



Vale of Glamorgan Council Events Safety Information 2006



<u>Contents:</u>	<u>Page:</u>
Introduction:	3
Responsibility:	4
Planning The Event:	4
First Steps:	4
Assessing the Risks:	5
Organisation:	9
Who To Contact:	10
Insurance:	11
Emergency Planning:	12
Site Preparation and Facilities:	12
Preparing the site:	13
Electrical supplies and equipment:	15
Fire Fighting:	16
First Aid:	16
Control Room:	17
Welfare Facilities:	18
Contact Details Listings:	20
References:	22
<u>Appendices:</u>	
Appendix 1. Checklist of Safety Arrangements	23
Appendix 2. Event Risk Assessment Form	26
Appendix 3. Stewards Duties	27

INTRODUCTION:

The Regulatory Services Department and the Corporate Health and Safety Department have prepared the Vale of Glamorgan Council Events Safety Information with assistance from Bridgend Events Safety Advisory Group; Torfaen County Borough Council;

It is intended to provide advice and initial help to those persons/organisations wishing to plan an “event” within the boundaries of this Local Authority and to ensure they are fully aware of the implications in organising an event. Rather than creating barriers and deterring anyone from organising an event, this should be seen as informing organisers and providing the appropriate contacts to help an event run smoothly

Events come in many different sizes, and cover a wide range of activities. It may be a small community fete or a large music festival. Whatever the size, they have common issues including planning, organisation, safety, insurance, contingency planning and publicity. Therefore, all advice given is general due to the many different types of events that can be considered.

Events for which this information may prove useful could include outdoor fetes, fairs, country and craft shows, car boot sales etc. which are often held at schools or on public or private parkland, in an open field with little or no facilities.

The responsibility of the organisers to ensure safety are just as relevant to smaller indoor events such as jumble sales, presentations, exhibitions etc. held in church, village or school halls.

Typically these events will be put on by organisations such a school parent/teacher associations, church, community and voluntary groups and charitable societies etc. for fund raising purposes.

As an organiser, you have a duty, so far as is reasonably practicable, to make yourself aware of and consider any current and applicable statutes, regulations, by-laws, approved and associated codes of practice relating to the event or its individual elements and to take appropriate action. This guide is intended to act as a signpost to direct you towards the various sources of help and contacts are contained within the guide.

This is a working document, the information aims to encourage continuing good practice, increase knowledge and understanding.

Event organisers are reminded of the need to make their own enquiries and to seek competent advice as appropriate, basing any decisions they make relative to the health and safety of participants and visitors to the event.

Please remember that this is only a guide and useful contact numbers for further advice and information are given at the end of this booklet.

Initial thoughts before going further:

- What event are you trying to hold?
- Why are you going to stage it?
- What is the overall purpose?
- Are there detailed event objectives?
- Who is it aimed at?
- When will the event happen?
- How much will it cost?
- Who pays?
- Have you done market research?
- Have you thought through all your customers' needs?
- Will the event meet the targets?
- Do you want feedback after the event?

RESPONSIBILITY:

Please note that **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, your members and/or any employees and any volunteers.

The most relevant safety law is likely to be the Health and Safety at Work etc. Act 1974 and it's accompanying Regulations

PLANNING THE EVENT:

First Steps:

- Decide on the venue, the size and contents of the event and the dates and times you wish it to be open. You should decide if the admission to the event is to be free admission, pre-sold tickets or payment on the day. You should consider the likely age range of the people expected to attend and the approximate numbers. In some cases the venue will provide you with the maximum number of persons allowed within the room/building.
- Do you require any special licence? If under 500 persons are expected you can apply for a Temporary Events Notice (TEN), if numbers are over 500, a premise licence will need to be obtained, naming a Designated Premises Supervisor. Premises covered under an existing Premises Licence will not require any further licence unless you wish to hold the event outside the normal hours allowed by that licence. The Licensing department will need a notice period of a minimum of 10 clear working days and notice must be also given to the Police.

