



# **EVENT SAFETY GUIDANCE FOR EVENT ORGANISERS**

**Produced by**

**Sunderland City Council**

**NOTE: This document has been produced to be a guide only and is not intended to be exhaustive or represent definitive legal opinion. Sunderland City Council cannot be held responsible for any omissions, errors or inaccuracies herein. Event organisers should seek independent competent advice where appropriate.**

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## INTRODUCTION

The purpose of this guide is to support the Safer Events Policy and create a consistent approach to event safety requirements and guidance across the region.

This is intended as guidance to those involved in the public safety of events and promotes interagency involvement in the principles of the Safety Advisory Group (SAG) as a means of achieving a safe event.

The guidance can be applied equally to both licensed and non-licensed events. It is not a substitute for existing published technical guidance documents, which exist to ensure, amongst other things, the safety of spectators, performers and staff during events held on Sunderland City Council owned land.

It should be noted that the requirements of the [Health and Safety at Work Act](#) apply to both licensed and unlicensed events, the difference being in the ability to impose more detailed conditions in relation to events requiring licensing approval. However, the successful management of an unlicensed event is often dependent upon the co-operation and planning between all agencies involved.

Safety at events where members of the public, event personnel and volunteers attend is the responsibility of the organiser and/or the owner of the land or property. However, the Safety Advisory Group process will use reasonable endeavours to minimise public safety risks arising from an event.

Anyone considering holding an event should consult '[The Purple Guide](#)'. A guide to health, safety and welfare at events, published by the Events Industry Forum (EIF) for specific guidance around planning, managing and delivering your event safely.

The Health & Safety Executive (HSE) also offer [Guidance on Running Events Safely](#), or if you are organising a voluntary event [you may find this government guidance useful](#)

This guide is not designed to tell you how to run your event but to provide general advice to help you when arranging any type of event. Its main aim is to enable event organisers to improve event safety.

This guide has been designed with you, the organiser, in mind. It aims to cover many of the areas that will need to be addressed when organising an event where members of public are to attend.

An event could include:

- sponsored charity events including walks/fun runs
- dog shows
- sporting events including cycle races/runs
- music events
- Car / caravan shows and similar
- fairs
- fetes
- firework displays
- religious events
- parades

It should be remembered that the Event Organiser is ultimately responsible for Health & Safety of the event. All events, even those in aid of a charity, should follow recognised safety standards.

## **FIRST STEPS - PLANNING**

When planning your event, some of the things you will need to consider include:

- deciding on the venue, location and size
- the contents of the event
- the dates and times it will be open
- whether admission will be free, by pre-sold tickets or by payment at the gate
- estimating the numbers and age ranges of the people expected to attend
- choosing competent contractors
- whether the event requires a licence
- whether the event will require a road closure

Ideally, start organising 9 to 12 months before for large scale events and at least 3 to 6 months for smaller events. This will give you time to carry out risk assessments and obtain specialist advice where necessary. It will also allow time for the statutory authorities (i.e. police, fire, ambulance services, the council (on many occasions the landlord) and the voluntary organisations (i.e. first aid providers) to make their arrangements, especially if they need to attend the event or if you are hiring equipment i.e. marquees, generators, fencing, seating, staging etc.

### **Where?**

- Is the venue you have chosen adequate for the proposed event?
- Is it large enough for all the activities you have planned?
- Are there any hazards on the site?
- Is it large enough for the numbers of expected people?
- Will there be enough room for stallholders, caterers, stage etc?
- Is there adequate car parking or public transport links?
- Is the site suitable for the amount of vehicles attending the event?
- Consider disabled access, facilities and car parking.
- Could the event affect the residents and the local area?

Consider:

- Influx of people and car parking
- Suitability of the local roads
- Access routes for the emergency services
- Nuisance to local residences (Noise complaints)

## **When?**

The time of year could affect your event –

- Weather conditions (rain, wind, snow, fog, extreme heat)
- Site conditions (waterlogged, muddy, icy, surface too hot if concrete or tarmac)

To ease local travel, you could consider –

- Day of the week
- Time of the day
- School Holidays

The summer period is a busy time of the year with many events taking place. If you leave it too late, the event space may already be booked or hire companies i.e. marquee companies, toilet providers, entertainment companies etc. may already be fully booked and committed.

## **What?**

- What is the aim of your event?
- What food stalls, stands, attractions and displays do you want?
- Do the activities suit your target audience?
- How many people do you want to attend?
- Are there rides requiring specialist equipment?
- What sanitary facilities do you need?
- What licences, if any, do you need?

## **ORGANISER / ORGANISING COMMITTEE**

The event organiser or committee will have responsibility for the smooth and safe operation of the event.

### **Event Manager**

One person should be in overall charge of the event.

