://www.noea.org.uk)] Tel: 0208 669 8121, advice on training barriers traffic and general safety practices.
- *The Event Safety Guide* from the HSE. HSE Books [<http://www.hsebooks.com>]

Welfare arrangements. Make your best estimate of the number of attendees consider the event duration and assess the need for facilities and servicing.

- Sanitary facilities (refer to the event safety guide and minimum provision as laid out in BS 6465: Part 1 1994)
- All facilities will need to be checked for adequacy prior to and maintained during the event.
- Potable water supplies readily available for drinking water will be necessary.
- Consider adequacy and standards of any refreshment and other facilities.
- Provision also needs to be made for lost and found children, missing persons, baby changing and lost property.

First Aid and Medical Provision. As the Event Organiser you will need to carry out a medical risk assessment, taking into consideration such things as:

- Activities
- Numbers
- Types and age groups attending
- Access and egress,
- The site and permanent/temporary structures,
- Health, Safety and Welfare issues including extreme conditions and crowds.
- Provision of adequate resources (e.g. First Aiders, Ambulances, Paramedics etc.) Refer to guidance in the Event Safety Guide and Guide to Safety at Sports Grounds.
- Competency of the provider, training resourced to meet your specific needs etc. Emergency medical provision for the event should not rely upon the Emergency Services, however you should seek advice from South Central Ambulance Trust.

Permissions and consents. You should find out what licences and permissions you are likely to require at an early stage and how far in advance you will need to apply Consider

- Licensing Act 2003
- Road closures.

- Securities industry Act 2001

Once you have a list work out a timetable and how to apply and apply early to avoid disappointment.

2.2. Detailed Planning

As the event details take shape you will need to consider the detailed practicalities for the event to bring everything together and establish a detailed plan.

Organising the event

You will need to be organised and seek the help of others and maintain a written record of all of the arrangements in the form of an up to date event plan.

Event plan. Draw up and maintain a comprehensive event plan. This should include all your health and safety arrangements. Once you have resolved all the issues below, keep records of the decisions and proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Committee. Most events are the product of group effort, identifying specific responsibilities for all committee members is essential to avoid overload appoint:

- An event manager: responsible for liaison with other organisations including the local authority and the emergency services.
- A Health and Safety Competent person with suitable experience given overall responsibility for health and safety issues.
- A co-ordinator responsible for the supervision of stewards and resources.

The committee should be set up prior to the event and continue to meet until a post event debrief has been completed.

Liaison. Contact the emergency services, the Council and first aid providers individually or via the SAG. (See notification procedure and form attached).

- Explain your proposal and seek advice.
- Establish what additional information is required regarding specific activities.
- Contact any other authorities relevant to your event.

Site plan. Draw up a formal plan including the location, access points and location of all activities, attractions and facilities. Designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

Emergency plan. A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. For larger events you may need to liaise directly with the emergency services, local hospitals and the local authority emergency planning officer and highways authorities. This may mean setting up a specific working group to consider all potential major incidents and how you would deal with them. You will also need to consider who will manage the emergency and liaise with the Emergency Services should an emergency occur. You will also need to ensure that all those involved in the event are aware of the Emergency Plan and what to do. This plan should be submitted to the SAG for circulation to the members.

Temporary structures. Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. 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. The standards for lighting, emergency lighting, and ingress/egress remain the same for temporary and permanent structures. Organise any special consents you may need from the relevant authority. See appendix H for more emergency planning guidance.

Catering. Only commission professional caterers registered by their local authority, if you are planning to cater the event yourself using volunteers ensure that a member of the committee is tasked with seeking and disseminating hygiene and safety advice via the Environmental Health and Trading Standards Services.

- Site catering facilities sensibly, away from attractions such as children's activity areas and near to water, drainage and power supplies etc.
- Ensure adequate space is left between catering facilities and that grass areas are kept short to prevent any risk of fire spread.
- Obtain food hygiene certification from vendors and caterers.
- See appendix I for checklist

Stewards. Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements.