ASSESSING THE RISKS:

- Assessing the risks is essential. You should consider each attraction or activities that make up an event and identify all possible hazards that could occur. It is important to take all eventualities into account, i.e. bad weather on the day, high access, fuels used, electrical cabling, parking facilities etc.

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. Existing controls should be listed and an assessment made as to whether any further controls are required. The following should be taken into account:

- Compliance with legislative standards, codes of practice, British Standards
- Information, instruction and training regarding the event and the activities involved

Further action to control the risk

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

High; An unsecured inflatable being used in adverse conditions

Medium; A display of animals in a roped area

Low; A mime artist performing amongst the crowd

For each risk consider whether or not it can be eliminated completely. The law says you should first try and remove the risk but if this is not possible then the next best option should be used i.e. If the risk cannot be removed decide what must be done to reduce it to an acceptable level. Consider the following:

- Removal of the hazard
- Find a substitute for that activity / machine
- Preventing access to the hazard e.g. guarding dangerous machinery
- Implement procedures to reduce exposure to the hazard

When drawing up your risk assessment, involve the people who will actually be doing the job. This will give them a greater understanding of the needs and reasons behind their work. Give a copy of the finished assessment to these people so that they are aware of the controls in place and can play an active role in monitoring and controlling the risk.

To meet the most basic of legal requirements;

- Identify all possible hazards* and decide who might be harmed and how.
- Check the risks* and decide on the action you will take to minimise the risks.
- Work out how you will put your planned action into practice and keep a written record of your plans. (Safety Manual)

*Hazard = Anything that could cause harm to anyone.

*Risk = The likelihood and effects of a hazard happening.

As good practice and to ensure that any foreseeable hazards are identified we strongly recommend that risk assessments are undertaken for every activity at the event.

Planning for the management of crowd safety should be based on risk assessment. In circumstances relating to event organisation safety must be considered at all stages.

What is Risk Assessment?

A Risk Assessment is a careful examination of the activities to identify any potential hazards and allows control measures to be introduced to reduce the risk to the lowest practicable level.

Event Risk Assessment Form

The form in Appendix 2 can be used to record all significant hazards, the nature and the extent of the risks and the action required to control them.

Identifying Hazards

A hazard is anything with the potential to cause harm. All such hazards should be identified in the risk assessment. This will include those relating to individual activities and any equipment accompanying the event. Examples that may be taken into consideration:

- Any slipping, tripping or falling hazards
- Moving parts of machinery
- Any moving vehicles on site
- Use of any portable electrical appliances
- High noise levels
- Overcrowding and crushing
- Use of any equipment whether owned, hired, borrowed. (e.g. marquees, staging etc)

This list is not exhaustive and care should be taken to identify any other hazards associated depending upon the activities of the event.

Please note that we would expect the following attractions to have a written assessment;

- Stands or stalls involving the use of weapons, air rifles, darts etc.
- Karting and Fairground Equipment
- Bungee Jumping, Hot Air Ballooning, Parachuting and Helicopter Rides.
- Bouncy Castles and Children's Amusement Rides
- Displays or parades involving animals, vehicles, weapons, flames, fireworks, special effects
- Marquees, catering stands, tents, temporary structures and stands.

Each attraction/activity will have its own special hazards that must be identified so that comprehensive safety precautions can be prepared. This list is not exhaustive and care should be taken to identify any other hazards associated depending upon the activities of the event.

For each hazard identified, it is essential that you list all those people who may be affected e.g., Visitors, volunteers, children and elderly people, disabled people, local residents, stewards, contractors, etc.

When you have listed the possible hazards of each activity, decide how you will reduce the risks in each case and the precautions you intend to take. Ensure that all contractors and performers have undertaken their own risk assessments and that these documents have been checked and are satisfactory before permitting them to participate

Remember some people attending the event may be more vulnerable than others and they must be considered.