### **Event Safety Officer**

A suitably competent person should be appointed to act as the Event Safety Officer for the event with responsibility for safety matters (though overall responsibility for the event remains with the organiser/organising committee).

This person should be trained or have experience or knowledge of safety matters appropriate for the event. You must take into account the size and nature of the event and the possible level of risks when selecting someone.

Someone with personal experience and knowledge may be adequate for a small event. For large or complex events you may need professional help and advice.

During the event the Event Safety Officer or a nominated deputy should:

- Arrange for a check of the safety arrangements to be made before the event is opened, including that all emergency exit routes are clearly sign posted and unobstructed.
- Be on site at all times.
- Be easily identifiable as the Event Safety Officer and in a known location such as in event control.
- Have the means to communicate with the people responsible for activating any part of the contingency arrangements.
- Not be engaged in any other duties that would detract from the role.
- Have the authority, if necessary, to close the event or part of it at any time.
- Monitor the continuing safety of the site throughout the event, paying attention to structures, barriers, electrical supplies, installations and other equipment provided.

The Event Safety Officer and Event Manager may be the same person for smaller events, but for larger events these should be separate roles.

### **Steward Supervisor**

Enough identifiable Stewards to cater for the site, size and nature of the event must be provided, with one person being nominated as Steward Supervisor. It is essential that all Stewards are adequately briefed as to their roles and responsibilities. It is not the role of the Police to provide Stewarding at events, nor to provide training to Steward personnel.

It is imperative that Stewards and organisers are able to communicate effectively. Just as important is communication with the public.

A general guide on the duties of Stewards can be found in [Appendix 1](#)

### **Other Staff**

Everyone with a specific responsibility before, during and after the event should be named and have their responsibilities clearly identified and be appropriately trained.

Everyone assisting during the event should be fully instructed in their responsibilities and what action to take in the event of an emergency.

Once the responsibilities are allocated, a list should be added to the event management plan to show allocation of duties.

## **WHO TO CONTACT PRIOR TO THE EVENT**

### **Sunderland City Council Safe Events**

The City Council Chair the Safety Advisory Group (SAG) who review all applications for events on Council owned land, highways and footpaths. You should [contact the Safe Events Team](#) at the earliest opportunity for advice and guidance on your proposed event

### **What / Who is the Safety Advisory Group (SAG)?**

The SAG deals with safety at public events.

The core members of the SAG comprise of officers from all the emergency services (Northumbria Police, Tyne & Wear Fire and Rescue Service, North East Ambulance Service), Council Services (Building Control for structures, Environmental Health (Safety & Food), Environmental Services, Licensing for bars or street trading, Network Operations for roads/adopted highways, Emergency Planning etc.).

When dealing with the application, the Chair of the Group may also invite the Event Organiser and/or other people to attend the SAG meeting.

SAG's main objectives are:

- To promote high levels of safety and welfare at events by giving advice
- To promote good practice in safety and welfare planning for events
- To ensure events cause minimal adverse impact on the local population and surrounding infrastructure
- To determine whether an event can take place on council land

Its purpose is to meet regularly to consider forthcoming events and to give advice to organisers. All comments and observation made by SAG are advisory. However, each of the constituent members has their own regulatory role and may exercise their powers independently.

## **PRODUCING AN EVENT MANAGEMENT PLAN**

Where necessary event organisers should produce an Event Management Plan so the SAG members can give consideration to the proposal.

The plan should include;

- A statement detailing the structure for event organisation, management and safety
- Aims and objectives for the event
- Event risk assessment – to include:
  - Areas of potential harm to people
  - The seriousness of the potential for harm
  - The provisions that are being made to minimise the risks to public safety;
  
- Details of the event
- Site safety arrangements
- Crowd management arrangements
- Transport management arrangements
- Emergency / Contingency arrangements;
- Welfare arrangements;
- Security arrangements;
- Medical and first aid arrangements;
- Communications arrangements
- Lost and found vulnerable persons procedure

### **Site Plan**

First, draw up a site plan of the site/venue. This can be a sketched plan, preferably to scale, showing the entire site, routes in and out for cars, people and emergency services. The plan should then show (if applicable):

- stalls, rides, attractions
- arenas
- stages
- stewarding points
- first aid points
- lost and found persons point
- location and type of fire fighting equipment
- evacuation points/route
- access & egress for emergency vehicles (to be kept clear throughout the event)
- car parking

The site plan should be updated with any refinements and amendments. It is recommended it is kept easily accessible at the front of the Event Management Plan. The plan should also include:

- Location plan showing venue in relation to nearby villages/properties
- Organisational structure including responsibilities, telephone numbers and emergency numbers during the event
- Copies of all electrical/safety certificates, public liability insurances (both the organisation and where applicable, those held by different operators during the event)
- Risk assessments for each element of the event (some operators may provide you with a copy of their risk assessment which should also be held in the event management plan)
- Details of duties and areas of responsibilities for Stewards (including their responsibilities in the event of emergency evacuation)
- Emergency / Contingency Plan
- Copies of all licences / consents required for the event
- Details and type of fire fighting equipment (these should also be included in the plan of the premises.
- Event checklists.
- All other documentation as required.

