



BEDFORD
BOROUGH COUNCIL

A Guide to Organising Safe Events

2011/2012

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1. Introduction

As there are so many different types of event, the advice in this booklet is intended to be general.

Events covered include large outdoor festival, fairs, country and craft shows, community/charity events, car boot fairs, etc, which are often held on public or private parkland or at schools, in an open field or on hard standing with little or no facilities. Typically, these events are put on by organisations such as school parent/teacher associations, church, community and voluntary groups and charitable societies, etc, for fund-raising.

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

On the following pages organisers will find a useful summary of the considerations they should take into account when planning any event, together with useful contact names and numbers for further advice. Organisers may wish to refer to The Event Safety Guide - A Guide To Health, Safety And Welfare At Music And Similar Events (HSE document HSG195 - see Recommended Reading section).

Please remember that this is only a guide, and if you need further advice you will find a list of useful contact numbers and publications at the end of this leaflet.

2. 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 volunteers (The most relevant safety law is likely to be the Health and Safety At Work etc Act 1974 and its accompanying Regulations)

To meet the legal requirements you must carry out a risk assessment to:

- Identify all possible hazards (anything that could cause harm to anyone) and decide who might be harmed and how.
- Evaluate the risks (the likelihood and effects of a hazard happening) and decide on the action you will take to minimise the risks.
- Work out how you will put your plan of action into practice and keep a written record of your event assessment and planning process.

Further advice can be found in '5 Steps to Risk Assessment' published by the Health and Safety Executive. (Five Steps to Risk Assessment Health and Safety Executive ISBN: 0717615650 (HSE document INDG163) (Download free from <http://www.hse.gov.uk/pubns/indg163.pdf>).

3. Getting Started

Decide on the venue, the size and contents of the event and the dates and times it will be open; whether admission will be free, by pre-sold tickets or by payment at the gate; and estimate the approximate number and age ranges of the people expected to attend.

For the purposes of this guide:

- 'small' events are those with less than 500 people in attendance.
- 'medium' events will be events with 500-4999 people in attendance
- 'large' events are those with 5000+ people in attendance.

4. Applying for permission to hold an Event

If the event is to take place on Council owned land the Council's permission to use the land must be applied for.

Once organisers have had the chance to read this guide and establish all the elements that apply to their event, they should complete Bedford Borough Council's 'Conditions Relating To Events In The Park' form which should be returned to the Park Event's Team.

Once they have received your completed documentation, it will be reviewed by the relevant departments within the council.

At least three months notice will be required in respect of small and medium size events

At least six months notice will be required in respect of large events

The 'Conditions Relating To Events In The Park' pack is available from the Parks Events Team. This will need to be completed and returned as soon as possible to:

✉ Park Events
Bedford Borough Council
Town Hall, St. Paul's Square
Bedford MK40 1SJ

☎ (01234) 221822

@ bjorn.hove@bedford.gov.uk

Important: Bedford Borough Council Highway Authority should be consulted right from the start when planning an event. If an event involves closing of roads or section of highway, an application must be submitted giving at least three months notice to the Highway Authority. An agreed Traffic Management Plan will need to be submitted with any event site licence application.

4.1 Event Advisory Group (EAG)

The EAG consists of the blue light services (police, fire, ambulance) along with representatives from Bedford Borough Council (events, highways environmental health, trading standards), it has been set up to give a joined up approach into looking at safety in public event, events on council land (inc highway). For the group to properly have time to consider proposals we must have detailed proposal for mid / large scale events 3 months prior to the event. You may be asked to present your event before the group in person, and additional conditions may be applied to your event which must be complied with.



4.2 Licences

The Licensing Act (2003) states that any required entertainment and/or alcohol sales must be licensed through either a Premises Licence or Temporary Event Notice. These allow premises to be used for the sale of alcohol, the provision of entertainment and/or the provision of late night refreshment for a period of up to 96 hours provided there are less than 500 people on the event at any one time.

Regulated entertainment is:


- Plays, theatre and drama
- Playing or recording music
- Indoor sporting events
- Dancing
- Boxing or wrestling exhibitions
- Anything similar to music
- Live music (including karaoke)
- Sale of late night refreshments


For small and medium events organisers should submit their application for a temporary event licence at least one month before the event.