When listing possible hazards, consider the following;

- Older people
- People with disabilities
- Children [especially unsupervised children]
- Excitement generated by the activity
- Approximate numbers of people and vehicles expected
- The time of day and time of year

Areas to consider

The following is a list of areas to consider depending upon the type of event:

- Site hazards including car parks
- Types of attendees
- Crowd control, capacity, access and egress
- Provision for the emergency services
- Provision of first aid
- Fire, security and cash collection
- Health and safety issues
- Amusements and attractions
- Structures
- Waste Management

NB. Please note that where any events take place on the coast that could have an impact on coastal safety such as the firing of flares or fireworks, the organiser should notify the Coastguard.

Safety Check

Just prior to the event a detailed safety check should be carried out to ensure that all the hazards identified in the Risk Assessments have been addressed and that the Organisers are satisfied that the event can be undertaken without the risk of injury to people or damage to property.

It is not possible to identify all such checks in this document as each event is different but the list below gives examples that Organisers should consider:

- Traffic and pedestrian routes
- Siting of equipment, stands,
- Public information and safety signs
- Vehicle access and parking
- Barriers correctly sited and stable
- Lighting
- Public information
- Toilet and refreshment facilities

The completed assessments will form the safety manual for the event. This is evidence that you and your fellow organisers have taken all reasonable precautions for a safe event.

ORGANISATION:

Start organising several months in advance. This will give you time to carry out the risk assessments and obtain specialist advice where necessary.

It will allow time for the statutory authorities (i.e. police, fire, ambulance services, local authorities) and the voluntary organisations (i.e. first aid societies etc.) to make their arrangements, especially if they need to attend the event. This may be important during the summer months when there may be several events taking place on the same day. If you start planning too late there may not be sufficient time to obtain the relevant permissions/licenses etc. and the event may not be able to take place.

Organising Committee

Form a committee, no matter how informal, with responsibility for the smooth and safe operation of the event.

Event Manager

One person should be in overall charge of the event.

Safety Officer

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

This person 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 levels of risks,

Personal experience and knowledge may be adequate for a small indoor event. For large and/or complex events you may need professional help and advice. Some assistance may be available from the local authority.

During the event the Safety Officer or a nominated deputy should;

- Be on site, easily identifiable as the Safety Officer and in a known location. [i.e. the Control Room];
- Not be engaged in any other duties or activities which would prevent this responsibility being carried out;
- Have the means to communicate with the people responsible for activating any part of the contingency arrangements;
- 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 the event is opened and for monitoring the continuing safety of the site throughout the event, including structures, barriers, electrical supplies and installations or other equipment provided. (A specimen checklist can be found in Appendix 1).

The Safety Officer should ensure the following:

- Everyone having a specific responsibility before, during and after the event should be named and have his or her 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.
- The above should be confirmed in writing and the minutes of all meetings should be recorded.

Volunteers:

Volunteer staff can be invaluable when holding any event. There are various places where you can seek volunteers from e.g. scout groups, local cadets, Rotary Clubs, Round Table, schools, colleges etc. There is also the Volunteer Action Group who may have people that could assist you.

WHO TO CONTACT:

In the first instance contact the Events Liaison Panel (ELP) of the Vale of Glamorgan Council, and, if necessary keep in touch with them as your plans proceed. Their experience and advice may be invaluable; contact details for the ELP are:

Principal Emergency Planning Officer
Events Liaison Panel
c/o Emergency Planning Unit
Vale of Glamorgan Council
The Alps
Wenvoe
CF5 6AA

Tel: 029 20596611

Fax: 029 20591160

E mail: emergencyplanning@valeofglamorgan.gov.uk

Other people to contact are as follows;

NB: there may be a charge for some of these services.

▪ **Police:**

Contact Police Headquarters and confirm the details of the event in writing, including layout, with entrances/exits and the number of attendees expected. The police will provide advice and may assist with crowd control; public order; emergency access and local traffic management and parking. (the responsible local authority may also provide advice on local traffic management for the event). The Police will charge for their services for certain events. The levels for this charge are laid down by the Home Office.

■ Fire Service:

Contact the South Wales Fire Service who 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 the provision of on-site precautionary and fire fighting arrangements.