The plan should be kept updated at all times and kept in the control of nominated persons, with a copy of the final Event Management Plan being sent to [Safe Events](#) for distribution to the SAG members. A copy should be kept at the event for reference if necessary.

## **THE SITE & FACILITIES**

The site/venue should be large enough for the activities planned. Make sure there is plenty of room for the public to move safely between stalls, rides, performances, stage, arena, exhibition areas etc.

It is especially important at indoor events to prevent the obstruction of exit routes and doors and to check that fire exits are operational.

### **Outdoor Sites**

Bear in mind that outdoor events can be costly to organise as you may need to provide site services such as toilets, catering, changing facilities and emergency lighting. If the event is ticketed you may also need to fence and steward the area.

Check that:

- The site will be suitable in all weathers
- Any staging or structures will be safe in bad weather.
- There are no slip, trip or other hazards to the public.
- Adverse weather will not cause any additional hazards (or any hazards caused by the weather can be managed)

- There will be suitable lighting, including emergency lighting, if the event will continue after dark.
- There are no obvious hazards on the site and surrounding areas like overhead power lines, stored chemicals or machinery, trees, unfenced holes, steep drops between ground levels, ponds/water, contact with animal faecal matter from farm stock.

Make sure any construction work and vehicle movements that take place during site setup and de-rig are supervised and protected by suitable barriers.

### **Public Entry/Exit – Car Parks/Vehicles**

- Arrange separate vehicle and pedestrian entrances/exits to the site.
- Arrange entrance queues so they do not obstruct vehicle access or road junctions.
- Make sure the entrance / exits are accessible and suitable for prams, pushchairs and wheelchairs.
- Ensure the entrance/exits are appropriately signed.
- Make sure the entrance is well stewarded and an accurate form of counting used to prevent overcrowding.
- The exits must be kept free from obstructions and be well lit if the event is likely to last after dusk.
- Keep car parking well away from the pedestrian areas of the site. The parking area should be clearly signposted and do not permit vehicles to park anywhere else.
- Provide stewards (with torches if necessary) for the car parking areas.
- If the area to be used for car parking is a field or similar, ensure the grass / hay / straw is cut and removed prior to the event.
- Except for emergency purposes, ensure no vehicle movement in the public areas of the site during the event or as the public are leaving

### **Emergency Access**

**YOU MUST KEEP THE EMERGENCY SERVICE ENTRANCES, EXITS AND ROUTES WITHIN THE SITE CLEAR FROM OBSTRUCTION AT ALL TIMES**

## **Safety Barriers**

Decide if you need to provide barriers around attractions, displays or equipment to protect the public and to prevent unauthorised interference. Take into account the presence of the public, particularly children.

You may decide that barriers are required for:

- Stages and platforms
- Remote radio-control demonstrations
- Displays involving machinery or vehicles
- Bar areas (to demarcate the licensed area)
- Hazards i.e. generators

If barriers or fencing is used it must be capable of withstanding any reasonably foreseeable loading. The design must be suitable to contain and protect people, including small children.

## **Temporary Demountable Structures (TDS)**

Many events will require temporary demountable structures such as staging, tents, marquees, stalls etc. Your event infrastructure may also be subject to [Construction \(Design and Management\) Regulations \(CDM\)](#) which are the main set of regulations for managing the health, safety and welfare of construction projects.

You will need to decide:

- where this equipment is to be obtained;
- who will erect it;
- what safety checks will be required.

If seating, staging, lighting, sound towers etc. are to be erected this must be done by a competent person.

The Fire Authority / Council Building Control Department may advise you on the fire safety aspects of marquees and tents, including their siting, construction and the provision of exits, normal and emergency lighting, fire fighting equipment etc.

You will need to prevent unauthorised persons gaining access to or interfering with equipment when the event is open to the public.

Ensure that all staging and other structures are positioned so they do not obstruct any entrances or exits from the site.

Protect open edges at the sides and rear of performance platforms to prevent people falling off. Secure, safe flights of steps should be provided to access the platform.

All structures should be:

- Capable of withstanding wind forces and bad weather conditions.
- Erected by competent persons (obtain written certification from them that the structures have been built in accordance with manufacturers specifications / guidance and are safe for use).
- Subcontractors must supply certificates of compliance.

Marquees / Tents:

- Tents should be suitably spaced apart and have adequate emergency lighting and escape routes.
- Tent fabrics should be inherently or durably flame retarded (certificate of compliance may be required).
- Regular site checks of supporting poles /frames / guys / stakes and anchoring should be undertaken.

