

EVENTS IN THE VALE OF GLAMORGAN

Event Planning Guide



www.valeofglamorgan.gov.uk/events

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Introduction

Are you planning an event, large or small? Need some guidance then we can help....

Welcome to The Vale of Glamorgan Council's Event Planning Guide. This booklet is designed to offer practical advice and guidance to event organisers and can help in the planning of safe, legal and successful events.

The guide provides useful information on such issues as licensing, risk assessments, traffic and welfare at events as well as contact numbers and checklists.

The guide however is not a comprehensive listing and it is recommended that organisers look at the publications listed in the *Useful Publications* listing at the back of the booklet.

The Council's Events Officer also offers a "one stop shop" for event enquiries. Event organisers can use this as a first point of contact for all event enquiries

For more information please call The Vale of Glamorgan Council's Events Officer on 01446 704736.

The Vale of Glamorgan Events Liaison Panel

In addition to the Event Officer, the Vale of Glamorgan Council operates an Events Liaison Panel (ELP). The panel is made up of key Council departments and local emergency services. The group is chaired by The Vale of Glamorgan Council's Civil Protection Unit and provides advice and guidance to any organisation, including the Council, planning to hold an event in the Vale.

The ELP is made up of the following representatives:

Police
Fire
Ambulance
Health & Safety
Highways
Environmental Health
Building Control
Licensing

The Panel meets regularly and offers an advisory role only ensuring that all event organisers are aware of their responsibilities and that all events are run safely.

The ELP is free to attend and all event organisers are encouraged to inform the panel of their event. In order to assess your event the panel asks that organisers fill in an Event Aide Memoir, which is attached at end of the booklet or can be downloaded at the Events Section at www.valeofglamorgan.gov.uk For more information please call 029 20 673044.

Planning your event:

Organisation....

Health & Safety at your event

Event organisers are accountable for the Health & Safety of all those taking part in, working at or attending the event. You must ensure you have a named person who is responsible for Health & Safety at your event.

For further information please call the Vale of Glamorgan Council's Health & Safety Team on 01446 709105

Public Liability Insurance

All event organisers are expected to hold up to date and adequate Public Liability Insurance for their event. The Council requires insurance of at least £5M in respect of any one occurrence and details of this insurance must be forwarded to The Vale of Glamorgan Council's Events Officer prior to the event taking place.

Event organisers must also ensure that any equipment hired is also insured against loss or damage.

Suppliers who attend your event such as stallholders, street entertainers etc should also hold their own insurance and it is important that Event Organisers check these documents.

Council Departments who organise events will normally be covered by the Council's own insurance but should consult with the Council's Insurance Officer on 01446 700111.

Licensing

Do you need a licence?

Under the Licensing Act 2003 event organisers will require a licence for the following activities:

- Plays
- Films
- Some types of street entertainment eg.clowns
- Indoor sporting events (with spectators e.g. darts)
- Boxing or wrestling entertainment
- Live or Recorded music or provision of facilities to make music
- Performances of dance or provisions of facilities for dancing
- Provision of late night refreshment (between 11:00pm and 5:00am)
- Sale or supply of alcohol for consumption on or off the premises
- Provision of Circuses

Type of licences available are:

If your event is for over 499 people you will need a **Premise Licence** to cover any of the above forms of entertainment. A Premise Licence has a long application timescale and must be applied for at least 8 weeks prior to your event.

If your event is for under 499 people and does not exceed 96 hrs you will need a **Temporary Events Notice –TEN**. This formal licence must be applied for at least 10 working days prior to your event not including the day of service or the day of your event.

During your event you may be thinking of carrying out charitable collections or raffles, a permit or licence may be required. Please check with the Licensing Section to ensure all licensing requirements are met.

You may also need a Street Trading Consent if you are selling items on the street / pedestrianised area eg. Food and craft markets. Street Trading is only permitted in a limited number of areas across the Vale of Glamorgan, please contact the licensing section for a list of streets with trading consent.

Costs apply for all license applications.

It is crucial that event organisers make early contact with The Vale of Glamorgan Council's Licensing Section to discuss possible licensing requirements. Vale of Glamorgan Council Licensing Section, Civic Buildings, Barry. Tel: 01446 709105 or visit the Licensing section of The Vale of Glamorgan Council's website www.valeofglamorgan.gov.uk

Risk Assessments

It is important when planning your event to complete a written risk assessment. The aim of a risk assessment is to identify all hazards to the public, participants and employees attending the event, assess the risks arising from these hazards and then look at appropriate measures to eliminate or control the risks.

