

Events advice

As an event organiser, you are responsible for the planning, organisation and the operation of your event. This guide is intended to enable you to plan your activity or event safely and legally. It aims to simplify the processes involved, without avoiding the necessary detail.

The guide is in three parts:

A. A general outline of how to plan an event

B. Some points you will need to consider

C. Details of Warrington's events safety planning processes (Events Safety Advisory Group or ESAG).

A premises licence or Temporary Event Notice (TEN) may also be required for your event. For guidance on licensing please contact

The Warrington safety planning process is coordinated through the Events Safety Advisory Group (ESAG). This is a one-stop shop of all the people who will need to be contacted if you are planning an event in Warrington.

If your event, (e.g. a street party, fun run, parade, car boot sale etc) is being held in Warrington on council land, or the public highway, you must notify ESAG of your event by submitting an event notification form which can be found on the council's website www.warrington.gov.uk. If your event is on private land, we would still recommend that you submit an event notification form to gain advice and guidance on safe event organisation and your responsibilities as an event organiser

A – General outline of how to plan an event

Step 1 Appoint an event manager and do a feasibility study (where, when, what, why) and draw up a draft site plan.

Step 2 Seek permission from the landowner and any areas / buildings covered by your event.

Step 3 Draw up a draft event plan and apply for licence if necessary

Step 4 Inform local residents or businesses of your plans for the event and act on any feedback you may receive. It may help to hold a meeting.

Step 5 Submit your event notification form to ESAG. Please send your completed event notification form and associated event documentation to events1@warrington.gov.uk

It is essential that your event risk assessment, site plan, event management plan and copy of your public liability insurance are submitted at the same time. Without all the event documentation ESAG will not be able to consider your event.

Step 6 In the case of a premises licence, if no objections / representations are received from the responsible authorities or interested parties such as businesses or local residents, the licence will be granted. If representations are received the applicant (you) can seek to negotiate an agreement. If there is no agreement a licensing hearing will be held which will decide on the application.

Step 8 Enjoy your event!

Planning phase - Below are some helpful suggestions of the things you will need to consider when planning your event:

Risk assessment

The first step when planning your event is to carry out and provide a written risk assessment. The purpose of a risk assessment is to identify hazards, assess the risks which may arise from those hazards and decide on suitable measures to eliminate or control the risks. Employers and the self-employed have a responsibility under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to carry out risk assessment

Stewarding

3.1 Stewards – roles and responsibilities

3.1.1 A steward is someone who we hold responsible for the safety and care of spectators. A steward's role is to minimise the risk of injury to public, participants, and staff. Stewards must be easily identified by using tabards, arm bands or high visibility jackets. The primary duties of a steward are to:

- understand their responsibilities towards health and safety of all categories of spectators;
- carry out pre-event safety checks;
- control or direct spectators who are entering or leaving the event; along with checking suppliers, contractors, and accredited staff and specialists;
- assist with the safe operations of the event;
- recognise crowd conditions so as to ensure safe dispersal of spectators in the event of overcrowding;
- assist emergency services as required;
- respond to emergencies;
- undertake specific duties in an emergency or as directed by the safety officer or appropriate emergency service officer

It is the responsibility of the event organiser to ensure there are enough stewards to cover the size of the event. Staffing levels may differ, depending on some of the following factors:

- If the event is staged indoors or outdoors

- Weather conditions
- Sale of alcohol
- Timing of your event
- Type of entertainment
- Site characteristics
- Audience profile (e.g. children, vulnerable people, etc).

The findings of your risk assessment will help you decide the number of stewards necessary to manage the audience safely. It is the responsibility of the organiser to ensure that any steward employed has received appropriate training and has been briefed in respect of their role.

Stewards and Marshals Training and briefing

Adequate training and briefing of stewards and marshals is central to effective event safety and an event organiser are to make sure that that training is provided for all professional stewards, stewards, marshals and volunteers and that they have received an adequate briefing for their role.

Marshalls roles and responsibilities

A marshal is someone who we hold responsible for the safety and care of competitors or participants only for events on the highway or road. Marshals must be easily identified by using tabards, arm bands or high visibility jackets. The primary duties of a marshal are to:

- be familiar with the event route, and be aware of all elements of the event;
- remain in an allocated position for the duration of the event, unless directed to move by an event supervisor;
- assist in the placing of temporary signs or barriers, and make sure signs are not moved until the event ends. Marshals placing of traffic signs need to be **Chapter 8 (City and Guilds) Signing and Guarding trained**.
- if necessary explain to the public any reasons for hold ups, or diversions;
- if necessary warn public and spectators of approaching events or competitors;
- indicate directions to the event participants or competitors
- where necessary assist emergency services to access incidents on or adjacent

PATO - Police Accredited Traffic Operative or Traffic Marshall

This is person who is empowered to control traffic e.g. at a junction where there is a need to keep traffic moving for an event. Training for this is provided by the Community Safety Accreditation Scheme (CSAS).