- Written instructions including sufficient copies of site plans, emergency procedures and checklists should be provided to them.
- Stewards must stand out and be easily identified by attendees.
- They must be fresh and properly equipped with appropriate personal protective clothing such as hats, boots, gloves or coats and torches, consider a duty rota for longer events.
- Effective communications between stewards and supervisors are essential.
- The Health and Safety Competent person must have means to contact stewards.
- All stewards should be properly trained and competent, they will need to be aware of and able to respond to hazards that could develop during the event.
- They should also be prepared to guide vehicles, clear emergency exits, and sort out any behavioural problems.
- Specific training should be provided for basic first aid assistance and fire fighting.

Remember only the Police have the authority to regulate traffic on the public highway.

Crowd control. The type of event and the numbers attending will determine the measures needed. Consider the number and positioning of barriers, and the provision of a public address system(s). *Refer to the Event Safety Guide.*

- Numbers attending. The maximum number of people the event can safely hold must be established. This may be reduced dependent upon the activities being

planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors. It will also be necessary to establish a crowd profile to assist in stewarding and crowd control.

Accidents, First Aid and Medical Provision. Medical Services are extremely busy and should be booked well in advance of the Event. Ensure that the Medical Services provider has a “Duty Order” detailing the operation of services for the event and a Contingency Plan for Major Incidents. These Plans may require validation and approval by the statutory NHS Ambulance Trust.

If an accident does occur record the names and addresses of everyone involved and witnesses. Photograph the scene as it is and a report completed. An accident form should be completed and a copy sent to the landowner, your own insurance company and where appropriate a formal report should be made to the Local Authority or HSE. See appendix E for more information.

Lost and Found Children. Plan for a lost and found children’s point. This area should be supervised by appropriately trained and CRB cleared people.

Provision for Those with Special Needs. Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

Security. Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

On-site traffic. Access for emergency vehicles to all areas should be maintained throughout the event. Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.

Off-site traffic. Unplanned and uncontrolled ingress and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with Transport for Buckinghamshire Officers and the Police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the County Council.

Road Closures/Diversions. Any functions that require a road closure or diversion may need a Road Closure Order from the relevant Highways Authority. You will need to allow at least **12 weeks**. More detailed information at appendix G.

Alternative Transport. The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. Temporary Park and Ride facilities may be required and should be considered in all cases to reduce congestion.

Contractors. All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Where the functions they undertake are covered by safety certificates ensure you are provided with a validated copy. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

Performers. Ensure all performers have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them well in advance and ensure they will comply with your health and safety rules and event plan.

Facilities and utilities. Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety. Where events are taking place outside, use residual current circuit breakers and if possible step the power supply stepped down to 110volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum and secured in designated areas away from the general public and sources of ignition. The same should apply to any fuel supplies for powered equipment or portable generators etc. Generators should be suitably fenced or barriered against public access. All these arrangements should be clearly shown on the site plan.

Contingency plans. Consider the implications on the event of extreme weather conditions. Will the event be cancelled? How will vehicles and pedestrians move around? Could specialist matting be hired in at short notice? Could the event be moved to an alternative inside venue? This will involve a preplanning and may only be practical for small events. Consider other scenarios crowd disturbance, cancellation etc.

Noise Management Policy Consider the potential for noise from the event to affect neighbouring residents. This may be due to:-

- Deliveries, load in and load out arrangements;
- Pre or post event 'parties' or staff 'get togethers';
- PA announcements;
- Use of loudhailers etc
- Fairground attractions or other attractions;
- Noise from venues and stages;
- Noise from amplified /recorded/live music and karaoke;
- Sleep disturbance;

- Acoustic integrity of venues;
- Use of fireworks (authorised and non - authorised);
- Parties in camping areas;
- Use of generators and other machinery;
- Attendees of the event (inside and outside the event);
- Noise from cars arriving (taxis) and leaving the premises.

It is recommended that a Noise Management Policy is written which will identify potential noise sources and the way in which the impact on neighbours will be minimised and monitored during the event. This may include the following:-

- Noise monitoring resources - patrols of area;
- Sound limiting devices;
- Sound insulation works - including keeping doors and windows closed;
- Speaker/stage orientation;
- Self imposed noise level limits within the site and at the boundaries of noise sensitive properties
 - DJ or manager to request patrons leave quietly.
 - Music volume reduce to allow for winding down period half an hour before end of evening
 - Should music volume be turned down at 11.00pm
- Employment of sound experts to analyze technical matters.
- Noise levels from persons leaving the premises.
- Should people be asked to wait inside until taxis arrive. No use of car horns and car radios whilst in car park. Signs
- Glass not be removed from premises between the hours of 9pm and 9am
- Manned phone line for complaints from residents
- No drinking and music outside from 11.30pm
- Ensure lighting outside does not cause a nuisance to local residents

Clearing up. Arrangements will be needed for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site.

