



Teignbridge guide to organising events

Teignbridge Safety Advisory Group
Teignbridge District Council

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Introduction

Everyone who is planning to organise an event in Teignbridge must follow an application process. Firstly identify who owns the event site, check availability and obtain the landowners' provisional permission.

For events not on Teignbridge District Council (TDC) land, or leased from TDC, you must complete the Event Notification Form. For events on TDC land you must complete the Event Application process. Both forms are available on www.teignbridge.gov.uk/eventorganiserinfo. Your event cannot go ahead until you have received email confirmation from the council.

The application process prompts you to think about all aspects of event management and also informs you of any additional procedures you need to carry out to protect yourself and to ensure a safe and legal event.

As there are so many different types of event, the advice given in this guide is general. It covers large outdoor events such as music festivals, concerts and shows, as well as events such as fetes, fairs, country and craft shows, and car boot fairs, which are often held at schools or on public or private parkland, in an open field or on hard standing with little or no facilities.

Typically the smaller types of events are put on by fund-raising groups/organisations such as school parent/teacher associations, church, community and voluntary groups or charitable societies. The responsibilities of the organisers to ensure safety are just as relevant to smaller events as they are to large events.

Any events with significant community impact, or large numbers of attendees, will result in organisers being invited to attend a meeting of the Teignbridge Safety Advisory Group (TSAG). The TSAG comprises representatives from the emergency services, the County highways team and other relevant agencies. Organisers can benefit from the advice, at no cost to themselves, from this expert group.

It is not the role of the council, the TSAG or individual agencies to plan any event, to write management plans or to produce risk assessments (other than in relation to their own organisations). The purpose of the TSAG and its members is to offer guidance in order to help event organisers discharge their responsibilities for safety and certain areas of health and safety and licensing legislation. The TSAG cannot accept or adopt any of the responsibilities of event organisers and the TSAG will not accept the risk of any event.

The key to any successful event is consultation and communication. Quite simply letting people know what is planned and how it may affect them will reduce any unnecessary conflict and bad feeling.

Please remember that this is only a guide. If you need further advice you will find a list of useful contact numbers at the end of this document, as well as a list of other documents such as the Purple Guide to Health, Safety and Welfare at Music and other Events. www.thepurpleguide.co.uk. There is a small subscription fee for 12 months access to the Purple Guide website, including all updates and additional guidance that may be added during that period.

1. Responsibility

All events, even those in aid of charity, must comply with recognised safety standards.

You and your fellow organisers will be responsible under the law for the safety of everyone at the event, including the public, members of your team, any employees, volunteers or contractors for example; erecting stages, marquees, hire of musicians, those working a bar, marshals, stewards, security and welfare team.

Further information available at www.HSE.gov.uk.

2. Planning the event

Start organising at least six months before the event. Estimate the approximate number and age ranges of the people expected to attend. Decide on the venue, the size and context, dates and times, whether admission will be free, by pre-sold tickets or by payment at the gate. This will give you time to carry out your risk assessments and obtain specialist advice where necessary.

It will also allow time for the statutory authorities for example, police, fire and ambulance services and local authority and the voluntary organisations, for example first aid societies, etc., to make their arrangements, especially if they need to attend the event. This is important during the summer months when there may be several events taking place on the same day.

2.1 Organising your event team

Agree and list the people required for the event and their responsibilities, for example, event organiser, event safety officer, event security officer, marshals etc.

2.2 Event Organiser

This person is in overall charge of the event (before and during) and this person will be responsible for developing the Event Management Plan. This details how the event will run from the build stage to the break down and removal offsite of all equipment, people and waste. The event organiser is also responsible for ensuring all documentation is available to the TSAG. The event organiser is responsible for the welfare and conduct of event staff.

2.3 Safety Officer

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

This Safety Officer should be suitably trained and/or have experience or knowledge of safety matters appropriate for the event having regard to the size and nature of the event and the possible level of risks.

For some smaller events, event organisers' personal experience and knowledge may be adequate so a safety officer may not be required. For more complex events you may need professional help and advice.

During the event the event organiser/safety officer or a nominated deputy should:

- when on site be easily identifiable as the safety officer and be based in a known location, for example event control.
- not be engaged in any other duties or activities which would prevent this responsibility being carried out effectively.
- have the means to communicate with the people responsible for activating any part of the contingency arrangements, e.g. mobile phones or radios.
- monitor the medical/first aid and welfare arrangements and their adequacy, including emergency service access points.
- have the authority, if necessary, to close the event or part of it at any time.
- arrange for a check of the safety arrangements to be made before, during and after the event and monitor the continuing safety of the site throughout the event, including structures, barriers, electrical supplies and installations, gas safety or other equipment provided.