■ First Aid :

Contact the Welsh Ambulance Services NHS Trust for advice on First Aid and medical cover. The British Red Cross Society and the St. John Ambulance can provide trained first aid staff to cover events. You may be charged for this service.

For large events the Welsh Ambulance Services NHS Trust must be informed. They will be responsible for establishing a triage (casualty assessment) centre in the event of a major incident and deciding on the hospital to which any casualties will be taken.

■ Vale of Glamorgan Council:

The Regulatory Services Department can offer advice about:

- Your duties under Health and Safety legislation, including carrying out risk assessments and emergency planning
- Food Hygiene, if food is going to be sold or prepared
- Trade descriptions/trademarks/counterfeiting; food quality/product safety etc. where goods are being sold.
- The requirements for a licence

Other council departments can offer advice about Planning or Building Control issues, road closures, diversions or parking issues, collection of waste.

Contact details can be found on pages 20/21

As stated above the Event Liaison Panel will be of immense help in providing advice and ensuring you are aware of all the requirements to ensure a safe event.

INSURANCE:

Organisers could be held legally liable for the costs or damages for any injuries etc; which may occur during the event.

You can insure this risk through a public liability insurance policy. It is recommended that the insurance be arranged with a minimum limit of indemnity of £2 million. In many cases a greater level of cover may be needed. If an incident occurs and you have no cover, a claim could be made against all the organisers and their private finances.

If using specialist contractors' i.e. bouncy castles, firework displays, fairground rides etc. you should check that the contractors have their own public liability insurance and that the contractor complies with any policy terms and conditions. You should ask to see the actual policy.

In the event of any accident you should record the details and report the incident to your insurance company without delay.

EMERGENCY PLANNING:

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 each emergency or contingency.

The 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 etc.

The plan should include:

- The action to be taken in the case of these emergencies occurring;
- Who will take that action
- How you will let the right people know
- Clear statement of the stage during an incident when control is transferred from the Safety Officer to the emergency services.

It is important that your Contingency Plan is discussed and agreed with the emergency services and the local authority and that they are given a copy of the finalised document. This must tie into the Emergency Services own arrangements and the Local Authority's Major Incident Plan.

SITE PREPARATION AND FACILITIES:

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

The Site:

The site must be big enough for all of the activities planned.

For all events there must be plenty of space for the public to move around stalls; rides; performance/stage arena/exhibition areas etc., and to have unobstructed routes to exits. This is especially important in indoor events to prevent stalls/goods obstructing exits and doors.

You should:

- Prepare a sketch plan of the site preferably to scale, showing the position of all the activities/attractions, circulation routes and exits. This drawing should be updated if your plans change and copies of the final version be available at the event.

- Have enough exits for a mass orderly evacuation of the site.
- Have entrances and exit routes identified for emergency vehicles. These should be agreed with the emergency services bearing in mind the size and weight of their appliances.
- Vehicle and pedestrian queues should not obstruct movement on adjacent highways. You must ensure that you have adequate queuing capacity within your site. Any pay booths should be positioned well away from the access points to allow for safe queuing well away from the public highway. This should also be taken into consideration when arranging stewarding of the site.

Condition of Outdoor Site:

Check that:

- The site will be suitable in ALL weathers and that any staging/structures will be safe in bad weather conditions.
- There are no trip, slip or other similar hazards to the public;
- Wet 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 should be kept away from by means of barriers or fencing.
- There will be suitable lighting throughout the site, including emergency lighting, if the event will go on after dark.

PREPARING THE SITE:

Make sure that construction work and vehicular movement that may take place during site preparation are supervised and/or protected by suitable barriers.

Public entry and exit (including vehicles and car parking)

Arrange separate vehicle and pedestrian entrances/exits to the site and make sure that vehicles and pedestrians can enter and leave safely (e.g. make sure they can see and be seen) Make sure also that the road/footway they are entering is wide enough to accommodate them safely. Arrange entrance queues so that they do not obstruct the free-flow of traffic along the adjacent highways. Common sense measures such as charging people for parking once they have parked, rather than at the entrance gate, will be required. Wherever possible, try to provide sufficient capacity within the curtilage of the event car park to cater for any queues that may form.