Risk assessments. Undertake a comprehensive risk assessment - see guidance appendix D. Your risk assessment will be the key document to ensuring the safe planning of your event.

Timescale. Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. You may need to allow time for licenses to be granted. The earlier planning commences the better, as a minimum you should allow 12 weeks. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

2.3. Final Preparations

Just prior to the event carry out a detailed safety check including:

Routes. Walk the planned ingress, egress and circulation routes within the site to ensure they are prepared and clear. Pay particular attention to emergency routes.

Inspections. A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists (examples below) should be retained for future reference as a record of your attention to safety.

Siting. Make sure that all facilities and attractions are correctly sited as per your site plan, if not relocate or amend all copies of the plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place where they are expected to be. Check waste bins are in their correct locations.

Signage. Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, fire points, information and lost/found children points and other welfare facilities such as toilets and drinking water.

Vehicles. Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

Structures. Ensure all staging, seating, marquees and lighting structures have been completed safely and that certification has been obtained from the relevant contractors as a record of this.

Barriers. Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

Stewards. Make sure that all staff have arrived and are in their correct location. And are fully briefed, check stewards are wearing the correct clothing for easy identification and their communication systems work.

Lighting. Check all lighting is working, including any emergency lighting.

Public information. Make sure the public address system is working and can be clearly heard in all areas without causing excessive off site noise.

Briefing. Provide a short briefing to staff before commencement.

2.4. Closing the Event

Site condition. After the event, another inspection should be carried out to make sure nothing has been left on the site that could be hazardous to its future use. This inspection should also identify any damage, which may have been caused during the event. If any structures are left overnight, ensure they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.

Accidents. If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the landowner. A sample accident reporting form is included in the pack. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place. Report any accidents to the Council.

Claims. Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.

Debrief. After the event bring the committee and available staff together so that any lessons learnt can be discussed and recorded. (A form is included in the pack and should be sent to the Safety Advisory Group). The Safety Advisory Group may also meet to consider the lessons learnt particularly for larger events.

Appendix A

10 Tips for Safe Events

1. **Plan well ahead:** Prepare and rehearse for safety and welfare at least six months before. Larger events or those with high risks may need a year to plan. Know your site and get any consents or licences well in advance.
2. **Appoint a Safety Officer:** Choose an experienced person to be the Safety Officer on the organising committee. Ensure the person chosen has seniority and enough standing to make things happen and make safety their only job.
3. **Take Expert Advice:** Get independent safety advice at an early stage and, if necessary, set aside funds to pay for it. Seek out those with a proven track record in safety for your type of event. Have them check your plans, your risk assessments and have them test your assumptions.
4. **Contact the Agencies:** Contact the Fire, Police and Ambulance Services. Local Authority Environmental Health, Licensing, Emergency Planning and Bucks County Highways Department. Make sure each agency knows your plans and get their advice at an early stage.
5. **Contact SAG:** The Safety Advisory Group brings all the emergency services and council officers together and will ensure that your information reaches the right people. For a larger event the group may ask you to give a presentation and meet with the group.
6. **Complete a written Risk Assessment:** Get your Safety Officer to draw up a proper risk assessment together with a fire based risk assessment. Have it checked, tested and get advice from SAG.
7. **Plan for Traffic:** Consider traffic movement before, during and after the event. Take advice from the Police and Transport for Buckinghamshire Officers about traffic into and through the site, temporary road closures and parking orders. Have professional parking control. Consider other forms of transport shuttle buses. Consider other events on the same day and nearby road works.
8. **Plan for Emergencies:** Draw up evacuation plans. Make sure the emergency services can get in and around the site. Plan for extreme circumstances like unexpectedly high numbers of people, excess rain and winds, heat or cold.
9. **Appoint and train Stewards:** Get advice on the number and training of stewards needed. Make sure they are well briefed, easily identified, have good communications and are not doing anything else.
10. **Respect your Neighbours:** Plan from the outset to make sure your event causes the least possible impact to those living in the area. Pay special attention to noise, parking and trespass.