Temporary structures must adhere to:

- The Institution of Structural Engineers guidance 'Temporary Demountable Equipment'.

### **Electrical Supplies/Installations/Equipment**

The whole installation, including wiring, switchgear and any generators, should be installed in a safe manner by a suitably qualified electrician. They should provide a written certificate (NICEIC) to prove this.

- The supply will be protected by suitable earth leakage devices or residual current devices (RCDs).
- Cables of the correct rating will be used for the possible load. Insulation will be clear of defects and the correct type of connectors will be used for external use.
- All supply cables, including connections to sound equipment, will be positioned so they do not cause a trip or other hazard.
- Any generator being supplied will have a certificate to show it is electrically safe.
- Any generator or other electrical equipment, including switchgear, will be satisfactorily barriered to prevent unauthorised access or interference.
- All electrical equipment used at the event must be in a safe condition and suitable for that type of use, i.e. in the open air where it may get wet.
- Any trailing cables must be safely located and secured to protect them from damage and to prevent any tripping hazard. Any that cross a pedestrian or vehicle route must be properly protected by burying under turf or using bridging.

## **Fire Fighting**

Provide fire fighting equipment pertaining to the type of risks, at strategic points, and clearly identified throughout the event site. (Remember to include on your site plan the location and type).

You should confirm with Tyne & Wear Fire and Rescue Service whether your proposed firefighting equipment is suitable and enough for your planned event.

Stewards should be made familiar with the location and type of fire fighting equipment on site and be suitably trained in the use of firefighting equipment and should only tackle a fire if it is safe to do so.

The Fire and Rescue Service should be called to any incidents of fire, suspected or real, however small, and should be recorded for future reference.

## **First Aid Provision**

The first aid provision needs to be proportionate and suitable for the number of people attending and the type of event. Explain in your Event Management Plan what your intended first aid provision is, the position of first aiders on site and how they will remain in contact with you and each other.

Basic services for first aid should always be available. At least one qualified first aider should be present during the event and an area suitable for first aid treatment, including a supply of water, should be available.

A voluntary first aid provider can be asked to provide a First Aid Point, staffed by qualified first aiders.

Always signpost the first aid point and provide easy access for spectators and an ambulance. Where an ambulance is required, provide a parking area close to the first aid point with a direct and clear exit from the site.

Make sure that everyone helping at the event knows where the first aid post is and the identity of the first aider.

Provide access to a telephone or ensure staff working the event have mobile phones. For mobile phones, ensure everyone pre-programmes them with the required numbers and tests them before the event. For a fixed phone, keep a list of contact numbers beside it and make sure it cannot be removed.

## **Stewards and Security**

Make sure you appoint an appropriate number of stewards for the security and control of the site and the expected number of persons.

Work out the number of stewards you need by considering each of the separate tasks they need to cover:

- Staffing entrances and exits
- Controlling access to attractions and activities
- General crowd control
- Patrolling public areas
- Securing unauthorised areas
- Monitoring and securing hazards
- Car parking duties

If the event is to last for a number of hours, allow for extra stewards to cover for meals and comfort breaks etc.

For a general guide to the duties of stewards see [Appendix 1](#).

## **Event Control Room**

Consider setting up an event control room on the site to:

- Act as a base for any communications systems (not forgetting recharging points for mobile phones).
- Monitor the event, giving an early indication of any problems.
- Control any incidents.
- Direct resources to deal with any problems.

The control room should be constantly staffed during the event and be provided with a telephone.

Where an event does not require an Event Control Room, it is important to identify the channels of communication or incident reporting to the [Event Organiser and/or Event Safety Officer](#)

## **Communications**

Consider providing personal radio/mobile phone contact between the safety officer, senior stewards and any other people responsible for activating the contingency arrangements.

Arrange for all mobile phones to be pre-programmed with the relevant numbers.

## **Public Address**

Consider providing a public address system for announcements and instructions to staff and the public. Larger events may require a system with emergency power backup.

For small events a portable loud-hailer may be sufficient.

If your event will take place early in the morning or in the evening, particularly if residential properties are nearby, consider the noise generated by a public address system or loud hailer.

## **Staff Safety**

If the event is to finish late, make sure all staff and performers can get home safely and do not have to wait alone for taxis, lifts or public transport.

Make security arrangements for staff who are handling cash or valuables.

## **Insurance**

As organisers, you could be held legally liable for the costs or damages for any injuries etc. that may occur during the event.

Public liability insurance that covers everyone on the site including employees, volunteers, performers and the public can be obtained from insurance providers. Generally, insurance cover should be obtained for £5 million, however, larger or riskier events may need greater cover.

If you are using contractors, check that they have their own public liability insurance and that they comply with any policy terms and conditions. If you are unsure, ask to see a copy of their insurance.

You should record full details of any incident and report it to your insurers without delay.