At all events it is important to make sure that vehicle and pedestrian entrances are well stewarded. Remember- only police or traffic wardens have the legal right to direct or control traffic on a public highway. Make sure that an accurate form of head counting is operated to prevent overcrowding on site and at exits.

This is particularly important at indoor events 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 to enable evacuation in 2^{1/2} minutes. (a normal pair of exit doors 1.2m wide will allow up to 240 people to pass through in 2^{1/2} minutes. On calculating the number of exits the largest should always be discounted.

Outdoors, provide at least two pedestrian exits from the site. The number and size of the exits should be large enough to permit an orderly evacuation from the site in less than 8 minutes. Exits should be not less than 1.2m in clear width (which will allow up to 1000 people to pass through in 8 minutes), spaced well apart around the site, clearly marked, kept free of obstructions and well lit where the event is likely to last beyond dusk.

Site any car parking well away from pedestrian areas of the site or the pedestrian routes through it. Clearly signpost the parking area and do not allow cars to be parked anywhere else.

Except for emergency purposes, vehicle movements in the public areas of the site during the event or as the public are leaving should not be permitted.

Emergency Access:

Keep the emergency service entrances, exits and routes within the site clear of obstruction at all times.

Safety Barriers:

Decide if you need to provide barriers around attractions, displays and equipment to protect the public and/or to prevent unauthorised interference, taking account of the presence of excited people, especially children.

Examples where barriers may be required include front stage, barbecues/ spit roasting; moving machinery, including displays/demonstrations involving steam engines, welding, wood-turning, etc. electrical equipment/ switchgear; pedestrian exits onto the highway.

Any barrier /fencing used must be capable of withstanding any reasonably foreseeable loading. The design must be suitable to contain and protect people including small children. Single rope barriers may not be sufficient. Be aware that even mesh barriers may prevent small children from seeing and being seen. On pedestrian routes the absolute minimum width behind any barriers should be 1.0 metres (and up to 3.0 metres is desirable on heavily used routes) No part of the barrier should be closer than 450mm to the edge of any route carrying vehicular traffic.

Staging or 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.
- The Fire Officer will advise you on the safety aspects of marquees and tents, including their siting, construction, and the provision of exits, normal and emergency lighting, etc.

- Arrangements should be made to stop unauthorised persons gaining access to/interfering with equipment, etc., when the event is open to the public.
- 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 side and rear of any performance platform should be guarded to prevent people falling off. Secure, safe flights of steps should be provided to access the platform.
- All staging and structures should be free from trip hazards and other physical hazards (i.e., sharp edges/points/protruding support members).
- **NB It is important to liaise with the relevant agency on site layout- Police, Fire Service, Local Authority**

ELECTRICAL SUPPLIES AND EQUIPMENT:

All electrical installations shall be designed, installed and operated in accordance with current legislation specifically the Electricity at Work Regulations 1989; B.S. 7671:2001 as amended, B.S.5266: 1998 and IEE Guidance Note No 7 including all amendments, and HSE guidance Note GS50

The installation/s shall be inspected, tested and certified by competent person/s. Where more than one person is involved their responsibilities shall be clearly identified and agreed between relevant parties.

A competent person for the purpose of this guidance document shall be a chartered electrical engineer, a member of the Electrical Contractors Association or an Approved Contractor listed in the current edition of the NICEIC roll.

A safe temporary electrical supply should include at least;

- The supply being protected by suitable earth leakage devices, RCD, having a maximum tripping current rating of 30mA.
- The use of cables of the correct rating for possible load with no damage to the insulation and using correct type of connectors for external use.
- All supply cables being positioned so they are NOT liable to physical damage, e.g., not through door openings, across the surface of walkways/roadways/public rights of way/public highway.
- All cables including sound equipment being positioned so as not to cause a trip/ other hazard.
- Any generator and/or electrical equipment, including switchgear being satisfactorily barriered to prevent unauthorised access and/or interference.
- Any generator being supplied to 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, i.e., in the open air where it may get wet.