Appendix B Contact for events in Wycombe

NAME	FUNCTION	POSTAL ADDRESS	TEL NO	E-MAIL
Thames Valley Police	Traffic Enforcement Local Policing Provision of Police Officers Public Safety	Police Station Queen Victoria Road High Wycombe Bucks	01494 686027 01494 686156	bucksops@thamesvalley.pnn.police.uk
South Central Ambulance trust	First Aid and Medical Public Safety	South Central Ambulance Trust The Hunters Buckingham Road Deanshanger Milton Keynes MK19 6HL		
South Central Ambulance Trust	First Aid and Medical Public Safety	South Central Ambulance Trust The Hunters Buckingham Road Deanshanger Milton Keynes MK19 6HL	01908 262422	
Bucks Fire and Rescue Service	Fire Safety Enforcement, Promotion, Fire Fighting and Public Safety	Fire Safety Department Marlow Fire Station Parkway Marlow SL7 1RA	Phone 01628 470640 Fax 01628 470649	awalker@bucksfire.gov.uk
Buckinghamshire County Council: Transport for Buckinghamshire	Road Closures Traffic Management Signing the event on the highway	Streetworks Team Leader Transport for Buckinghamshire, 10 th Floor, County Hall, Walton Street, Aylesbury, Bucks HP20 1UY	0845 2302882	events@buckscc.gov.uk
Wycombe District Council	Environmental Health Food Safety Public Safety Health & Safety Noise Control	Environmental Health Council Offices Queen Victoria Road High Wycombe Bucks HP11 1BB	01494 461000	environmentalhealth@wycombe.gov.uk
Wycombe District Council	Licensing (Entertainment, Public Safety, Alcohol)	Environmental Health Council Offices Queen Victoria Road High Wycombe HP11 1BB	01494 461000	licensing@Wycombe.gov.uk
Wycombe District Council	Parks and Recreation (Enquiries about booking Council land)	Leisure Council Offices Queen Victoria Road High Wycombe HP11 1BB	01494 461000	groundsmaintenance@wycombe.gov.uk

Appendix C Publications

Title	Author	ISBN
Managing Crowd Safety	HSE	071761834X
The Event Safety Guide	HSE	0717624536
Guide to Fire Precautions in Existing Places of Entertainment and Like Premises	HMSO	0113409079
Open Air Events and Venues	HM Government	139781851128235
Small & Medium Place of Assembly	HM Government	13978851128204
Managing Crowds Safely	HSE	071761834X
The Guide to Safety at Sports Events (The 'green' guide)	HSE	
Working Together on Firework Displays	HSE	0717608352
Giving Your Own Firework Display (How to run and fire it safely)	HSE	0717608360
Code of Practice for Outdoor Events	National Outdoor Events Association (You will need to call them on 0208 669 8121 to obtain a copy)	
Code of Practice on Environmental Control at Concerts	Noise Council	0900103 51 5

There is also a useful HSE website to search for relevant books on, which is <http://www.hsebooks.co.uk/homepage2.html>

Noise Council:

[The Chartered Institute of Environmental Health - Noise Council](#)

You can also contact the HSE on their hotline: 08701 545500

HSE Books PO Box 1999 Sudbury Suffolk CO10 6FS

Tel: 01787 881165

Fax: 01787 313995

Appendix D Risk Assessment Guide

What is risk Assessment?

- Nothing more than a careful examination of what might cause harm to people (Hazard) and what chance that someone may be injured (Risk)

Where do I start?

- Do not try and over-complicate the assessment. Follow these steps:
- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether any existing precautions are adequate or whether more could be done
- Record your findings
- Review your assessment and revise as necessary

An example of one form of risk assessment can be found on the next page.