For large events such as major arts and pop festivals, carnivals, fairs and circuses, the Licensing Authority recommends the applicant give at least 3 months but no more than 12 months notice, to allow the Licensing Authority to assist organisers to plan their events safely.

Please be aware that obtaining a license does not grant permission for the event to go ahead, you will still require landowners permission.

For more information please contact:

 Licensing
Bedford Borough Council
Town Hall
St Paul's Square
Bedford MK40 1SJ

 (01234) 221601

 (01234) 221837

 licencing@bedford.gov.uk

 www.bedford.gov.uk/licensing

5. Planning and Organising for Safety

The information contained in this leaflet is intended to highlight the importance of making safety the number one priority in planning any event. This information is by no means exhaustive, and should be supplemented by other reading including that listed at the end of this guide. Careful planning and organisation will help to ensure that every event can be both safe and enjoyable for everyone involved.

5.1 Organisation

Start organising several months before the event. 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 (i.e. police, fire and ambulance services and local authority) and the voluntary organisations (i.e. 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.

5.2 Organising Committee

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

5.3 Event Manager

One person should be in overall charge of the event.

5.4 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 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 level 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 (e.g. the Control Area);
- Not be engaged in any other duties or activities which would prevent them carrying out their responsibilities associated with the event;
- Have the means to communicate with the people responsible for activating any part of the contingency arrangements for the event;
- 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'
- Have the authority, if necessary, to close the event or part of it at any time.

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 be aware of action to take in the event of an emergency.

The above should be confirmed in writing and minutes of all meetings should be recorded.

The following questions highlight the sort of issues organisers should consider when planning any event. These are for guidance purposes only and there may be other considerations that are not listed here that are relevant to specific events:

- Have the following key personnel been identified? The Organising Committee, the Event Organiser, the Safety Manager, the Chief Steward, Stewards and Security
- Is any special permission required from people or organisations?
- Is the site being considered suitable for an event?
- Has a risk assessment been produced to ensure all necessary health and safety measures are in place?
- Has all necessary information been provided to relevant authorities/bodies and staff? i.e. maps and site plans, details of gas /electricity installations and an outline programme of activities
- How many people are expected to attend and how many can the site safely hold?
- Have all the entrances to and exits from the site been identified?
- Are the entrances and exits controlled, stewarded, suitable for prams, pushchairs and wheelchairs and appropriately signed?
- Have clearly identifiable stewards been appointed?

- Have stewards been trained and briefed?
- Are the needs of disabled people working at or visiting the event being met?
- Is there a reliable system of communication between key people in place?
- Is there a reliable system of communication with the audience/crowd in place?
- Has a control point been identified, call signs determined and announcements prepared in the case of an emergency?
- Are crowd control barriers necessary?
- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency vehicles get on and off the site quickly?
- Are there effective fire control measures in place?
- Are there adequate first aid facilities in place?
- Does a traffic management plan need to be done, will the event have an affect on the surrounding roads / area?
- Are any special arrangements required and in place? i.e. for lost children, lost property, drinking water, toilets , noise control and parking?
- Is there an emergency plan in place?
- Does it cover all reasonably foreseeable emergencies (fire, bomb alert, public disorder, inclement weather etc.)?
- Who will make decisions during an emergency and how will they do this?
- How will an event be stopped in case of an emergency?
- Has advice been sought from the emergency services about the emergency routes?
- Is there a reporting procedure in place for the reporting of injuries, diseases and dangerous occurrences? (visit www.riddor.gov.uk for more information)



6. Who to Contact

You should contact the following people at an early stage of the planning of your event, and, if necessary, keep in touch with them as your plans proceed. Their experience advice and help may be invaluable:

6.1 Bedford Borough Council (Local Authority)

Contact the Council for 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
- The need for a Temporary Event Notice/Premises License, i.e., where the event includes music, alcohol or other regulated activities
- Assistance from Local Authority CCTV (where installed) for event security and monitoring
- Assistance with local traffic management arrangements for the event / road closures

6.2 Fire & Rescue Service

Contact the Fire Safety Office local to the site. They can give advice on fire safety matters, including how the emergency services should be called; local access for emergency vehicles and provision of on-site fire precautionary and fire-fighting arrangements.