It is important to note that the interpretation by the Association of Chief Police Officers (ACPO) of the Department for Communities and Local Government (DCLG) guidance on the Community Safety Accreditation Scheme (CSAS) specifically excludes the inclusion of the “Voluntary Sector” as suitable recipients for accreditation under the CSAS.

Volunteers

For small events volunteers can be used. Event organisers need to make sure that the volunteers have had the correct briefing/training and have the skills to fulfil their responsibilities.

The Health and Safety Executive (HSE) considers it good practice for a volunteer to be provided with the same health and safety protection as an employee irrespective of their legal duty.

Security

Security staff at events are required to be registered with the Security Industry Authority (SIA). For guidance on security at events visit: www.the-sia.org.uk. Organisers must take account of any special security measures necessary. These may arise out of circumstances such as the attendance of VIPs or the presence of large amounts of money at the event. All security staff must wear their SIA badges at all times.

Security is defined as:

- Guarding against unauthorised access, occupation or outbreaks of disorder.
- Guarding property against destruction and danger
- Guarding individuals against assault.

DBS

DBS is the Disclosure Barring Scheme, who act as a one-stop shop for organisations, checking police records and, in relevant cases, information held by the Department of Health and the Department for Education and Skills. There are two levels of disclosures currently available; standard disclosures and enhanced disclosures. Part of the role of the DBS is to reduce the risk of abuse by ensuring that those who are unsuitable are not able to work with children and vulnerable adults. If you or your staff will be in direct contact with children or vulnerable adults at your event we recommend that you complete a disclosure application form.

For further information regarding DBS or to complete an application form, visit: www.gov.uk/disclosure-and-barring-service

Evacuation

Whenever a crowd is placed in a confined space (indoors or outdoors), you must have evacuation procedures in place and this should form part of your overall event plan. Often,

in the case of indoor events, the premises will already have an evacuation plan in place. However, it is less likely that these will exist for an outdoor event. ESAG can advise you on this. People within your audience may be affected by a range of disabilities, e.g. epilepsy, impaired hearing, restricted mobility, visually impairments, learning disabilities etc. You need to ensure that their requirements are included in your evacuation plan and adhere to the legislation within the Disability Discrimination Act, for further information visit: www.disability.gov.uk.

Licensing

If your audience is 499 or more you will need a premises licence to stage any of the following forms of regulated entertainment:

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- Boxing or wrestling entertainment
- A performance of live music
- Any playing of recorded music
- A performance of dance
- Facilities for making music, dancing and anything of a similar description
- Entertainment of a similar description to that falling within live music, recorded music or performance of dance
- Facilities for making music, dancing and anything of a similar description
- Provision of late night refreshment (11.00pm – 5.00am)
- Sale of alcohol.

The licensing authority ultimately decides as to whether an event is licensable or not.

Permitted temporary activity

If the activity is for less than 500 you may use a Temporary Event Notice (TEN) obtainable from the Licensing section (contact details below).

A copy of the completed TEN form must be sent to the licensing section and Cheshire Police at least 10 working days prior to the activity / event. Please note for events not covered by a TEN, a premises licence will be required which has longer timescales. We would encourage all organisers to apply for their licence or TEN as soon as is practicable to do so.

For advice on licensing please contact: cexlicensing@warrington.gov.uk

PRS Licence

The Performing Rights Society (PRS) is a non-profit making membership organisation of composers, songwriters, authors and publishers of music of all styles. The function of the PRS is to collect royalties on behalf of its members, from music users in the UK. A PRS music licence is required by anyone using or intending to perform music (live, DJ, TV, radio etc) in public and in venues. It is the organiser's responsibility to obtain a PRS licence. Obtaining a

PRS licence gives blanket coverage so that the licence holder does not have to seek individual clearance for every single piece of music used.