- Each attraction within an event should be separately risk assessed.
- All contractors on site should also carry out their own risk assessment. You should ask for a copy of this prior to the event and retain a copy for future reference.
- Be aware that specialist events may require specialist guidance
- Information regarding risk assessment can also be obtained from the Health and Safety Executive (HSE) publications at HSE Information Centre, Broad Lane, Sheffield, S3 7HQ Tel: 0845 345 0055

Fire Based Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 came in to force with effect from October 2006. It is compulsory that a fire based risk assessment is carried out for every event held in our district. Information and online Fire Risk Assessments could be found on the following website: - www.communities.gov.uk under Fire and Resilience, Fire Safety and Guidance, Fire Safety Law or for a self assessment of compliance could be found on www.bucksfire.gov.uk under Fire Safety. It is important to have this document with you at the time of the event and it should be produced when required. Failure to produce this document could have severe consequences if the event is found to be a potential fire hazard putting the public at risk could result in the event being shut down.

The Fire Service would not attend an event to cover for any risk as it is up to the event organiser to put in place any preventative measures.

Event Risk Assessment Guidance Form

Event: Date of Event: Venue: Organiser:

Hazards Identified	Persons at Risk	Risk Factor (High Medium Low)	Measures required to control the Risk	Action to be taken	Date Completed and Signature

Name of Assessor (Printed)

Nature Date

Appendix E First Aid and Medical Cover

The Event Safety Guide (HSG 198) specifies the definition of a First Aider as:

“ A ‘First Aider’ is a person who holds a current certificate of first-aid competency issued by the three voluntary aid societies (or certain other bodies or organisations); St John Ambulance, British Red Cross Society or St Andrew’s Ambulance Association. The first aider should have prior training or experience in providing first aid at crowd events.

Note: The completion of a ‘Health and Safety at Work’ or four day ‘First Aid at Work’ course does not necessarily qualify a person as competent to administer first aid to members of the public”

Unfortunately the guidance is not specific about what “certain other bodies or organisations” means. It also specifies that:

“ First Aiders, ambulance and medical workers should:

- be at least 16 years old and not over 65 years old
- have no other duties or responsibilities
- have identification
- have protective clothing
- have relevant experience or knowledge of requirements for first aid at major public events
- be physically and psychologically be equipped to carry out the assigned roles
- Also, first aiders under 18 years old must not work unsupervised”

First Aid at Events is not about having “a mate who does a bit of first aid equipped with a box of plasters”, nor is it necessarily having the company First Aider, appointed under the Health and Safety (First Aid) Regulations 1981, providing services to members of the general public, unless they are competent and comfortable to do so. Public First Aid is a very different scenario to the workplace.

First Aiders should not have other jobs to do as well - for example stewarding or security, although that does not stop stewards or security personnel from being first -aid trained. The question one must ask is if the first aider is doing first aid, who is doing the other job that was assigned to that person?

First Aiders need to be equipped to do the job and have access to a facility in which they can work. Consider Patient confidentiality and dignity.

The best advice is to approach a recognised body that provides such services.

Appendix F Insurance

As the event organiser you will need to arrange insurance cover to indemnify yourself against civil litigation. This is referred to as 'Public Liability Insurance'. The normal minimum cover should be £5million. Seek expert opinion about your particular needs, which may necessitate a greater figure. If the event is to be held on the Public Highway, a minimum of £10million is required.

Ensure your contractors and performers have their own insurance cover.

Consider contacting a specialist insurance broker to arrange the coverage and amount of insurance cover well in advance of the event. Different policies may come with conditions, which may be difficult to meet in practice, and you should take this into account.

If you require a Road Closure Notice, you will need to arrange a minimum of £5 million Public Liability Insurance and must indemnify Buckinghamshire County Council against all third parties. The Council will require proof of this cover in advance.

If you are part of a national charity or a voluntary group, contact your headquarters. You may already be insured or have access to discounted rates.

Consider taking out an insurance policy against bad weather (Pluvius). This is available from specialist brokers and can pay out if bad weather forces cancellation before the event is declared open.

Before you sign any policy, read the small print and check that all your liabilities are covered.

Appendix G Road Closures

Road Closures

This section is particularly intended for organisers with an outside event on or near the highway such as a street party, parade or carnival. Depending on the circumstances the Council may or may not grant closure orders. Clearly it's very important, therefore, to know well in advance. Contact BCC Transport for Buckinghamshire for further advice on how to apply.