FIRE FIGHTING:

Provide equipment for putting out small fires (e.g., fire extinguishers, fire blankets) throughout the site. These should all be up to date with regard to servicing.

Make sure that stewards know where the equipment is and how to use it. They should be told not to attempt to fight major fires.

The Fire Brigade should be called at once to any fire, suspected or real however slight.

When parking vehicles, ensure that there is a sufficient gap between rows of parked vehicles to minimise the risk of vehicle fires spreading.

FIRST AID:

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

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

A voluntary first aid society can be asked to provide a First Aid Post staffed by qualified first-aiders.

The following gives a guide to the minimum provisions;

The new Events Safety Guide considers the type and nature of the event, the venue, audience profile etc. when determining the number of first aid staff required. See pages 131-134 for risk assessments scores and levels of first aid cover.

Further advice can be found in “The Events Safety Guide; A Guide to Health and Safety and Welfare at Events” and “Managing Crowds Safely; A guide for organisers at events and venues” both published by the HSE.

- The first aid post should be clearly signposted and provided with easy access for spectators and an ambulance at all times. Where an ambulance is required, a parking area should be provided close to the first aid post with a clear exit from the site.
- Make sure that all persons assisting at the display/event know where the First Aid Post is, and, where appropriate, the identity of the first – aider.
- Locate the nearest telephone box, provide access to a telephone or provide mobile phones.

Stewards:

- Provide an appropriate number of stewards for the security and control of the site and the attending public.
- The number of stewards needed may be calculated by considering each of the separate tasks to be covered (i.e., 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 stewards should be available to allow others to take meal breaks, etc.
- The duties of a steward are covered in Appendix 3.

CONTROL ROOM:

Consider setting up a Control Room on the site to;

- Monitor the event, giving early indication of any problems;
- Control any incidents;
- Direct resources to deal with any problems, and act as a base for any communications systems.
- The control room should be constantly staffed during the event and provided with a suitable means of communication, i.e., telephone or mobile telephone.

Communications:

Consider providing personal radio contact between the safety officer and senior stewards and any other peoples responsible for activating the contingency arrangements.

Compile a list of contact names/telephone numbers/e mail addresses within your organisation and those you may need to contact during the event. (e.g. local authority, emergency services) and circulate to all senior staff who will, be on duty at the event.

Public Address:

Consider providing a public address system for announcements and instructions to staff and the public.

For smaller events a portable loudhailer may be sufficient. Larger events may require a system with an emergency power backup.

Staff safety:

Cash Handling; Think about the routine and security arrangements for any staff who are handling cash, many of whom may be unfamiliar with this role.

Late Finish; 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.

WELFARE FACILITIES:**People with disabilities;**

Provide facilities wherever possible to enable people with disabilities to gain access, see and take part in the attractions and activities. Do not forget to make adequate provision for them in the car parks or the toilet facilities.

Make sure that the ground conditions in public areas and access pathways are suitable for people with disabilities, as well as families with toddlers and pushchairs.

Toilets;

Provide an adequate number and type of toilets for the number of people expected.

It is best to use toilets that are connected to a mains service, 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.

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

Information Point, Lost Children and Lost Property, etc.

Provide a location where enquires can be made about lost children, lost property and for information about the event. This could be in the Control Room. At larger events provide site maps at the entrance and around the site and signs to indicate the other activities, attractions and facilities.

Barbecues and Hot Food Outlets

Barbecue hazards include the use and storage of fuel, (e.g., gas bottles), naked flames and hot components. Safety barriers may be required.

Water;

Consider making drinking water available on site.

Guidance notes and advice on all aspects of food hygiene at the event can be obtained from the Local Authority Food Safety Officers.

Rubbish;

One event can generate a lot of rubbish- provide an adequate number of rubbish bins around the site where they will be most required.

Make arrangements to regularly empty the bins, and to satisfactorily dispose of the rubbish at the end of the event.

If the event is held on Council land or property the site clearance will be a condition of hire. Additional costs for clearance by the Council will be charged to the events organiser.