Other matters for the event team/event organiser to consider are to ensure that:

- everyone having a specific responsibility before, during and after the event should be named, have their responsibilities clearly identified and be appropriately trained.
- everyone assisting during the course of the event should be properly instructed in their responsibilities and what action to take in the event of an emergency.
- anyone involved in the event should be fit to undertake their role.
- the above should be confirmed in writing and minutes of all meetings should be recorded.
- safety arrangements of contractors are accounted for as they may endanger individuals at your event.

2.4 Who to contact for advice

- the council's licensing team will be able to advise you what type of licences, if any, are required for your specific event.
- the council's environmental health (food, health and safety team) can advise on your duties under health and safety legislation, including carrying out risk assessments and emergency planning. They will also advise on the number and type of welfare facilities that should be provided (this information is also available in the Purple Guide to Health, Safety and Welfare at music and other events www.thepurpleguide.co.uk).
- the council's environmental health (food, health and safety team) will be interested in any food stalls / caterers you invite along to trade at your event. You must manage your caterers and obtain evidence from them in advance that confirms they are fulfilling their legal duties. Further guidance can be found in the council's event organisers guide to managing mobile food vendors at www.teignbridge.gov.uk/eventorganiserinfo
- the council's environmental health (environmental protection team) will advise on potential noise and other nuisances that may be generated by your event. see more about noise from outdoor events and noise nuisances in general

2.5 Teignbridge Safety Advisory Group

Any event organiser may be required to present their event management plan to TSAG. The purpose of this group is to share documents with other agencies via a secure portal.

The members of the TSAG include:

Police, who will advise on security and stewarding. They will give advice and may assist with crowd control, public order emergency access.

Devon County Council's Highways Authority will act as a consultee on any proposed event traffic management plans. Applications can be made for a Devon County Council (DCC) Temporary Traffic Regulation Order (TTRO) to facilitate the holding or spectating of an event to secure road closures, parking suspensions or other similar requirements. Guidance on planning traffic management for events in terms of signing, parking and marshalling should be obtained from professional organisations available in the market place. Links to the DCC TTRO application/event notification form and guidance notes are available on DCC's website, including the charges applicable to the various event types.

<https://new.devon.gov.uk/roadsandtransport/make-a-request/special-events/>

Devon and Somerset Fire & Rescue Service will give advice on fire safety matters, including how the emergency services will be called; marshalling of spectators and traffic in emergency conditions' local access for emergency vehicles and provision of on-site fire precautionary and fire-fighting arrangements.

South Western Ambulance Service NHS Trust will advise on the requirements for ambulance service provision, first aid, medical cover and arrangements for establishing a triage, treatment and transport of patients in the event of a major incident and advising on the correct clinical pathways for patients to hospitals or other NHS facilities.

Teignbridge District Council representatives to include Health and Safety Advisor, Licensing, Environmental Health, other relevant officers.

Invited stakeholders may include HM Coastguard, Harbour Authority, RNLI, Network Rail, Rail Operators, SW Water, Trading Standards, Health and Safety Executive.

2.6 Event Management Plan

An Event Management Plan is required for all events. It will help you organise your event and ensure that safety aspects are considered See www.teignbridge.gov.uk/eventorganiserinfo. The Event Management Plan and associated documents may have to be produced by law in the event of claim or complaint made against the Event Organiser.

Information required in the Event Management Plan will contain, but may not be limited to:

- public liability insurance.
- list of staff and their duties including contact numbers / email addresses.
- general health and safety policy.
- security and stewarding plan including roles, duties and training
- traffic management plan including on site vehicular movement, forms of travel to and from venue and access points.
- crowd management plan.
- communication provisions copies of risk assessments for attractions, caterers and for structures (if applicable).
- types of traders you will be allowing on site.
- build up and break down schedule
- information on third parties – such as concessions and caterers (including bars) and associated information such as registration details, gas certificates, food hygiene training certificates and personal licence.
- valid safety certificates for rides and mechanical equipment, electrical and gas safety arrangements.
- electrical systems.
- waste disposal.
- noise management plan.
- adverse weather plan.
- medical plan - medical / first aid provision and accident reporting.
- drugs and alcohol policy.
- provision and numbers of toilets.
- safeguarding- child and adult welfare.
- emergency procedures including evacuation plan.
- dedicated traffic routes for emergency services and helicopter landing site (if applicable).

3. Risk assessments

All event organisers must complete a risk assessment.

KEY POINTS:

- effective planning is central to putting on a safe event.
- thorough investigation of the site to be used.
- have appropriate management arrangements in place to ensure the health and safety of employees and others, including volunteers and the public, during all stages of the event.
- carry out a systematic assessment of the risks to employees, volunteers and the public.
- fire risk assessments and precautions including smoking policy (responsible person to be nominated as required under 'the regulatory reform (fire safety) order 2005).
- implement risk control measures identified by the risk assessment.
- put appropriate arrangements in place to monitor health and safety compliance
- provide competent health and safety advice.
- liaise with other interested parties, including local authorities, land-owners, insurers, safety advisory groups and the emergency services, early in the planning process.