## **Toilets**

Make sure there are enough toilets for the number of people expected, including people with disabilities. It is best to use mains-connected toilets but you may need to consider temporary units for outdoor events. Bear in mind odour when considering where to site them.

Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event.

Provide ample directional signs to the toilet facilities and provide adequate lighting, particularly if your event continues into the evening.

An assessment of the number of hand washing facilities should be undertaken for persons using toilets. Suitable hand drying facilities should also be considered. If paper towels are to be provided, arrange for regular disposal and restocking. For general guidance, where possible, provide hand-washing facilities in the ratio of one hand wash basin per two toilets for females, one hand wash per four toilets for males, applicable in installations of mains connected toilet facilities. For single plastic toilet installations hand-washing facilities should be provided normally in the ratio of one hand wash basin per five facilities (WCs & Urinals) with not less than one hand-washing facility per ten toilets provided.

Consideration should be given to providing lower height wash basins where wheelchair users and/or a significant number of children are expected to attend the event.

Attention should be given to accommodating the needs of disabled persons. Unisex accessible facilities should be provided on ground level without steps.

An assessment of the number of accessible toilets with hand washing facilities should be undertaken for those attending the event.

## **Lost and Found Persons Point**

Have a plan and procedures in place for a lost and found persons point. This area should be supervised by appropriately trained people who must have been DBS checked for working with children / vulnerable persons). Written procedures for dealing with and handing over persons to adults / carers should be available. Ensure that the area is secure, signposted and easily identifiable. This could be located close to event control

## **Information Point and Lost Property**

Provide somewhere where enquiries can be made about lost property and for information about the event. Ensure it is well publicised, signposted and easily identifiable.

At larger events provide site maps at the entrance and around the site and signs to indicate the other activities, attractions and facilities.

## **Food Safety**

You should indicate in your Event Management Plan if you are preparing food for your event, and you will be given guidance and advised from Sunderland City Council Environmental Health particularly if you will be handling high risk foods. There are several regulations you will need to comply with when preparing food for your event, including:

- Siting of the food
- Design and construction of the facilities and equipment
- Cleanliness and repair of the above
- Hand washing facilities
- Waste disposal
- Temperature control
- Staffing including appropriate training
- Food safety practices and supervision
- Safety of temporary power provisions such as generators - Diesel (no petrol allowed), LPG, propane & butane cylinders
- Food stalls and mobile food vehicles using LPG gas cylinders and/or electrical equipment should have current gas safety and electrical safety certification available for inspection and as part of the event management plan.

If you are using a food business within Sunderland during your event, the business must be registered with this authority, by law. If you are bringing in other food business, they must also be registered

All food concessions should be a minimum Food Hygiene Rating of 4\*

A [Street Trading Licence](#) may also be required

## **Drinking Water**

Consider making free drinking water available on site, particularly in the summer months. Any drinking water on the site provided through a stand pipe must be tested prior to use to demonstrate compliance with drinking water standards where there is a possibility that the pipework has remained unused. Outlets should be thoroughly cleaned, disinfected and flushed prior to sampling and use.

## **Waste**

You will be surprised at how much waste your event will generate, so provide an adequate number of litter and recycling bins around the site where they will be most required.

Plan to regularly empty the bins and to satisfactorily dispose of the waste at the end of the event.

Don't forget to undertake a litter pick of the grounds after the event has finished.

## **Noise Management**

It is the event organiser's responsibility to limit the impact that their event has on the surrounding area and residents.

Consideration should be given to any aspect of the event that is likely to be audible at any other properties in the vicinity. To minimise noise disturbance consideration should be given to the positioning of speakers and stages and the duration and finish time of the event.

It is recommended that if noise from an event is likely to be audible at any properties in the vicinity, that prior to the event, the occupiers of these properties should be consulted advised in writing of the event times. Providing a contact name and telephone number during the event is recommended.

It is also recommended that the event organiser or their nominated responsible person should monitor and record noise levels during the event by walking around the perimeter of the grounds, and that if it is felt necessary, the noise levels be reduced. It is recommended that noise levels from an event do not exceed 65db at the nearest residential property.

Some licenses require a noise management plan to be submitted 28 days prior to the event particularly if there is to be live or extensive amplified music – this is predominantly site specific and therefore the conditions of each license should be checked to ensure conditions are met.

The SAG will offer advice on how to manage noise at your event when considering your application.

## **Contractors and performers**

All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Whenever possible, personal references should be obtained and followed up. You will also need to check the health and safety policy statements of any contractor (by law, they must have one if they employ over five people), their risk assessments and systems of work and method statements. 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 Management Plan and arrange liaison meetings to ensure they will work within your specified parameters.

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 Management Plan.

Where performers will be interacting with children it may be necessary to request DBS (Disclosure Barring Service) certification.

## Fairground Equipment

The organiser has duties to plan, manage and monitor the fairground site to ensure that workers and the visiting public are not exposed to health and safety risks.