6.3 First Aid

The statutory Ambulance Service for the area should be informed of medium and large events. They will be responsible for establishing a triage (casualty assessment) centre in the event of a major incident and deciding the hospital to which any casualties will be taken.

Contact St John Ambulance, the British Red Cross or other voluntary First Aid society to arrange attendance and provide first aid cover. You may have to pay for this service.

6.4 Police

Contact the Police Station local to the site, and confirm the details of the event in writing, including layout, with entrances/exits, and the number of people expected. They can give advice on and may assist with crowd control; public order; emergency access; and local traffic management and parking. (The local authority may also provide advice and assistance with local traffic management for the event). You may be charged for some of these services, a link to the Bedfordshire Police fee and charges handbook can be found at the end of this guide, in the recommended reading section.

Important: The number one priority for every event organiser must be to remove or minimise every risk to participants and the public.

If organisers are in any doubt whatsoever about the safety of their event, it should not be proceed.

7. Insurance

Event organisers should ensure insurance cover exists to indemnify them against civil litigation. Organisers are also advised to consider whether they may need cancellation insurance.

7.1 Public Liability Insurance

The organisers could be held legally liable for the costs arising from any injuries or damage which may occur during the event.

You can insure this risk by taking out a Public Liability Insurance policy. It is recommended that this insurance be arranged with a minimum limit of indemnity of £5 million. If you do not have this cover any claim could be made against one or all of the organisers as individuals.

Council establishments can contact the Council's Insurance Section to check that they are adequately insured. PTA's and other voluntary groups will require their own separate insurance cover.

7.2 Contractor's 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. Always ask to see a copy of their policy.

7.3 Insurance Claims

In the event of any injury or damage to property, full details of the incident must be written down, and the matter must be reported to your insurers without delay. If something happens, do not admit liability as it may invalidate your cover.

8. Risk Assessment

A risk assessment is a careful examination of what is likely to cause harm to people, followed by an explanation of managed contingencies to reduce or eliminate such risks.

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, etc.

The following are examples of attractions/activities which should have a separate written assessment incorporated within the event risk assessment:

- Music Stages
- Bouncy castles and children's' amusement rides
- Fireworks
- Karting and fairground equipment
- Bungee jumping, hot-air ballooning and helicopter rides
- Marquees, Stands or Stalls
- Displays and parades involving: animals, vehicles, weapons, flames, special effects, parachuting etc

Each attraction/activity will have its own special hazards which should be identified so that comprehensive safety precautions can be prepared.

Entertainment such as concerts, performances, dancing, laser and/or fireworks displays will present hazards that require specialised guidance.

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. Ask anyone supplying and/or operating attractions/activities and/or equipment to provide you with their own written assessments and include these with your assessments.

When evaluating possible hazards/risks consider:

- Older people
- People with disabilities
- Children (who may be unsupervised)
- Excitement generated by the activity
- Approximate number of people expected

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.

Further assistance can be obtained from the local authority (see back cover of this guide).

9. First Aid

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

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 event know where the first aid post is, and, where appropriate, the identity of the first aider.

Locate the first aid post near a public telephone or provide access to a telephone or mobile phones.

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

Organisers may wish to refer to the HSE document *The Event Safety Guide - A Guide To Health, Safety And Welfare At Music And Similar Events* for advice on appropriate medical cover depending on the nature and size of the event.

For further information please see the list of contacts at the back of this leaflet

10. Stewards and Security

Enough identifiable stewards to cater for the site, size and nature of the event must be provided. It is imperative that stewards are adequately briefed as to their roles and responsibilities. It is not the role of the police to provide stewarding at events, nor to provide training to steward personnel.

Further advice can be found in 'The Event Safety Guide - A Guide To Health, Safety And Welfare At Music And Similar Events' from the HSE. (HSE document HSG195) ISBN: 0717624536 .