Community Safety;

In promotional literature/event programmes, suggesting directions and travel routes with advice on planning journeys, travelling in groups and avoiding short-cuts, can be helpful, particularly if the event is to finish late.

▪ **CONTACT DETAILS LISTING:**

<p>Vale of Glamorgan Council: Events Liason Panel c/o Emergency Planning Unit The Alps Wenvoe CF5 6AA Tel: 029 2059 6611 Fax: 029 2059 1160 E Mail: emergencyplanning@valeofglamorgan.gov.uk</p>	<p>ELP attendance</p> <p>Major Incident Plan</p>
<p>Vale of Glamorgan Council Regulatory Services Department Environmental Health/Licensing/Trading Standards Civic Offices Holton Road Barry CF63 4RU Tel: 01446 709105 Fax: 01446 709449 E Mail: RegServ@ valeofglamorgan.gov.uk</p>	<p>Health and Safety-</p> <p>Food Safety-</p> <p>Noise-</p> <p>Licensing-</p> <p>Weights and Measures-</p>
<p>Vale of Glamorgan Council Environmental and Economic Regeneration Planning and Transportation Building Control Docks Office Barry Tel: 01446 704638 E Mail: buildingcontrol@valeofglamorgan.gov.uk</p>	<p>Structural Stability</p> <p>Enforces the Building Regulation legislation</p> <p>Implements Safety of Sporting Ground Regulations and legislation relating to Temporary stands;</p> <p>Are members of the Vale of Glamorgan Council Access Group relating to the provisions for disabled people;</p>

<p>Vale of Glamorgan Council Environmental and Economic Regeneration Waste Management and Cleansing Visible Services The Alps Wenvoe CF5 6AA Tel: 029 2067 3000 E Mail: visible@valeofglamorgan.gov.uk</p>	<p>Waste Collection</p>
<p>Maritime & Coastguard Agency Maritime Rescue Co-ordination Centre, Tutt Head, Mumbles Swansea. Tel: 01792 365300.</p>	<p>Water Safety Issues</p>
<p>South Wales Fire and Rescue Service, Adam Street, Cardiff. CF24 2FL Tel: 01443 232000</p>	<p>Emergency Access Fire Safety/ Precautions</p>
<p>South Wales Police Community Safety Bridgend Tel: 01656 655555</p>	<p>Public Safety Disorder</p>

REFERENCES:

The Event Safety Guide - A guide to health, safety and welfare at music and similar events (HSE 1999) ("The Purple Book") ISBN 0 7176 2453 6.

Guide to Fire Precautions in existing places of entertainment and like premises (The Stationery Office) ("The Primrose Guide")

The Guide to Safety at Sports Grounds (The Stationery Office 1997) ("The Green Guide") ISBN 0 11 300095 2.

Code of Practice for Outdoor Events other than Pop Concerts and Raves
First Edition January 1993
The National Outdoor Events Association
7 Hamilton Way, Wallington, Surrey SM6 9NJ
020 8669 8121

Health and Safety Executive [HSE] publications
HSE Information Centre
Broad Lane
Sheffield
S3 7HQ
01787 881165
<http://www.hsebooks.co.uk/>

Management of Health and Safety at Work Regulations 1999:
Approved Code of Practice L21 HSE Books 2001 ISBN 0 7176 2488 9

Manual Handling Manual Handling Operations Regulations 1992 (As amended) Guidance on regulations L23
HSE Books 1992 ISBN 0 7176 2823 X

Memorandum of guidance on the Electricity at Work Regulations 1989 HSR25
HSE Books 2003
ISBN 0 7176 1602 9

Controlling Noise at Work: The Control of Noise at Work Regulations 2005
ISBN 0 7176 6164 4

Safety signs and signals Health and Safety (Safety Signs and Signals) Regulations 1996. Guidance on Regulations L64 HSE Books 2000
ISBN 0 7176 0870 0

Workplace (Health, Safety and Welfare Regulations) 1992 Approved Code of Practice and guidance L24 HSE Books 2001 ISBN 0 7176 0413 6