The advice and guidance in the HSE publication [Fairgrounds and amusement parks: guidance on safe practice HSG175](#) has been adopted as the standard for managing all health and safety issues relating to fairground rides.

Operators will be required to submit copies of the current ADIPS, Electrical Test certificates and Public Liability Insurance certificates for each device in addition to detailed risk assessments.

## Inflatables - bouncy castles & other play equipment

Inflatables can cause injury and death. They must be properly secured and not used in strong winds. The inflatable contractor should have regard to the weather forecast and should have an anemometer to measure wind speed and close the ride in adverse conditions.

[PIPA](#) is an inspection scheme set up by the inflatable play industry to ensure that inflatable equipment conforms to recognised safety standards.

All inflatable play equipment that falls within the scope of the PIPA scheme should be tagged.

Operators of Inflatable Play Equipment must adhere to the advice and guidance contained in the M.U.T.A. publication Code of Practice for Operators of Play Inflatables

## Fireworks

Fireworks and pyrotechnics will need specialist advice. You will need to employ **competent persons** working to industry standards and subject to specialist risk assessments, with [further guidance being available from the Health & Safety Executive \(HSE\)](#).

If your event is to take place in a public open space, on the Highway, or a council site, you must inform the SAG if you are planning to provide any of the following special effects:

- Fog and vapour effects
- Strobe lights
- Lasers
- High-power (scenic) projectors
- Ultraviolet light
- Fire & Fireworks
- Theatrical and stage pyrotechnics
- Cannons and Maroons

Large displays using category 4 fireworks **must** be conducted by a professional Firework Display Company who are Members of the British Pyrotechnics Association (BPA). Firework companies will expect to give you a detailed risk assessment and present their public liability to the value of at least £5 million.

The footprint of the display must include an appropriate firing, drop and safety zone of sufficient size for the category of fireworks used and in accordance with current codes of practice. These zones need to be fenced off and marshalled in accordance with current guidance and at all vulnerable points to make sure the public stay safe.

Organisers must be clear with firework operators where their responsibility starts and finishes. Many operators will provide plans of the different zones, but only manage the firing zone and not management of the safety and dropout zones.

**Please note that overall responsibility for the entire event rests with the event organiser.**

The weather can have a huge impact on the safety of a firework display and you should get advice from the operator whose risk assessment should cover this element.

## **RISK ASSESSMENT**

A full risk assessment should be carried out for your event. This will be a legal requirement in many circumstances. [Guidance on completion of a risk assessment is available from the Health & Safety Executive \(HSE\).](#)

A risk assessment template has been included in [Appendix 2](#)

### **Identifying the hazards**

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. The following should be taken into account:

- Any slipping, tripping or falling hazards
- Hazards relating to fire risks or fire evacuation procedures
- Any chemicals or other substances hazardous to health e.g. dust or fumes
- Moving parts of machinery
- Any vehicles on site
- Electrical safety e.g. use of any portable electrical appliances
- Manual handling activities.
- High noise levels
- Poor lighting, heating or ventilation
- Any possible risk from specific demonstrations or activities
- Crowd intensity and pinch points

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

## **Identifying Those at Risk**

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be considered:

- Stewards
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Children and elderly persons
- Potential trespassers
- Expectant mothers
- Residents

## **Areas to Consider**

The following are examples of areas to consider:

- Type of event
- Potential major incidents
- Site hazards including car parks
- Types of attendees such as children, elderly persons and the disabled
- Crowd control, capacity, access and egress and stewarding
- Provision for the emergency services
- Provision of first aid
- Provision of facilities
- Fire, security and cash collection
- Health and safety issues
- Exhibitors and demonstrations
- Amusements and attractions
- Structures
- Waste management

## Assessing the Risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures considered. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether any further controls are required. The following should be considered:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

## Further Action Necessary to Control the Risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

<b>High</b>	An unsecured inflatable being used in adverse weather.
<b>Medium</b>	An animal display in a roped off arena.
<b>Low</b>	A mime artist performing amongst the crowd.

For each risk consider whether it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Removal of the hazard.
- Preventing access to the hazard, e.g. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.
- The use of personal protective equipment.
- Find a substitute for that activity/machine etc.

## Record the Risk Assessment Findings

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

## Review and Revise

If the nature of the risks changes during the planning of the event, the risk assessments will need to be reviewed and updated.

## Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

**You need to remember that you, being the organiser, have a legal responsibility to ensure the Health and Safety of everyone that comes to your event including members of the public, volunteers, and contractors.**

## **CONTINGENCY PLAN**

Once you have drawn up your risk assessment you will need to consider what could go wrong on the day and prepare an emergency / contingency plan to deal with each emergency.