3.1 Advice templates

Find advice and a template on our Event Organiser Information www.teignbridge.gov.uk/eventorganiserinfo. Further advice can be found in '5 Steps to Risk Assessment' INDG163 published by the Health and Safety Executive. Copies can be downloaded free of charge from the HSE website.

- Step 1 - Identify the hazards
- Step 2 - Decide who might be harmed and how
- Step 3 - Evaluate the risks and decide on precautions
- Step 4 - Record your findings and implement them
- Step 5 - Review your assessment and update if necessary

Risk assessments should identify significant foreseeable hazards and detail arrangements to eliminate or control the risk for the event in question. This should be made available with the Event Management Plan.

Make a short written assessment of each of the attractions and/or activities that make up the event. Identify all the possible hazards that could occur. Remember any materials, structures or machinery on or around the site that might add risk to the event, such as ladders, water features, gas or other fuel containers.

3.2 Third parties

Here is a list of attractions/activities which must have a risk assessment carried out by the operator/owner of the attraction. This must be documented and a copy kept in the Event Management Plan. The risk assessment for these attractions must be considered alongside the general risk assessment for the event. This list is not exhaustive, there may be industry specific guidance which should be followed. Each attraction/activity will have its own hazards which should be identified so that comprehensive safety precautions can be prepared.

- fireworks.
- concerts/performances.
- stages, platforms and barriers.
- bouncy castles and inflatable attractions.
- marquees.
- fairground equipment, children's amusement rides.
- bungee jumping, hot-air ballooning and helicopter rides.
- stands or stalls (especially those involving weapons, guns, darts).
- displays and parades involving animals, vehicles, weapons, flames, special effects, parachuting.
- catering

For any third parties attending your event, the event organiser is responsible for ensuring all safety certificates, gas and electricity certificates, food hygiene qualifications are obtained, approved and retained by event organiser.

Bouncy Castle/Fun fair rides- evidence of the annual examination carried out competent inspectors registered with either PIPA or ADIPS to ensure that they have been built to the current British

Standard (BS EN 14960. Risk assessments must make reference to suitable anchorage of the inflatable as well as the monitoring of adverse weather conditions and the accurate measurement of wind speed using an anemometer. See www.hse.gov.uk/entertainment/fairgrounds/inflatables for more information on relevant controls and free guidance. Petrol fuelled generators are prohibited.

3.3 Consider the impact of the event on the following (the following list is not exhaustive):

- older people/people with disabilities or impairments, vulnerable people, children (who may be unsupervised).
- approximate number of people expected.
- the type of event and the audience profile.
- the effects of alcohol consumption and drugs.
- first aid and medical, fire arrangements and emergency services access.
- traffic & waste management.
- noise from event.
- the number and competency of event marshals and stewards.
- event security.

The completed assessments will form the basis of the Event Management Plan. This is evidence that you and your fellow organisers have considered all reasonable risks associated with your undertakings and will detail the control measures you intend to take to ensure a safe event.

3.4 Safeguarding

All hirers are required to produce evidence, if requested, of suitable qualifications and DBS disclosures. Hirers must also evidence their own safeguarding policy (to cover children and adults at risk) if requested, which must also clearly identify the designated lead for safeguarding. A sample policy can be obtained by emailing safeguarding@teignbridge.gov.uk.

4. Insurance

4.1 Public Liability Insurance

The event organiser will have overall responsibility for running a safe event and must insure the entire event is covered for a minimum of £5 million public liability insurance. The council will advise you if an alternative limit is required, depending on the nature of the event and the potential risk exposure.

Each third party attending must submit a PLI Certificate for a minimum sum of £5 million. For higher risk activities such as fireworks, bouncy castles, fun fair rides, donkey rides, dog shows, or any other animal encounters, £10 million will be required. Other activities may also require a greater level of cover.

4.2 Employers Liability Insurance

Check with your Insurers – you will require employers liability insurance for paid or volunteer workers assisting with the event.

4.3 Contractors Insurance

Where organisers are using specialist contractors, they should check that the contractor has their own public liability insurance and that the contractor complies with any policy terms and conditions. Obtain and retain copy of their policy.

4.4 Professional Indemnity Insurance

Where advice is given by authorised event participants, professional indemnity insurance will be required as it may not be covered as part of the public liability insurance cover.

4.5 Insurance Claims

In the event of any injury or damage to property, full details of the incident must be written down, including witness statements, and the matter must be reported to your insurers without delay.