Managing Crowds Safely (HSE 2000) ISBN 0 7176 1834 X

Appendix 1:

CHECKLIST FOR SAFETY ARRANGEMENTS	
Event Location:	
Date of Event:	
Number of attendees: Type of Attendee; ages, etc.	
Name, address, Phone Number & E mail Address of Event Organiser: Inc. 24hr contact number	
Name, address, Phone Number & Email Address of Safety Officer/ Deputy Inc. 24hr contact number	
Number of Stewards	
Pre and During Event Checklist	

<p>CROWD SAFETY- Are premises free from hazards? [i.e., even ground/floor surfaces; no trip hazards; hazards fenced?]</p>	
<p>Are all attractions/activities/structures complete and staffed?</p>	
<p>Are structures/seating sound and secure; stairways/platforms and equipment guarded; protective barriers/fencing secure</p>	
<p>Is there Alcohol at the event? If yes, Where?</p>	
<p>ENTRANCES/EXITS Are adequate entrances and exits open, clearly marked and staffed to control admission where necessary?</p>	
<p>Are all circulation areas/staircases/escape routes/exits unobstructed with all doors/gates unlocked</p>	
<p>CROWD CONTROL- Is the control room operational, with communications and PA Systems working?</p>	
<p>Are the required number of stewards in their allotted positions; fully briefed on their duties and wearing high visibility jackets/tabards</p>	
<p>ELECTRICS- Is installation complete/certified; cabling/equipment secure/protected; clear of public circulation areas?</p>	
<p>LIGHTING- Is normal and emergency lighting provided, in working order and lit where necessary?</p>	

<p>MEDICAL FACILITIES- Are there adequate trained first aiders on site; is a suitable clearly marked room [provided with water] available as a first aid post?</p>	
<p>FIRE PRECAUTIONS- Is fire-fighting equipment serviced and in place, rubbish/ combustible materials stored away from tents/structures?</p>	
<p>TOILET ACCOMMODATION- Is clearly marked toilet accommodation available [including disabled]; have arrangements been made to service them during the event?</p>	
<p>RUBBISH- Are sufficient bins provided around the site and have arrangements been made to empty them during the event?</p>	
<p>RISK ASSESSMENTS- Have these been carried out?</p>	
<p>EMERGENCY PLAN- Is one in place?</p>	
<p>STAFF TRAINING- Have all staff received training? Is the training adequate? Is information, instruction & supervision adequate?</p>	

APPENDIX 2

Event Risk Assessment Form

Event:

Person carrying out assessment

Date Carried out

Date of Event:

Review Date

Venue:

Organiser:

Task/Activity/Location

Task/Activity/Equipment	Hazards Identified	Persons at Risk	Risk Factor (high/medium/low)	Measures required to control the Risk	Action to be taken by (Name)	Date completed and signature

APPENDIX 3:

STEWARDS DUTIES:

Stewards should;

- Be fit, active and aged not less than 18 and preferably not over 55
- Be suitably trained and competent to carry out the duties effectively;
- Receive a written statement of their duties, and where appropriate a checklist and a layout plan showing key features of the site;
- Receive a final briefing of their duties on the day of the event, particularly about communicating with supervisors and others in the event of an emergency;
- Be easily identifiable, i.e., wearing high-visibility jackets or tabards
- Know the layout of the site and be able to assist the public by giving information about the available facilities, remembering especially people with disabilities;
- Be aware of the location of the entrances and exits in use on the day, first aid posts and fire fighting equipment;
- Know the ticketing arrangements and be aware of the routes in/out for any celebrities;
- Be contactable.
- Be provided with torches where the event is likely to go on beyond dusk and test this and any other equipment issued to them prior to the event.

Patrol their allotted areas, being on constant watch for emergencies and on what action to take, paying particular attention to:

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

- Know, understand and have practised their specific duties in an emergency and the arrangements for evacuating the public from the site, including the use of coded messages, i.e., (“Mr. Rugby is in the building” - bomb warning; and “Mr Rugby has left the stadium” - bomb warning over)