A Hazard is anything that could cause harm and the risk is the chance high or low, that someone could be harmed by the hazard.

A Guide to carrying out a risk assessment:

1. Identify the Hazards

Look for hazards that could cause harm

Such as: Slipping/tripping, Moving vehicles, Water, chemicals etc.

2. Decide who might be harmed and how

Look at groups of people who may be affected

Such as audience crush at a concert

3. Evaluate the risks and for each risk consider whether or not it can be eliminated completely. If the risk cannot be removed decide what must be done to reduce it to an acceptable level.

4. Record your findings and implement them

5. Review your assessment regularly and update if needed

An event risk assessment form is available in the pack or to download in on The Vale of Glamorgan Council's website in the events section.

Contractors, suppliers and performers involved in your event should also supply their own risk assessments eg. Stands or stalls, Fairgrounds, Marquees, temporary structures, Bouncy Castles, displays and fireworks. It is important that as event organiser you see a copy of these risk assessments.

For more information on risk assessments go to <http://www.hse.gov.uk>

Evacuation Plan

Where a large group of people gather in one place for an event, an evacuation procedure / plan must be in place. People in the crowd may be affected by a range of disabilities including impaired hearing, restricted mobility and visually impaired. It is essential that their requirements are included in your evacuation plan. The Events Liaison Panel can help with Evacuation Plans.

Stewarding

An event organiser will be expected to provide stewards for their event. The number of stewards required will depend on the size and nature of the event and factors to consider include:

- 1 Is the event indoors or outdoors
- 2 Weather conditions
- 3 Type of event and type of audience eg. Families
- 4 Is alcohol to be sold at the event
- 5 Timing of the event eg. Daytime to late night event
- 6 Site characteristics

Small scale, community type events may use local helpers and volunteers as stewards. Where as for large-scale events it will be necessary to employ stewards provided by a professional company. For any event it is essential that all stewards are well briefed and are easily identifiable. Where applicable the Police may also attend the steward's briefings.

It is the event organisers responsibility to ensure all stewards are trained and briefed and there should be a clear line of communication between the organiser and stewards.

Security Arrangements

Event organisers must take into account any security measures required at the event. These will depend on circumstances such as the presence of VIPs, large amounts of cash or valuable equipment and the sale alcohol.

In 2001 the Private Security Industry Act was brought in to raise the standards of professionalism within the Security Industry.

The Security Industry Authority exists to manage the licensing of the private security industry and for more information visit the www.the-sia.org.uk

CRB

The Criminal Records Bureau (CRB) act as a one stop for organisations, checking police records and in some cases, information held by the Department of Health. The CRB's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society.

For further information please visit www.crb.gov.uk

Environmental Issues

As Event Organiser it is important to consider the environmental impact of your event...such as is the venue suitable for your event?

Attention must be given to the concerns of the local resident such as litter and noise and it is essential that the site is left in the same condition as before the event.

The Vale of Glamorgan Council can supply event bins and arrange cleansing of event sites. There is a charge for this service please call Vale of Glamorgan Council Cleansing Section on 029 20 673000 for more details.

First Aid

Appropriate First Aid facilities must be available on site during an event. Event organisers are required to provide appropriate equipment and personnel to enable first aid to be given to anyone who becomes ill or is injured during an event.

Guidance can be found in the publication “The Event Safety Guide – A guide to Health, Safety and Welfare at music and similar events” (Also Known as the Purple Guide). Voluntary Groups such as the Red Cross or the St John Ambulance can provide guidance and first aid at events.

During the event, provision must be made for emergency vehicle access and exit from all areas of the site. A 4m access lane is recommended.

Welfare Facilities

Event organisers should provide adequate Welfare facilities such as toilets, food, lighting, lost children point etc. Facilities should be reviewed throughout the event.

Temporary Structures

Events often require the use of Temporary Structures, which can be anything from marquees to stages. Special attention will need to be given to any temporary structures, which may need erecting, and professional companies should always erect these.

The company providing the equipment should also supply a risk assessment, current insurance, company health & safety policy document and a certificate of work completion.