5. Emergency Planning

Key points:

- to emphasise the importance of having plans in place to effectively respond to disruptive influences, health and safety incidents and emergencies which might occur at, or impact upon an event.
- to recognise that with all but the smallest, low risk event, organisers will need to liaise with the emergency services, and other relevant agencies, to prepare appropriate emergency plans.
- to ensure that robust management arrangements are in place to implement these plans.
- to recognise that all involved with the management of events (including employees and volunteers) need to be trained in emergency procedures, be assigned to, and understand, their specific roles, should an incident or emergency occur.
- to be aware that the initial response to an emergency may be the responsibility of the event safety management.
- to recognise the importance of testing these plans in the most practicable way.

In addition to carrying out risk assessments on the attractions and activities to be provided at the event, you must also consider what could go wrong on the day and draw up a Contingency Plan to deal with potential emergencies.

This written plan should include details of what you intend to do in the event of an emergency such as a fire, accident, crowd disturbance, bomb scare, adverse and inclement weather, the need to evacuate the site, outbreak of infectious disease, etc.

The plan should include:

- The action to be taken in the case of any of these emergencies occurring.
- Who will take that action?
- How you will let the right people know about the emergency. (This may include the use of coded messages for staff to avoid public panic).
- A clear statement of the stage during an incident when control is transferred from the organiser's Safety Officer to the emergency services.

It is important that your contingency plan is discussed and agreed with the emergency services, and that they are given a copy of the finalised document.

6. Licensing

Generally, music, singing, dancing, theatrical or cinematic events would need to be licensed by the council. The supply of hot food or hot drink after 11pm and the sale of alcohol are also licensable. Licensing staff will need to consider any such application in detail so please contact licensing section at your local authority at an early stage - a year in advance is not unreasonable.

For one-off events on an unlicensed site for less than 499 people, including all staff, contributors, performers and audience, then you can apply for a Temporary Events Notice (TEN). If the total is over 499 then the site will require a premises licence. If the site is available for hire then it may already have a premises licence, but do not presume this! If your site has an existing Premises Licence then you will need to talk to the site owner to make sure that the licence covers your event activities. If not you, or the site owner, must apply for a premises licence.

6.1 Temporary Event Notice

If you are arranging a special event, e.g. wedding/birthday party/charity event and it includes, for example, the sale of alcohol or live music, you need to provide a Temporary Event Notice. The TEN is notification of an event to us where 'licensable activities' are planned to take place. It will only concern events that are planned to last less than 168 hours and with less than 499 attendees. (If your event is above these criteria then a Premises Licence will be required.) There is a limit to the number of TENs that can be granted to a premise in any one year.

You must provide a notice of your intention to hold the event to the council, the police and Environmental Health team at least ten working days prior to the event commencement date. If you wish to serve a Temporary Event Notice apply here www.teignbridge.gov.uk/licensing/alcohol-and-entertainment/temporary-event-notice/temporary-event-notice-information.

6.2 Premises Licence

If the site requires a premises licence, please contact the council's licensing section at the earliest possible stage. An application for a premises licence must be submitted a minimum of months before your event to allow for public consultation and any representations to be either mediated or determination by a Licensing Sub-Committee.

If you require a premises licence refer, to the information and complete the application form at www.teignbridge.gov.uk/licensing/alcohol-and-entertainment/premises-licences/apply-for-a-premises-licence.

6.3 Street Collection Permit

A permit is required for the collection of money or sale of articles for the benefit of a charitable purpose. There is no charge for Street Collection permits. A minimum of twenty-eight days' notice is required, with a maximum of twelve months in advance. When arranging a date please ensure you have two or three in mind, just in case the first date is unavailable. The council policy is for one collection per charity, in one area, in any one year.

If you require a Street Collection Permit please refer to the information and complete the application form at www.teignbridge.gov.uk/charitystreetcollections.

6.4 Music and performing

The Performing Right Society, (PRS) represents composers, songwriters and music publishers and administers the performing right in musical works such as songs or instrumentals etc.

The Phonographic Performance Ltd (PPL) represents record companies and performers and licenses rights similar to PRS but in relation to copyright 'sound recordings', rather than original musical works which may have been embodied in them.

If you intend to play any live or recorded music, your organisation will need a PRS and/or PPL licence.

Whether the performance is played live or by such means as CD, radio, DVD, TV, karaoke etc., whether a charge is made for admission or not, or whether the performers are paid or not, a PRS Music Licence is still necessary. If you play CDs, tapes or records you may also need a PPL licence as well as one from PRS.

You or your organisation is responsible for purchasing the required PPL and or PRS licence(s). All events playing music must have acquired the necessary music licence(s) before the event takes place.