(Download free from <http://www.hse.gov.uk/pubns/priced/hsg195.pdf>)

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; bars; 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 the stewards are covered in detail in Appendix '2'.

Event organisers will need to be aware of the security industry authority (SIA) requirements for the employment of security and stewarding personnel at events. For further information visit www.the-sia.org.uk

11. Road Closures and Traffic Management

Traffic management can form a major part of an event and needs to be given great consideration. Bedford Borough Council's Highways department should be consulted right from the start when planning an event. If an event involves closing of roads or section of highway, an application must be submitted giving at least three months notice to the Highway Authority. An agreed Traffic Management Plan will need to be submitted with any Temporary Event Licence application

If an event involves a march or a parade remember that the police are no longer obliged to manage traffic (the Police may charge for traffic management at an event) on the behalf of the event organiser and an application must be made to the Highway Authority giving at least three months notice. It is also recommended that the Police are consulted at an early stage of the event planning process.

A temporary road closure application must be made in the following circumstances:

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

All temporary signing, lighting and guarding is the sole responsibility of the event organiser and must comply with the current legislation - the Highway Authority will advise if required

Important: Remember that traffic control also includes the management of pedestrians and cyclists.

12. 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.

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, 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);
- A clear statement of the stage during an incident when control is transferred from the Event 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.

13. 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 activities to take place, and gives guidance on how to eliminate them:

13.1 The Site

The site should be big enough for all 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. It is especially important at indoor events or in marquees to prevent stalls / goods obstructing exit routes 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 should be available at the event
- Have enough exits for a mass orderly evacuation of the site.
- Have entrances and exits identified for emergency vehicles. These should be agreed with the emergency services bearing in mind the size and weight of their vehicles.

13.2 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/fencing.
- There will be suitable lighting throughout the site, including emergency lighting, if the event will go on after dark.

13.3 Preparing the Site

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

13.4 Public Entry and Exit

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.

This is important at indoor 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 to enable evacuation in 2½ minutes (A normal pair of exit doors 1.2m wide will allow 300 people to pass through in 2½ minutes).

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 1.8m 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 from obstructions and well lit where the event is likely to last beyond dusk. The event organisers must ensure that there are sufficient access and egress points for attendees as well as emergency service vehicles. It is advised that pedestrian and vehicular access / egress routes are kept separate.

Emergency exits should be well signed and lit if necessary

Travel surfaces should be firm and free from loose material

Routes should have at least 1.8m clear width for pedestrians as a minimum standard

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.

13.5 Emergency Access

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

13.6 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 barbecues/spit roasting; moving machinery, including displays/demonstrations involving steam engines, welding, woodturning, etc; electrical equipment/ generators; arena activities.

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.



14. Site Logistics and Facilities

14.1 Control Room

- An event control point is recommended from where all events operations and production can be controlled. Consider setting up a control room on the site to:
- Monitor the event, giving an 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 telephone.

14.2 Communications

Communication systems such as radios, mobile phones and public address systems are useful during an event.

Consider providing personal radio contact between the Safety Officer and Senior Stewards and any other people responsible for activating the contingency arrangements.

An event communication plan should be produced where appropriate which will detail all systems, protocols, contacts and channels.

14.3 Public Address

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

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

14.4 Staff Safety

Cash handling - Think about the routines and security arrangements for 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.

14.5 Signage

Adequate signage around the event site for transport users, toilets, lost children etc is essential.

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

14.6 Lost Children/Vulnerable Adults and Lost Property

Provide a location where enquiries can be made about lost children, lost property and for information about the event. This could be in the Control Room.

Be aware that the Protection Of Children Act 1999 requires organisations that provide child care (even though the care may be transitory) and that are proposing to employ someone in a child or vulnerable adults, care position, to ensure that individuals are checked through the Criminal Records Bureau.

A robust Child Protection Policy should be developed and implemented whenever children or vulnerable adults are likely to attend an event. Hirers of Bedford Borough Council facilities and venues (including parks and open spaces) should operate to the standards/procedures outlined in the Bedford Borough Council Child Protection Policy.