For more information on temporary structures please call the Vale of Glamorgan Council's Building Control section on 01446 704640.

Barriers

There are many different types and configurations of barriers that can be used during events and the most common is the 2.5m crowd barrier.

Barriers can be used for a number of purposes including controlling crowds and to stop people climbing onto event equipment such as generators. It is important to ensure that the barriers chosen are appropriate for their designated use.

Barriers must always be used in strict compliance with Health & Safety legislation.

Fire safety

It is essential that event organisers provide approved fire fighting equipment at their event. It is also important that all staff stewards etc are trained in using this equipment. The South Wales Fire Service on 01443 232000, will be able to provide guidance to event organisers.

Traffic and road closures

Depending on the size of the event there may be a need for event traffic management such as road closures, signage and diversions.

All traffic proposals will need to be approved by Vale of Glamorgan Council Highways Section prior to the event, therefore it is important that advice is sought at the earliest possible stage.

All road closure applications must be received for consideration at least one month prior to the required closure date and a traffic management plan showing signage and diversions may be required. The event organiser must also liaise with residents / businesses affected by the closures. Costs apply.

Permission from the Council will also be required for temporary direction signs for events along the public highways.

For further advice please contact the Vale of Glamorgan Council Highways Department on 029 20 673054

Communications at the event

It is essential that there is effective communication between stewards / security and organisers for an event to run safely and smoothly. The most common method of communication between teams at events is the use of 2 way radios, which can be hired from a number of local and national companies. Mobile phones are also used, however some event sites may have a bad mobile phone reception.

Effective Communication with the public at an event is also very important. In the event of an evacuation, an effective means of communication such as powerful PA system must be available.

Information at the event

Event Organisers should provide sufficient signage and information at the event. This should specifically include lost/found children, first aid, toilets, exits, entrances and car parks. All signage should be clearly visible, easily understood and lit when dark. Consideration should also be given to access for people with disabilities / special needs.

Access for all

Organisers must take into account the needs of disabled people at their events, particularly within an evacuation plan and attention should be given to parking, toilets, viewing platforms etc. Further guidance can be found at www.disability.gov.uk.

Catering at the event

Organisers of events should be aware of the current requirements of food safety legislation even though they may not be actually running the food operations themselves. Organisers should ensure that operators of mobile food outlets are registered with the local authority in whose area the unit is normally kept. All food providers must also have a basic food handling certificate.

For further advice contact The Vale of Glamorgan Council's Environmental Health Department on 01446 709105.

Event Promotion and Marketing

The Vale of Glamorgan Council's Leisure & Tourism Department can help with the promotion of your event. Where possible we can publicise your event free of charge on the Council's website and Whats On Guide. We can also help with the distribution of leaflets and posters to our Council's offices, Leisure Centres and Libraries in the Vale of Glamorgan. For further information please call 01446 704736.

Who to Contact

Events Officer
Vale of Glamorgan Council
Dock Office
Barry
CF63 4RT
01446 704736
sejones@valeofglamorgan.gov.uk

Vale of Glamorgan Council Events Liaison Panel
The Alps
Wenvoe
CF5 6AA
Tel: 029 20 673042

Useful Contacts

Vale of Glamorgan Council

Licensing Dept	01446 709105
Traffic / Highways Dept	029 20 673000
Environmental Health	01446 709105
Health & Safety	01446 709105
Town Centre Manager	01446 704731
Tourism	01446 704868
Communications Dept	01446 709454/453

or go to www.valeofglamorgan.gov.uk and follow the relevant links

Other Organisations

South Wales Police	01446 734451
South Wales Fire Service	01443 232000
South Wales Ambulance	01495 765400

St John Ambulance	029 20 449649
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Priory House
Beignon Close
Ocean Way
Cardiff
CF24 5PB

Red Cross	01267 237874
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Unit 12 Anthony Way
Cillefwr Ind Estate
Johnstown, Carmarthen

Useful Publications

The Event Safety Guide - a guide to health, safety and welfare at concerts (also known as the Purple Guide).

Managing Crowds Safely

Five steps to Risk Assessment

All the above are published by the HSE
<http://www.hse.gov.uk>

Guide to Safety at Sports Grounds
Published by the Stationery Office

The Guide to Firework Safety