7. Site layout

Key points:

- carry out a site-suitability assessment early in the planning process
- in that assessment, include the nature of the event, audience numbers and the infrastructure required.
- design the site layout to minimise risk, for example to segregate pedestrians and vehicles.
- prepare a site and area location plan.
- establish emergency routes.
- liaise with key stakeholders, such as landowners, the local authority, local emergency services, neighbouring businesses and local residents.

The following examples identify some of the hazards likely to require consideration in the choice and preparation of the site and the activities to take place, and give guidance on how to eliminate them.

7.1 Location – traffic and highways

If you think your event will have any impact on the traffic flow of the public highways, or you wish to place direction signs or advertising banners beside the highway, you must contact Devon County Council Highways Authority to discuss the issues.

The following will apply:

- Any request for road closures or traffic regulation orders must be made 3 months in advance.
- Give consideration to where the public can park and consider park and rides.
- Event organisers must provide barriers, traffic cones and signs as necessary, to indicate roads to be closed or used as diversionary routes by through traffic for the duration of the event.
- If bus or services are likely to be affected by the event, the organisers must make contact with all transport companies involved, so that alternative routing and scheduling can be arranged.

7.2 Size

The site should be large enough for all the activities planned.

For events at Dawlish Warren permission may be required from Natural England for the event to take place. An application would be made by Teignbridge Council's Resort Manager to Natural England on behalf of the event organiser. An additional administration charge will be made to the event organiser to cover this application. If you intend to have an event at Dawlish Warren please speak to the Resort Manager as soon as possible to discuss the details of the event.

For all events there must be sufficient space for the public to move around stalls; Rides, performance/stage, arena/exhibition areas are to have unobstructed routes to emergency exits. This is especially important at indoor events to prevent stalls/goods obstructing exit routes and doors.

It is council policy to prohibit balloon and sky lantern releases due to the environmental damage they cause and the danger posed to livestock and wildlife.

You must:

- prepare a numbered, to scale plan of the site showing the position of all the activities/attractions, circulation routes and exits and should also detail the floor size and entrance/exits of all marquees and tents etc. This drawing should be updated if your plans change and copies of the final version be submitted prior to your event.
- have sufficient exits for an evacuation of the site and show size of exits.
- clearly display safe evacuation routes which are adequately marshalled.
- have entrances and exits and through routes to all areas identified for emergency vehicles. these should be agreed with the emergency services bearing in mind the size and weight of their appliances, consideration should also be given to provision of marshals for these routes.
- detail position of crowd management officials and event marshals on site plan.

7.3 Condition

Check that:

- the site will be suitable in all weathers and that any staging/structures will be safe in adverse weather conditions
- there are no trip, slip or other similar hazards to the public or staff/volunteers
- adverse weather will not cause any other additional hazards
- there are no obvious hazards on both the site and surrounding areas, such as overhead power lines, stored chemicals or machinery, unfenced holes, steep drops between different ground levels, ponds/water and unsafe or other structures that the public / contractors should be kept away from by means of barriers/fencing
- there will be suitable lighting throughout the site, including emergency lighting, if the event will go on after dark
- if farmland is being used for the event that livestock should be removed from the site at least 3 weeks prior to the event.
- in the event of pyrotechnic displays, that debris will not fall on spectators or property that may be subject to catching fire.

7.4 Preparation and dismantling

All safety measures apply not only to the event days but to the days of preparation and dismantling as well. Make sure that construction work and vehicle movements that may take place during site preparation and dismantling are supervised and/or protected by suitable barriers and safety supervision.

NB: In adverse weather boarding may be required to prevent ground being damaged and causing additional risks to safety, this will also help prevent the need for remediation of the land after the event.

8 Event operations

8.1 Public entry and exit (including vehicles and car parking)

- Arrange separate vehicle and pedestrian entrances/exits to the site and arrange entrance queues that do not obstruct vehicle access or nearby road junctions.
- When there is a limit on the number of people that can be accommodated at the event, make sure the entrance is well stewarded and that an accurate form of head-counting is operated to prevent overcrowding on site and at exits.
- Arrange adequate space to enable vehicles to turn around

This is important at venues where the maximum number of people will be set either by the area of floor space available or the size and number of fire exits. Advice may be sought from Devon and Somerset Fire & Rescue Services regarding the suitability and sufficiency of the event fire risk assessment in relation to the number of exits/doors/exit widths and other matters to ensure prompt evacuation.

- Site any car parking well away from the pedestrian areas of the site. Clearly signpost the parking area and do not allow cars to be parked anywhere else.
- Design car parking areas to eliminate hazards to pedestrians such as reversing vehicles. These areas should be sufficiently stewarded.
- Except for emergency service vehicles, vehicle movements in the public areas of the site during the event or as the public are leaving must not be permitted.