For further information and an application form visit: www.prsformusic.com

Public liability insurance

Public liability insurance cover will be expected for your event. This must be produced before the event takes place and advice should be sought from a recognised insurance broker, you must also ensure that any equipment you hire is adequately insured against loss or damage. Again, you should work closely with the land/building owners. The level of the insurance will depend on the nature of the activity planned.

Traffic Management

Events held on the public highway will require traffic management which could involve road closures or certain restrictions for which there is likely to be a cost. All traffic management proposals must be agreed by the Highways Section of Warrington Borough Council.

Therefore, it is important that advice is sought at the earliest possible planning stage from these parties to ensure provisions can be made. You should be aware that to apply for, and be granted, a road closure can take up to 3 months. In addition, the event organiser may need to appoint a traffic management company to enable an event to take place.

Dependant on the size of the event, the cost involved in traffic management could be significant.

Any event which involves a road closure must go through ESAG.

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 is intended to create a fire safe environment in and around all premises being used for, or as part of an event covered by this Guide, including temporary structures such as tents and marquees.

The event organiser must;

- Undertake a fire risk assessment as part of their overall risk assessment
- Reduce the fire risk to a minimum and implement appropriate fire precautions
- Ensure, as far as is practicable, the safety from fire of relevant persons, including employees and all others
- Prepare a fire safety strategy designed to deal with any fire emergency
- Review the fire risk assessment and the fire safety strategy when necessary.

Matters that must be considered to comply with the above are;

- How and where is a fire most likely to start?
- Can the risk be eliminated or reduced?
- How will the fire be detected?
- How will the alarm be raised?
- What is the evacuation procedure? (This will include fire exit signs and stewarding)
- What first aid fire-fighting equipment (extinguishers) is required?
- Do the stewards/staff know what to do in the event of a fire? (Training)
- What procedures are in place for calling the Fire Service?

Further guidance is available from:

www.firesafetyguides.communities.gov.uk or Cheshire Fire and Rescue Service at www.cheshirefire.gov.uk

Medical provision

Appropriate first aid and medical facilities should be provided for your event. Guidance should be sought from North West Ambulance Service (www.nwas.nhs.uk) and relevant voluntary groups such as St John Ambulance or the Red Cross.

Areas to be considered when booking medical provision include: venue, type of event, weather, planned activities and expected audience attendance.

You must ensure that you make provision for emergency vehicle access and exit when planning your event layout.

Communication

It is essential that stewards, security staff and the organisers are able to communicate effectively. At larger events the facility for at least one jointly staffed office (Event Control) should be made available when necessary. This provides a means of joint communication between participating organisations.

Communication with the public is as important as communication between event staff. In the event of an evacuation, an effective means of communication must be available, this can form part of your evacuation plan.

Temporary Structures

Temporary structures can be anything from a marquee, to a stage or a podium. Appropriate safety documentation should be sought from the company providing the structure, they should be skilled & experienced in this type of work and have appropriate insurance cover. Please take into account the weather when writing your risk assessment.

Documentation should include:

- Risk assessment
- Method statement
- Current public liability insurance certificate
- Company health and safety policy
- Certificate of work completion.

Barriers

There are many different types of barriers and each type serves a different purpose. For example barriers can be used to:

- provide physical security
- prevent people climbing onto equipment
- prevent the build up of audience pressure
- create arenas
- manage queuing.

Barriers should be appropriate for their designated use and as with temporary structures they must be erected in strict compliance with health and safety legislation.

Environmental issues

Event Organisers must, at all times, have regard for environmental concerns. This may include whether the venue is suitable for the type of event proposed. Attention must be given to the concerns of local residents in terms of noise and litter.

It is the responsibility of the Event Organiser to ensure that the event site is left in the same condition as it was before the event. If the ground is damaged you may be charged by the landowner for reinstatement.

You must have a cleansing plan in place to ensure the correct disposal of waste, this can include supplying extra bins / bin bags, ensuring any caterers dispose of their own waste and if you have large numbers of people at your event you may need to contact a commercial waste management company. Consideration should also be given to recycling of waste materials wherever possible. For further information visit:

www.warrington.gov.uk/bins

Welfare facilities

Welfare facilities should be reviewed to ensure that provision is adequate. Areas to consider include toilets, lost children, food and drink, marquee cover, lighting, etc. It is expected that organisers will comply at all times with any regulations or laws.