Closures likely to apply include: Section 21 'Town Police Clauses Act 1847' used for road closures during special events on minor roads and Section 14 or 16 'Road Traffic Regulation Act 1984'. Both closures You face additional costs for signage and contractor fees. Most road closures for small events will be processed under Section 21.

Section 21 'Town Police Clause Act 1847'

- Used for road closures for specific types of events which only include:
 - Illuminations eg Christmas Light Switch On
 - Processions (minor roads only)
 - National Days of Celebration eg Golden Jubilee

All other events will require a Temporary Traffic Regulation Order (see below)

- There is a twelve week notice period needed to organise the closure.
- The notice is displayed solely on the street to inform people locally of the reasons for closure.
- The organiser is responsible for providing, maintaining and removing all signs and barriers.
- There may be a charge for this type of road closure.
- The organiser will have to provide, maintain and remove road closure signs.
- The Council can provide names of suppliers.
- Temporary signs for closures can only be placed on the highway by accredited personnel

Section 14 or 16 'Road Traffic Regulation Act 1984'

- Used for all types of temporary traffic orders including road closures.
- Used for programmed events that may require any type of restriction. This includes road closures, waiting restrictions, speed limits etc.
- There is a twelve week notice period needed to organise the closure.
- The organiser is responsible for directly informing residents and providing, maintaining and removing all signs and barriers.
- The signing schedule will need to be approved by Transport for Buckinghamshire Officers
- The Authority is likely to charge for applications of this type.

Applying for a Closure Order

Applications for road closures should be made a minimum of 12 weeks prior to the event. This enables us to carry out a risk assessment to identify whether or not your event clashes with other major events or planned road closures. If clashes occur, we may not grant your application and may recommend that you consider an alternative date or venue. Ignoring such advice could seriously affect the safety of

people attending the event and disrupt every day community life. Your insurance cover could also be affected.

You will need to provide full details of the event including timings, streets to be closed and alternative routes. Special requirements such as parking restrictions in or adjacent to the closure should also be highlighted.

Any event on the highway must be adequately signed and the signs must be approved by the Council. Advertising on the Public Highway is not permitted.

A MINIMUM of £10 million Public Liability Insurance is required to indemnify the Authority against all third party liabilities and you will have to include an insurance certificate with the application. Failure to enclose this information will prevent the application being processed.

It is a good idea to consult with the relevant Town or Parish Council, who will be able to provide a valuable coordination function, ensuring that no clashes occur with other local events.

The event organiser must consult with Thames Valley Police to ensure that they are satisfied with the provisions made for safety.

Advice on road closures and requirements should be obtained from the TMA Support Officer, Transport for Buckinghamshire, 10th Floor, Transportation, County Hall, Walton Street, Aylesbury, Bucks HP20 1UY, Tel. 0845 2302882, e-mail events@buckscc.gov.uk

Appendix H Emergency Planning

Emergency Planning is a function of all public bodies to plan and cooperate in the response to and management of emergency situations.

You may consider the response to a major incident lies solely with the Emergency Services, but you should be aware of such events as part of the risk assessment process.

What types of emergencies should be considered?

There are records of past disasters, for example, the Bradford Stadium Fire (1985), Hillsborough (1989) and Collapse of seating at Earls Court during a Pink Floyd Concert, and more locally, a fairground ride collapse at Marlow (2002). There can be other events that can overwhelm your event, large or small, e.g. a horse bolting through a crowd, a tent catching fire or unseasonable weather causing large numbers of casualties due to exhaustion or exposure.

The key to Emergency Planning is **Risk Assessment**. You must try to consider the likely events and assess them but also consider the unlikely.

Points to plan for:

1. **Event location** - Consider the location of your event in relation to services and infrastructure that you may need in an emergency, such as electricity, telephones, water, shelter, proximity to hospitals and availability of Emergency Services. Its better to have them available or nearby.
2. **Access, Egress and sterile routes.** Make sure you have agreed access routes for Emergency Vehicles to and around your event, ideally separate from access routes for the public.
3. **Designate an Emergency Control Point.** Designate a point where members of your event management team and the Emergency Services can meet in

the event of an incident. Ideally this point should be under cover and have electricity and telephone access.