If an event is taking place on the councils land then a maximum of two vehicles are allowed onsite during the event. You must provide the vehicle registration numbers with the event application form. If there is a reason that you need additional vehicles to remain onsite permission must be granted by the council.

8.2 Emergency access

Keep the emergency service entrances, exits and routes within the site clear of obstruction at all times. These must be clearly marked on your site plan.

8.3 Safety barriers and fencing

Barriers and fences at events serve several purposes. They can be used to:

- provide physical security (as in the case of a high-perimeter fence at an outdoor event)
- shield hazards
- aid the management of event attendees and influence their behaviour
- define routes
- remove sight lines
- prevent the audience climbing on top of temporary structures
- relieve and prevent the build-up of audience pressure

Choosing the correct barrier system or fencing is vital to ensure crowd safety. You will need to use a competent supplier who understands the different types, their strengths and appropriate uses. You should also be able to provide all the necessary drawings, plans and risk assessment if required

It is important that the use of barriers or fencing at your event is appropriately risk assessed. Incorrect use of a barrier or fencing product for a location and/or circumstances could cause injury or harm. Risk assessing the use of barriers and incorporating the findings into event planning is an important method of designing safety into your event.

It is critical that the use of barriers and fencing does not present greater risks than those which they are intended to control.

Examples where barriers may be required include around attractions, displays and equipment to protect the public and/or to prevent unauthorised access or interference

8.4 Staging and structures

If seating staging lighting/sound towers, etc. are to be erected this must be done by a competent person. Written certification should be obtained from them to say that the structures are safe and should be made available for inspection during event.

Where necessary Devon and Somerset Fire and Rescue Service can advise you on the safety aspects of marquees and tents, including their siting, construction, and the provision of exits, normal and emergency lighting. Fire Safety arrangements should be documented in the events fire risk assessment.

Arrangements should be made to stop unauthorised persons gaining access to/interfering with equipment.

All staging and/or structures should be positioned so as not to obstruct any entrances or exits from the site.

The open edges at the front, side and rear of any performance or viewing platform should be secured to prevent people falling off. Flights of steps and ramps must be provided with hand rails or barriers where appropriate to access the platforms.

All staging and structures should be free from trip hazards and other physical hazards for example sharp edges/points/ protruding support members.

8.5 Electrical supplies, installations and equipment

The whole installation, including wiring, switchgear and any generator, should be installed in a safe manner by a suitably competent electrician who should provide a written certificate to prove this. A risk assessment must be supplied for electrical equipment & installations

The safety standard of the installation should be at least that of the current IEE Wiring Regulations or British Standard.

A safe temporary electrical supply should at least include:

- the supply being protected by suitable earth leakage device[s] (residual current device RCD)
- the use of cables of the correct rating for the possible load with no damage to the insulation and using the correct type of connectors for external use.
- all supply cables being positioned so they are not liable to physical damage, for example not through door openings, across the surface of walkways/roadways.
- all cables, including to sound equipment, being positioned so as not to cause trip/other hazard, ideally below ground level. Armoured cabling or conduit may be necessary in some areas to ensure physical damage is not caused which may make the electrical system unsafe.
- petrol generators are prohibited. LPG should not be used unless a specific fire risk assessment has been taken.

- any generator and/or electrical equipment, including switchgear, should have satisfactory barriers / fencing / cordon to prevent unauthorised access and/or interference. They should be positioned in well ventilated areas.
- any generator being supplied must have a certificate to show it is electrically safe.
- all electrical equipment used at the event must be in a safe condition and suitable for that type of use, for example in the open air where it may get wet.

8.6 Fire Safety

A site specific Fire Risk Assessment will be required. To comply with fire safety law and to help you carry out a fire risk assessment and identify general fire precautions you need to have in place for example fire alarms, emergency lighting, fire extinguishers, staff training etc. Refer to the 'Fire Safety - Risk Assessment Open Air Events and Venues', see recommended reading in section 10.

8.7 Medical provision

The first aid provision needs to be suitable for the number of people expected to attend and for the type of event.

Key Points

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

Make sure that the basic services for first aid are always available. At smaller events, for example indoor markets/jumble sales, it is recommended a qualified first aider should be present and an area suitable for first aid treatment, including a supply of water, be available.

The first aid station should be clearly signposted and provided with easy access for spectators and ambulances at all times. Where an ambulance is required, a parking area should be provided close to the to the first aid post with a clear exit from the site.

Make sure that all persons assisting at the event know where the first aid post is, and, where appropriate, the identity of the first aider.

At large or high risk events consideration for rendezvous points (RVP) should be made at the perimeter of the event; this is due to the difficulty of bringing emergency vehicles in to the centre of the event through crowds. In some cases it is preferable to convey casualties from the first aid station to the RVP where they can transported to hospital by an ambulance. Where appropriate a space for a helicopter landing site should be identified and kept clear for emergency use.