These could include:

- fire
- accident
- crowd disturbance
- bomb scare
- very bad weather (if your event is outdoor, do you have an alternative indoor venue? (or will the event be cancelled?))
- high winds (consider bouncy castles etc.)
- the need to evacuate the site

Your plan should include:

- what to do in the case of an emergency occurring
- who will take what action
- how you will let the right people know about the emergency (consider personal radios, mobile phones, coded messages etc.)
- a clear statement during an incident when control is to be transferred from the Safety Officer to the emergency services

Every Event Organiser has a responsibility to develop contingency plans which will guide safe actions and procedures at times of crisis. These will need to be fully discussed with the emergency services well before the event.

An Emergency Evacuation Plan and an effective Communications Plan between all staff, volunteers, stewards and security personnel will need to be in place before the event.

Remember, Event Organisers are responsible for the safety of everyone involved and could be held personally liable if anyone is hurt or injured because of the organisers' negligence.

If an incident does occur you may be asked:

- Were plans in place to manage a major incident?
- Were there enough emergency service resources on site?
- Was there a detailed casualty treatment, management evacuation plan?
- Were the emergency plans properly published, explained and practiced?
- Was there a clear chain of command and control?
- Were communications between key personnel and the crowd adequate?

## LICENCES

### Temporary Event Notice (TEN)

A Temporary Event Notice is used to authorise licensable activities either outside the scope or time of an existing licence or to permit an unlicensed premises to carry out licensable activities for a short period of time.

Temporary events notices are a way to obtain authorisation for a small, one-off event at a premises or area (including outdoors) where or when licensable activities are not normally authorised.

If you wish to hold an ad-hoc event in Sunderland, you may give a temporary event notice to the council. If the premises where the event is to be held is in an area governed by two or more councils, a notice must be given to each council.

You can [apply online for a Temporary Event Notice](#)

You must be 18 years or older to give a Temporary Event Notice and can give a maximum of five standard Temporary Event Notices per year. If you are a personal licence holder, you can give a maximum of 50 standard Temporary Event Notices per year.

Your event must involve no more than 499 people at any one time and last no more than 168 hours with a minimum of 24 hours between events.

### Street Trading Consent

Street Trading is the selling or exposing or offering for sale of any article (including a living thing) in a street which has been designated by the council as either a consent street or a licensed street.

For events this is usually for food, alcohol or goods.

Any Event Organiser can [apply online for street trading consent](#)

For the Council to consider your application, it is essential that you provide full details of the information requested on the forms and confirm that you are in possession of current public liability insurance with a minimum level of £5 million.

## Street Collections

To collect money or sell articles for the benefit of charitable or other purposes in Sunderland, you require a street collection permit from the council. You can [apply online for a street collection permit](#)

A street collection is regulated under the Police, Factories etc. (Misc. Provisions) Act, 1916. A permit is required to carry out a collection on behalf of charity, or for charitable purposes, in a public place. This includes any highway, public bridge, road, lane, footway, square, court, alley, or passage, whether a thoroughfare or not.

Once a permit is granted, there is a requirement for the permit holder to make a return to the council within one month of the expiry of the permit.

The return must include information regarding the amount collected and distributed to the charity.

In respect of street collections, the area covered by the council has been split into five areas:

- Sunderland
- Hetton-le-Hole
- Houghton-le-Spring
- Washington
- The area surrounding the Stadium of Light - collection permits are available for this area on match days (except for games involving Newcastle United FC or Middlesbrough FC)

Please note: the council will refuse applications for street collections in the city centre and near the Stadium of Light on days on which high-profile, non-football events (such as concerts) are taking place.

## ROAD CLOSURES & TRAFFIC CONSIDERATIONS

Traffic management can form a major part of an event and needs to be given careful consideration. [You can apply online for a temporary road closure](#)

If the event involves the closing of roads or sections of highway, an application must be submitted. An agreed Traffic Management Plan should be submitted with the road closure application.

A temporary road closure may be required:

- If there is any likelihood of crowds spilling onto the highway
- If it is necessary to prevent traffic flow for however short duration to facilitate the event (i.e. a parade)
- If the volume of persons taking place in an event on the highway means that road safety will be compromised
- If it is necessary to control traffic flow by managing the routes available for use (i.e. carnivals)

If the event involves a march or parade, remember that the police are not responsible for managing the traffic on behalf of event organisers and you will need to appoint a competent traffic management company. Traffic control also includes the management of pedestrians and cyclists and if the event is likely to generate a demand for parking it will be necessary to demonstrate how this will be safely accommodated, managed or mitigated.

All temporary signage, lighting and guarding is the sole responsibility of the event organiser and must comply with current legislation.

## **ERECTION OF ROADSIDE BANNERS**

Any requests for placement of roadside banners should be emailed to [Networkoperations@sunderland.gov.uk](mailto:Networkoperations@sunderland.gov.uk). Banner designs and wording are to be approved before the banner is manufactured, with guidance on materials used and fixing materials being advised by Network Operations. The period of advertising is to be limited to 4 weeks maximum.