4. **Designate a single point of contact to liaise with any Emergency Services.** Emergency Services will deploy a co-ordinating officer to the scene. You should consider who would be the Emergency Services Liaison.
5. **Brief your stewarding, security, contractors/stall holders and medical staff on procedures to be taken in the event of a significant incident.** Brief them on what their role and actions are. Consider a test exercise prior to opening to the public.
6. **Consider an evacuation plan.** Consider where public and staff should assemble and evacuate to (e.g. a remote car park). Consider evacuation routes, signage and public address systems. Consider pre-prepared messages that are clear and will not alarm the public.
7. **Security.** Are there any VIP's who will require special planning and arrangements? Could your event be subject to any subversive action from an individual or group? If in doubt consider getting specialist advice from Thames valley Police or a specialist event security consultant.
8. **Consider specifying individual and organisational roles and responsibilities in an incident.**
9. **Consider the resources (equipment and people) at your event and how they can be utilised and managed in the event of an incident.**
10. **Plan for dealing with the media.** If an incident occurs plan to deal with local or national media. Pre prepare factual information about your event that can be released immediately (e.g. type of event, number of years running, no of people attending).

It should be stressed that whilst many of these actions may seem to be specific to larger events, correct planning and risk assessment should look at these issues even for small events.

Organisers should consider a section on Major Emergencies as part of their overall Event management Plan. It should also be shared with the Emergency Responders before the event.

Further advice can be sought from

Emergency Planning / Operations Planning departments of the Police, Fire and Rescue Service, District or County Council and Ambulance Services.

General Advice on Emergency Planning

UK Resilience <http://www.ukresilience.info/home.htm>

Emergency Planning Society <http://www.emergplansoc.org.uk/>

Courses <http://www.epcollege.gov.uk/>

Appendix I Food Safety

Event Organiser Checklist - questions that you need to have answers to.

1. Are you aware of the food legislation that will need to be complied with?
 - Seek advice from your local Environmental Health Department.
2. Have you produced a documented Hazard Analysis plan, as legally required? - do your food traders have this?
 - Otherwise known as HACCP (Hazard Analysis Critical Control Points)
3. Do you know the trading details of all food traders operating at the event, including food registration details?
 - This will enable you to provide useful information to Environmental Health.
4. Have you made contact with the home authority of all the food traders operating at the event?
 - Home Authorities can confirm registration details of food traders in their areas and, if you have any problems with traders, you can inform them of any issues you may have with problem traders.
5. Have you finalised the location of each of the food traders and a map to display their locations?
 - Knowing where food traders are operating gives EHO's visiting the site the opportunity to clearly identify each trader and give you feedback on any issues they may have.
6. Are Environmental Health aware of the type of food traders you intend to use?
 - Food inspections are prioritised on a risk basis. Food traders that are preparing high risk foods or using specialist cooking methods score more on the risk rating system than those only handling wrapped produce.

7. Have you made adequate provision for all food traders to be supplied with potable water?
 - It is a legal requirement for food premises to have a supply of potable water. The event needs to be able to provide the traders with such a supply if they don't have their own.

8. Do you know what level food handlers working at your event are trained to?
 - Legislation dictates that food handlers should be trained and/or supervised to a suitable level to enable them to produce safe food. Foundation Level 1. Food Hygiene training is recommended for all food handlers preparing food.

9. What are the waste collection and disposal provisions for the food traders operating at your event?
 - It is recommended that you estimate the amount of food waste likely to be produced and ensure that facilities are such that it can all be housed in secure containers which prevent pest activity, odour or litter.

10. If you have any queries regarding food safety matters you may wish to contact Wycombe Environmental Health.

Appendix J Noise Control

Noise Management Policy - EXAMPLE

Noise Risk	Affected Area	Controls	Monitoring	Action
<p>Noise during setting up & breakdown of event</p> <ul style="list-style-type: none"> • Vehicle movements • Testing sound equipment • Plant and equipment • 				
<p>Noise breakout during event from building/structure</p> <ul style="list-style-type: none"> • Music via structural transmission • Announcements • Customer noise • • 				
Noise Risk	Affected Area	Controls	Monitoring	Action

Noise operations <ul style="list-style-type: none"> • Bottling out, deliveries, and collections. • Vehicle movements • Plant and equipment • • 				
Leaving the premises <ul style="list-style-type: none"> • Vehicle movements • Attendees • • 				
General				