Ensure mobile phones are available for use and have adequate signal, or make alternative provisions. A Medical Plan may be required.

8.8 Accident/Incident reporting

The event organiser must ensure an accident book is available for use on site and that it is completed in the event of an accident or incident occurring. This also includes near misses and minor injuries.

8.9 Work-related accidents

For the purposes of Reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR), an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is **work-related**; and
- it results in an injury of a type which is **reportable** (see www.hse.gov.uk/riddor for a list of 'Types of reportable injuries').

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Any accident affecting an event worker, even if not RIDDOR reportable, should be communicated to the worker's employer and recorded in his or her own accident book. Normal practice would be to remind the event worker of this responsibility.

You must make yourself aware of what is reportable and the methods for reporting the accident prior to the event starting. Guidance can be found on the Health and Safety Executive website www.hse.gov.uk/riddor

8.10 Marshals and security

Provide an appropriate number of marshals for the security and control of the site and the attending public.

The number of Marshals needed may be calculated by considering each of the separate tasks to be covered, for example staffing entrances and exits, controlling access to attractions/activities, general crowd control; patrolling public areas, securing unauthorised areas; securing hazards, car parking duties, etc. If the event is to last several hours, extra marshals should be available to allow others to take meal breaks, etc.

Marshals should be clearly identifiable by means of appropriate clothing in accordance with personal protection equipment (PPE) guidelines.

Those marshals who are acting in a security role will have to be Security Industry Association (SIA) registered.

A Crowd Management Plan may be required, including location of marshals/security.

Think about the routines and security arrangements for staff who are handling cash, many of whom may be unfamiliar with this role. Perhaps consider alternative methods of payment for your event.

If the event is to finish late, make sure that all staff can get home safely and that they do not have to wait alone at bus stops, stations and/or travel alone. Consider arranging taxis for staff where public transport will be a problem.

All marshals should be briefed on the safeguarding and lone working procedures

Provide adequate drinking water, sun screen and welfare facilities for all event staff.

8.10 Event control

Consider setting up an area on the site to:

- monitor the event, giving an early indication of any problems;
- control any incidents.
- direct resources to deal with any problems.
- act as a base for any communications systems.
- this area should be constantly staffed during the event and provided with a means of contact.
- liaise with emergency services

8.12 Communications

Provide a suitable means of contact between the safety officer, marshals, security, event control area and any other people responsible for activating the emergency procedures and contingency arrangements.

8.13 Public address

Consider the impact of your public address system on local residents and people attending your event. You may wish to carry out a letter drop to advise residents and businesses of your event.

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

For larger events a public address system for announcements and instructions to staff and the public may be more suitable. This may require a system with an emergency power backup. The location of this should be included on your site plan.

9. Welfare and facilities

9.1 Information point and lost children

Provide a location where enquiries can be made about lost children / adults at risk and for event information.

Those having a responsibility for safeguarding the welfare of children and adults at risk must be in possession of a valid and in date Disclosure and Barring Service (DBS) certificate. In the Event Management Plan you should have a policy detailing how you intend to deal with lost children/adults at risk.

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

9.2 Disabled access

Provide facilities wherever possible to enable people with disabilities to gain access and participate in the event (see www.thepurpleguide.co.uk for more information).

9.3 Sanitation (toilets)

Key points:

- event organisers must provide suitable and sufficient sanitary and welfare facilities for workers at an event.
- responsible organisers will provide appropriate sanitary and welfare facilities for the audience.
- provision of welfare facilities for the audience has positive benefits in controlling health risks and contributing to audience wellbeing and behaviour.
- licensing legislation may require provision of sanitary and welfare facilities for those attending.
- where public toilets are available on event site and you are expecting an audience of 500+, you must inform the operator of the toilets so that adequate provisions can be made. Charges will apply. For information on Teignbridge Council operated toilets, please see www.teignbridge.gov.uk/community-and-people/clean-teignbridge/public-toilets.

Provide an adequate number and type of toilets for the number of people expected, including provision for people with disabilities (see www.thepurpleguide.co.uk for more details).

It is best to use toilets which are connected to mains services, but temporary units may have to be provided.

Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event. Do not leave chemicals such as cleaning agents in any public toilet facility.

Provide direction signs to indicate the location of the toilets and provide adequate lighting where necessary and if the event continues into the evening.

The table below provides guidance on sanitation provision at a variety of event types.

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

9.4 Hot food outlets and bars

Provision of hot food on Teignbridge Council land requires evidence of Food Safety Management Systems and adequate training. This must be produced if requested.