Access for all

Disabled spectators and participants feature as part of many events, their needs must be taken into consideration and met during the planning of your event, particularly with your evacuation plan, plus attention should be given to parking, toilets, raised viewing platforms etc. You can seek further guidance from **www.disability.gov.uk**

Information & Signage

Information is key in any large event. It will be expected, therefore, that organisers make provision for sufficient signage to be available around the event venue. All signage should be produced with the user in mind. Due care and attention should be given to the provision of signage on the site. For example, the use of internationally recognised pictograms for non-English speaking members of the crowd or those who may not be able to read (e.g. lost children). Any temporary, directional or other signage on the public highway requires specific approval of the council's Highways section.

General considerations

- Road and Building Works.

Road and building works are always a pre-event consideration. At an early stage of your event planning, organisers should liaise the council's highways section to ensure that the event and its infrastructure do not conflict with planned works.

- Co-ordination

Thought should be given to the time and day of the week on which events are scheduled. You may be wise to avoid certain days and times of the week to minimise inconvenience or clashes with other events.

- Road safety - Advice should be sought at the earliest possible planning stage from the council's highways section.

- **Noise pollution**

Large fetes and concerts often entail the playing of amplified music.

Food provision

When using outdoor catering services ensure that the catering services are registered under the Food Safety Act 1990 and also carry the appropriate liability insurance.

For further information - <http://www.food.gov.uk/multimedia/pdfs/fsactguide.pdf>

- **Lost children**

A facility should be provided for lost children and staffed by qualified staff that have recently undergone an appropriate check on suitability. Guidance from the NSPCC (visit: www.nspcc.org.uk for more information) should also be sought as to the relevant legislation regarding people working with children.

- **Crowd profiles**

Audience profile can affect risks. Thought should be given to the differing needs of young children, teenagers, adults, the elderly and whether alcohol is for sale is a fundamental factor. Your risk assessment should reflect this.

- **Public Transport**

Consideration must be given to any public transport services that may be affected by your event, due to road closures or a high demand for the service. You should contact any of the services that may be affected and invite a representative to your joint agency meeting.

Who is responsible for health and safety at a public event?

The event organiser and / or the landowner are responsible for the health and safety of both the public and those taking part in the event. You must ensure that you have a named person who is responsible for health and safety at your event.

What is the Event Safety Advisory Group (ESAG)?

Safety Advisory Groups were recommended in the Taylor Report on the Hillsborough Stadium Disaster.

Warrington's Events Safety Advisory Group is chaired by the council's highways management

Core members of ESAG are;

- Chair – WBC Highways management
- Cheshire Police
- Cheshire Fire and Rescue Service
- North West Ambulance Service
- WBC Town centre management
- WBC Parks and open spaces management
- WBC Highways management.
- WBC Licensing section.

Invited representation;

- Event organiser –as and when necessary
- Environmental Health Officer – Warrington Borough Council
- Building Control Officer Warrington Borough Council
- Legal Services representative from the Council
- Democratic Services from the Council.
- Other relevant Local Authority service representative, e.g. town centre manager.
- WBC Risk and Resilience management
- Other parties as appropriate.

What does the Events Safety Advisory Group (ESAG) do?

The group meets monthly to assess the Health and Safety implications of events planned in the town to ensure that event organisers are aware of their responsibilities. The group does not make any decisions on behalf of the local authority. The group is an advisory service only, it is not an event organising service.

ESAG meet on a monthly basis throughout the year

You will be advised of any comments made at the ESAG meeting regarding your event.

You are requested to give at least 3 months notice of your event to the ESAG.

Useful Contacts

For enquiries please contact Warrington Contact Centre on 01925 443322 or go to www.warrington.gov.uk and follow the links to the relevant departments.

Useful Publications

If your event expects a large audience or the performance is unusual, you may need specialist advice and support. For further detailed planning advice there are a number of specialist guides available.

- The Event Safety Guide

The Event Safety Guide is now published by the Event Industry Forum (www.thepurpleguide.co.uk)

- Events management guidance <http://www.hse.gov.uk/event-safety/>

- Guide to Safety at Sports Grounds
Published by the Stationery Office.

- Managing Crowds Safely
Published by the Health and Safety Executive.

- 5 Steps to Risk Assessment

Published by the Health and Safety Executive.

- Managing Health and Safety - Five Steps to Success

Published by the Health and Safety Executive.

- Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances.

Published by the Independent Street Arts Network.

- Guides to Fire Safety Risk Assessment, issued by Department for Communities and Local Government and available on www.firesafetyguides.communities.gov.uk

There are guides available for small and medium places of assembly, large places of assembly, theatres, cinemas and similar premises as well as open air events and venues.