14.7 Marquees and Temporary Structures including Stages/Lighting Columns etc

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 the say that the structures are safe, are capable of withstanding wind forces and bad weather conditions and their capacity (if applicable)

Marquees should be situated at least 3 metres apart have adequate emergency lighting and escape routes.

Marquee fabrics should be inherently or durably flame retardant (certificate of compliance may be required)

Regular site checks of supporting poles/frames/guys/stakes and anchorages should be undertaken by a competent person.

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

Temporary structures should comply with:

- The 'National Outdoor Events Association Code of Practice for Outdoor Events', and;
- The Institution of Structural Engineers guidance on temporary demountable structures.

Arrangements should be made to stop unauthorised persons gaining access to/interfering with equipment and structures 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 or ramps 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).

14.8 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 demonstrate compliance.

The safety standard of the installation should be at least that of the current I.E.E Wiring Regulations.

A safe temporary electrical supply should at least include:

- The supply being protected by suitable earth leakage device R.C.D, having a maximum tripping current rating of 30 mA.
- 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 prone to physical damage, e.g., not through door openings, across the surface of walkways/roadways.
- All cables, including to any sound equipment, being positioned so as not to cause a trip or 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.
- It is recommended that generators should be diesel powered.
If a generator is to be used then:
 - Suitable arrangements for the refuelling of the generator and the storage of fuel will need to be made.
 - A suitable fire extinguisher should be provided

14.9 Fire-Fighting

Provide equipment for putting out small fires (e.g., fire extinguishers, fire blankets) throughout the site.

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 Service should be called at once to any fire, suspected or real, however slight.

If you have any structures at your event then you will need to carry out a fire safety risk assessment in line with the Regulatory Reform (Fire Safety) Order 2005.

14.10 Toilets

Adequate provision should be made for the number of people expected to attend the event.

It is best to use toilets that are connected to the mains services, but temporary units may have to be provided if this is not possible.

Consideration should be given to location, access, construction, type of facilities including provision for hand washing, lighting if the event continues into the evening and signage.

Arrange for all sanitary accommodation to be serviced regularly during the event to keep it clean and hygienic and fully operational.

Particular attention should be given to accommodating the needs of disabled people. For more details please refer to The Event Safety Guide - A Guide To Health, Safety And Welfare At Music And Similar Events

Internal fittings of sanitary accommodation provided for disabled persons should comply with part M to the Building Regulations.

Please note that the number of facilities required and actual provision should be based on the nature of the event, expected attendees etc.

14.11 Litter Collection

The event organiser will need to provide suitable waste receptacles and ensure arrangements are in place to clear up any refuse blown or strewn around the site, as well as refuse generated throughout the day.

Arrangements must also be made for the removal of waste from the event site immediately after the event. Please note that any charges for these collections will be borne by the event organiser

14.12 Car Parking

Adequate provision must be made to avoid congestion on surrounding roads. Permission must be received from the site owner if onsite parking is required. All car-parking arrangements need to be staffed by designated car parking stewards and have adequate signage. 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 and steward the car parking areas so as to eliminate hazards to pedestrians such as reversing vehicles.

When Event Organisers select a site for car parking they must ensure that it will not become hazardous due to inclement weather e.g. flood or rutting.

Access to and removal of vehicles from the event car park should also be considered as part of the emergency plan for the event.

14.13 Utilities

1. Electricity - depending on the site, generators maybe required. These must be properly managed and maintained and electrical safety certificates will be required.
2. Water - the provision of free drinking water is important at all events and water tanks/hydrants may be required. The organiser must ensure that the water is potable and of a drinkable quality. Food outlets will require a supply of fresh water and a waste water disposal facility to be sited near to their outlets.

- Lighting - if the event needs lighting, priority should be given to emergency exits, first aid points, toilet areas, pedestrian routes and car parks. The advice of a qualified electrician on the safest way of lighting the event will be required.

15. Noise Pollution

It is the event organiser's responsibility to limit the effect that the noise from their event has on the surrounding area and the local residents. Consideration should be given to any element of the event that involves noise that is likely to be audible at any other properties in the vicinity. In order to minimise noise disturbance careful consideration should be given to the position of speakers and stages and the duration and finish time for the event.