Barbecue and hot food outlets include hazards such as the use and storage of fuel, e.g. gas bottles, naked flames and hot components. Safety barriers may be required in some instances. The event organiser must obtain up to date gas certificates before caterers are allowed to trade at your event.

No glass or plastic straws should be allowed on TDC owned sites. This must be made known to any artists and traders who might bring their own drinks on site or be provided with them as part of their contract.

Further information regarding managing caterers is in the Event Organisers Guide to Managing Mobile Food Vendors at Events www.teignbridge.gov.uk/eventorganiserinfo

Generally the council does not permit commercial businesses to operate on its land, however there are exceptions. If you wish to include commercial business operations within your event you need to record all their details on the application form. Permission, if granted, will be confirmed by the council.

9.5 Water

You may need to make provisions for free drinking water on site depending on the event, its duration, size, type, clientele, weather etc. Water systems should be safe and tested for customer consumption.

If the event is on licensed premises there is a mandatory condition requiring 'that free drinking water is provided on request to customers where it is reasonably available'.

9.6 Waste

Arrangements for waste disposal are the responsibility of the event organiser. You must keep, and leave the site in a clean and tidy, litter free condition. This also includes ensuring no balloons or sky lanterns are released on council land. An event can generate a lot of waste – you must make provision for an adequate number of waste and recycling bins around the site.

For community events waste and recycling bins can be provided by the council, for which there will be a charge. Advice may be sought from Teignbridge's Cleansing & Market Services ts@teignbridge.gov.uk.

For commercial events, only licensed contractors can remove waste. You or your event third party participants may need to arrange commercial waste management. It is recommended you consider making provision for recycling waste wherever possible.

9.7 Community safety

On promotional literature/event programmes and websites, suggest directions and travel routes with advice on planning journeys, travelling in groups, avoiding short-cuts, to help with traffic management around the site. Include advice on parking.

9.8 Special access provision

Where possible, special facilities should be available e.g. accessible parking, toilet facilities and seating. Signs should be clear and use recognisable symbols. Hearing loops may be needed. Dim lighting may deny access and special lighting effects e.g. strobes may be a problem. This should be stated beforehand and clearly signed at the event. Information should be available in alternative formats and a telephone number should be offered for enquiries. Booking forms should include questions about access, information and dietary needs.

9.9 Funding

There are a number of ways to fundraise for your event, such as sponsorship, charging a fee, offering contracts for tender (catering as an example). Once your event idea is born, it is advisable to make an appointment with a local funding advisor. They will be able to offer advice on drafting a constitution (you may need one as an organisation to be able to qualify for funding), advise you on funding, and what application forms will need to be completed. Please note that funding is dependent on the type of event being planned.

9.10 Marketing your event

Letting people know your event is happening can be the make or break of any event. Talk to your local press regularly, use your local radio station, speak to your local Tourist Information Centre; they may be able to display information for you. Consider a letter drop to local residents and businesses. Please remember when advertising your event that if you do not have permission from the property owner, it is considered fly posting and is a criminal offence.

| Useful Websites | |
|--|---|
| www.teignbridge.gov.uk/eventorganiserinfo | Teignbridge District Council for event organiser information including licensing, environmental health information relating to noise, food and health and safety. |
| www.devon-cornwall.police.uk | Police |
| www.dsfire.gov.uk | Devon and Somerset Fire and Rescue Service |
| www.swast.nhs.uk | SW Ambulance |
| www.hse.gov.uk | Health and Safety Executive website to view the Event Safety Guide HSG 195 and for information on risk assessments and what and when to report under RIDDOR regulations |
| www.devon.gov.uk | Devon County Highways information on road closures & signage |
| www.Devonsomersettradingstandards.gov.uk | Devon County trading standards information |
| www.teignmouth-harbour.com | Harbourmaster, Teignmouth |
| www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events | 'Can Do' - guide for organisers of voluntary events - Publications - GOV.UK |
| www.firesafetyguides.co.uk | Fire Safety - Risk Assessment Open Air Events and Venues |
| www.cieh.org | Noise guidelines and restrictions |
| www.ppluk.com | Phonographic Performance Ltd |
| www.prsformusic.com | Performing Right Society |

| Recommended Reading: | |
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| www.thepurpleguide.co.uk | The Purple Guide to Health, Safety and Welfare at Music and Other Events. There is a subscription for 12 months access to the Purple Guide website, including all updates and additional guidance that may be added during that period. |
| www.hse.gov.uk | Health and Safety Executive |
| www.hse.gov.uk | GS50 Electrical Safety at Places of Entertainment. A HSE publication is available to download from the HSE website by searching for GS50 () |
| www.hse.gov.uk | Temporary Demountable Structures |
| www.firesafetyguides.co.uk | Fire Safety Risk Assessment Open air events and venues – ISBN-13: 978 1 85112 823 5 |