## **PORT OF SUNDERLAND**

### **Waterborne Events**

Byelaw 13 of the Port of Sunderland Byelaws, 1978 states: "No person or organisation shall organise a regatta or boat race in the port or any exhibitions of craft therein without the consent in writing of the Council."

In practice, permission for any such event held entirely on the water space within the Port of Sunderland's statutory area of jurisdiction may be granted by the Harbour Master on behalf of Sunderland City Council.

The Harbour Master may grant permission on such conditions as he may prescribe, including a requirement to notify the SAG.

Should an event include related shore-side (including above-water) activities which transcend onto any Council controlled land, highway or footpath or is likely to attract spectators or public participation, the SAG should be notified

## **AFTER THE EVENT**

### **Derig**

The Event Organiser must make sure that infrastructure is removed safely, and the site is adequately cleared. By managing this derig effectively the event will be concluded in a safe and timely manner

### **Cleaning**

The event venue will need to be cleaned at the end of your event, including removal of waste to ensure no trace of the event is left where possible. The Event Organiser will need to coordinate the necessary resources (people) to ensure that staff/volunteers and stallholders/traders properly clean their sites and/or allocated areas.

### **Removal of Temporary Signage**

As soon as possible after the event all advertising and directional signs that were erected as part of the event must be removed. To ensure no signage is missed it is recommended that placement locations are recorded.

### **Post Event Debrief**

It's recommended that immediately after the event has finished the Event Organiser should arrange to conduct debrief meeting to get feedback (both positive and negative) from staff, volunteers, sponsors and key stakeholders.

### **Post Event Evaluation**

A post event evaluation is a critical step in successful event management. It enables you to:

- measure the success of the event
- feed lessons learnt from the event back into the planning process for holding a similar event in the future
- continuously improve recurring events
- refine the event and shape its outcomes
- Communicate event outcomes to stakeholders.

Arrange to do your evaluation as soon as possible after the event has been held, while the details are still fresh. Measurable event objectives may include attendance, the amount of money raised or a social or environmental benefit.

Some general evaluative criteria might include:

- did the event fulfil its goals and objectives - why or why not?
- identify what worked and what needs fine-tuning and which stall holders / traders / companies should be used again for any future event?
- was the event well attended?
- was informal and formal feedback about the event positive / negative?
- given all that went into staging the event, was it worth it and what would you change / do differently in the future?

## APPENDIX 1 - STEWARDS' DUTIES – A GENERAL GUIDE

When you are selecting people for the role of Steward, bear in mind that they need to be:

- aged 18 or over and physically capable of carrying out their duties
- suitably trained and competent to carry out their duties effectively

You may also find it useful to review the [Security Industry Authority \(SIA\) requirements for Security at Events](#)

Give Stewards:

- Hi-vis jackets, armbands or tabards so that they can be easily identifiable.
- A written statement of their duties, and where appropriate, a checklist and layout plan showing the key features of the site.
- 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.
- Torches if the event is likely to go on beyond dusk.

By the day of the event, Stewards should:

- Know the layout of the site and be able to assist the public by giving information about the available facilities.
- Be aware of the location of the entrances and exits in use on the day, the fire-fighting equipment and the first aid posts.
- Know the ticketing arrangements and be aware of the routes in and out for any VIPs.
- Have tested torches and/or any other equipment issued to them.
- Know the procedures for lost and found vulnerable persons.
- Know, understand and have practised their specific duties in an emergency and the arrangements for evacuating the public from the site, including the use of coded messages.

On the day, hold an early briefing to ensure all Stewards are aware of their duties and to ensure any changes to procedures are notified to them.

The Stewards should patrol their allotted areas, being in constant watch for emergencies and know what actions to take, paying attention to:

- Any potential or developing hazards in or near their location.
- Ensuring that overcrowding does not occur in any part of the site.
- Preventing the public climbing fences, barriers, lighting or sound towers, equipment and so on.
- Ensuring that circulation areas and exits (including entrances and exits for emergency services) are always kept clear. This can be particularly important at indoor events where visitors may well park their cars outside halls across exit doors and other routes from the building.

# APPENDIX 2 - RISK ASSESSMENT TEMPLATE

## Risk Assessment

<b>Activity:</b>			
<b>Date of Assessment:</b>		<b>Date to be Reviewed:</b>	

<b>Likelihood</b> 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	<b>Severity</b> 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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	5	4	3	2	1	
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY					

1 – 2	No Action
3 - 6	Monitor
8 - 12	Action
15 - 16	Urgent Action
20 - 25	Stop

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what addition precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of individuals undertaking the tasks involved and any other person who may be affected by the activities.

**Name:**

**Job Title:**

**Signature:**

**Date:**