It is recommended that if noise from an event is likely to be audible at any properties in the vicinity that prior to the event the occupiers of these properties be advised in writing as to the times of the event [including rehearsals/sound checks] and a contact name and a telephone number is provided if they wish to complain about the noise during the event. It is also recommended that the event organiser or other responsible person should assess noise levels during the event and that if it is felt necessary the noise levels should be reduced.

If there is likely to be noise generated by the event please contact Bedford Borough Council's Environmental Health Team for information and guidance.

16. Food Safety

Event organisers must also ensure that food preparation is undertaken in hygienic conditions and complies with the relevant legislation. Bedford Borough Council will require the name and the address of all caterers as well as details of the authority under which they are registered as a food business in advance of the event.

It is recommended that the advice of the Food Safety Team from Bedford Borough Council's Environmental Health Unit is sought when considering the provision of food at an event.

17. Community Safety

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.

18. Food Safety

All event organisers must ensure that the needs of disabled spectators and participants are taken into account during the event planning; specific consideration should be given to:

- Physical access to and from all event amenities.
- Audio and visual communication needs of everyone attending and participating.
- Intellectual communication needs of people with learning difficulties i.e. use of Easy English and symbols literature.

19. Emergency Services

For any medium to large-scale event, every Event Organiser is strongly advised to notify the police, fire and ambulance services directly, in addition to providing the information required in the event site licence application form. The emergency services need to ensure that the event does not pose operational problems either at the scene or in the surrounding areas.

There is a public perception that the police are the lead agency for approving all public events including those that take place on the public highway. In reality it is the Local Council that issues licences for events. The Police powers to regulate traffic for planned events are extremely limited.

Only the Police may object to a temporary event notice and this is if they are satisfied that the event is likely to undermine the licensing objective of the Prevention of Crime and Disorder Act. If the Police make an objection, the Police and the proposed premises user may agree to amend the temporary event notice.

Furthermore, the police have no general duty to preserve public safety at any public event, except where there are imminent or likely threats to life. The police may however make contingency plans to deal with any potential public safety issues as a result of any event taking place, and also take any action deemed necessary on the day of the event to resolve any public order issues that occur. Event Organisers also need to be aware that there may be a charge for emergency services or local authority resources should they be required.

20. Advertising

Event Promoters should be aware that Bedford Borough Council may prosecute for all fly posting including affixing notices to street furniture.



Appendix 1

Safety Checklist	Yes / No
CROWD SAFETY – are premises free from hazards? (i.e. even ground/floor surfaces, no trip hazards, hazards fenced)	
Are all attractions/activities/structures complete and staffed?	
Are structures/seating sound and secure; stairways/platforms and equipment guarded; protective barriers/fencing secure?	
ENTRANCES/EXITS – Are adequate entrances and exits open, clearly marked and staffed to control admission where necessary?	
Are all circulation areas, staircases/escape routes/exits unobstructed with all doors/gates unlocked?	
CROWD CONTROL – Is the control room operational, with communications and PA systems working?	
Are the required number of stewards in their allotted positions, fully briefed and wearing jackets/tabards?	
ELECTRICS – Is the installation complete/certified, cabling/equipment secure/protected, clear of public circulation areas?	
LIGHTING – Is normal and emergency lighting provided, in working order and lit when necessary?	
MEDICAL FACILITIES – Are there a sufficient number of trained first aiders on site; is a suitable, clearly marked room (provided with water) available as a first aid post?	
FIRE PRECAUTIONS – Is fire fighting equipment in place; are rubbish/combustible materials stored away from tents/structures?	
TOILET ACCOMODATION – Is clearly marked toilet accommodation available (including for disabled); have arrangements been made to service them during the event?	
RUBBISH – Are sufficient bins provided around the site and arrangements made to empty them during the event?	

Notes:

Appendix 2

Steward Duties

Stewards should:

- Be fit, active and aged not less than 18.
- Be suitably trained and competent to carry out their duties effectively;
- Receive a written statement of their duties, and where appropriate a checklist and a layout plan showing the 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 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 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.

Stewards must patrol their allotted areas, being on constant watch for emergencies and on what actions to take, paying particular attention to:

- Any potential hazards (e.g., pinch points / bottle necks) 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 [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 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.

Appendix 3


Recommended Reading

- **The Event Safety Guide - A Guide To Health, Safety and Welfare at Music and Similar Events**
(HSE document HSG195) ISBN: 0717624536
(Download free from <http://www.hse.gov.uk/pubns/priced/hsg195.pdf>)
- **A Guide to Organising Safe Fireworks Displays - Bedford Borough Council**
- **Access for Disabled People - Design Guidance Note**
(ref: 2042) ISBN: 1860781497
- **Action for Access - Arts Council England**
ISBN: 0728710293
- **Fairgrounds and Amusement Parks - Guidance on Safe Practice**
(HSE document HSG175)
(Download free from <http://www.hse.gov.uk/pubns/priced/hsg175.pdf>)
- **Five Steps to Risk Assessment Health and Safety Executive**
(HSE document INDG163) ISBN: 0717615650 (Download free from <http://www.hse.gov.uk/pubns/indg163.pdf>)
- **Giving Your Own Firework Display: How to Run and Fire it Safely - Health and Safety Executive**
(HSE document HSG124) ISBN: 0717608360
(Download free from <http://www.hse.gov.uk/pubns/priced/hsg124.pdf>)
- **Fire Safety Risk Assessment Small and Medium Places of Assembly**
ISBN: 978 1 85112 820 4
(Download free from <http://www.communities.gov.uk/documents/fire/pdf/144821.pdf>)
- **Fire Safety Risk Assessment Large Places of Assembly**
ISBN: 978 1 85112 821 1
(Download free from <http://www.communities.gov.uk/documents/fire/pdf/150955.pdf>)
- **Fire Safety Risk Assessment - Open Air Events and Venues**
ISBN: 978 1 85112 823 5
(Download free from <http://www.communities.gov.uk/documents/fire/pdf/158379.pdf>)
- **Guide to Safety at Sports Grounds**
The Stationary Office ISBN: 0113000952
- **Managing Crowds Safely - Health and Safety Executive**
(HSE document INDG142) ISBN: 0717611809
(Download free from <http://www.hse.gov.uk/pubns/indg142.htm>)
- **The Radiation Safety of Lasers Used for Display Purposes**
(HSE document HSG95)
(Download free from <http://www.hse.gov.uk/pubns/priced/hsg95.pdf>)
- **Bedfordshire Polices Fees and Charges Handbook**
(Download from http://www.bedfordshire.police.uk/access_info/foi/documents/bedfordshire_fees_and_charges.pdf)
- **The Good Practice Safety Guide for Small and Sporting Events taking place on the Highway, Roads and Public Places**
(Download from <http://police.homeoffice.gov.uk/publications/operational-policing/event-safety-guide.pdf?view=Binary>)

Appendix 4

Useful Contacts


Bedford Borough Council


 Borough Hall, Cauldwell Street
Bedford MK42 9AP

 www.bedford.gov.uk

Contacts for: Park Hire, Highways, Events Management, Environmental Health (food safety), Trading Standards


Bedfordshire & Luton Fire & Rescue Service

 Southfields Road, Kempston
Bedford MK42 7NR

 01234 845000

 www.bedsfire.com


Bedfordshire Police

 Greyfriars Police Station
Greyfriars
Bedford MK40 1HR

 www.bedfordshire.police.uk

Contact: J Division Resource Manager
Contact: Licensing & Night-time Economy Officer

St. John Ambulance


 0117 953 3880

 www.sja.org.uk

The Health & Safety Executive (HSE)

 www.hse.gov.uk

East of England Ambulance Service NHS Trust

 Hammond Road
Bedford MK41 0RG

 www.eastamb.nhs.uk


Contact Resilience Manager (Bedfordshire)

Bedfordshire Police Traffic Management Section

 Bedford Heights, Manton Lane
Bedford MK41 7PH

 www.bedfordshire.police.uk

British Red Cross

 0870 170 9110

 www.redcross.org.uk

Notes

Finding out more

If you would like further copies or information about the information contained within this document please telephone or write to us at our address below.

Për Informacion

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