

Events Safety Policy and Guidance



GREAT YARMOUTH
BOROUGH COUNCIL

Approved by Executive Board July 2010

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Introduction

Events in the Great Yarmouth Borough Council have a potential to make a major contribution to the wider agenda of community cohesion and well being. Participation can raise horizons, increase life chances as well as provide activities that can divert from anti-social behaviour and contribute to educational attainment and feelings of worth and well-being.

There are many different types of events that take place in the Great Yarmouth Borough Council area every year. These events can range from both large events like sporting events, special markets or musical concerts which involve a large number of people to smaller events involving a small group like charity fund raising events. Whether the events are held indoors, outdoor, on public or private land they bring all kinds of challenges to Local Authorities and the Emergency Services, especially when there are multiple events running at the same time. It is essential therefore that, where the Council has any involvement, so far as is reasonably practicable, these events are properly planned and managed with appropriate arrangements in place for participants, visitors and the public commensurate with the risks involved to ensure that events are successful, safe and take into consideration the wider community.

When large groups of people gather together a wide range of dangerous situations can occur. There are also many different factors that can influence crowds, and both the event organiser and the property/land owner have a legal responsibility to ensure that the necessary safety arrangements are in place. This duty includes ensuring the health, safety and welfare of the people attending the event as well as that of the employees, contractors and sub-contractors working there.

Many public events are not covered by the strict controls that govern sporting events and often take place without consultation with the Council or emergency services where safety expertise could have been obtained, or the information is given at such short notice that all the services are stretched to try to ensure that all the correct arrangements are in place.

It is the aim and objective of this policy to provide information to help officers of the Great Yarmouth Borough Council ensure that everyone who needs to be involved in the approval or organisation of an event knows:

- what is expected of them whether they are involved in; the organisation of an event, providing services at an event, the land/property owner where the event is being held, approving a licence or undertaking enforcement action
- what they need to do to achieve compliance by the organisers so that the safety of the people attending the event is not compromised
- what the standards are

- whether the event is appropriate with full consideration having been given to ensure that all the requirements for safety and the appropriateness of running the event is in place before any approval or agreement is given for the event to take place
- what the arrangements for non-compliance including unlicensed or uncoordinated events could mean

This policy aims to promote best practice and encourage co-operation between officers and organisers by:

- providing guidance to any officer approving an event and endeavour to ensure that such assistance is consistent and will encourage a minimum standard of safety at all events held throughout the Borough
- encouraging good relationships between event organisers and the Council so that early notification of events and the compilation of an events list to other officers who may need to know to aid promotion and for any actions required to be activated before the event
- providing information to organisers of an event to enable them to ensure as far as is reasonably practicable that all the steps required are in place to ensure the safety of all those involved

Involvement in the early planning of any public event that is likely to compromise the safety of the people attending is imperative if the necessary actions to address the safety issues are to be put in place before the event and to ensure that enforcement action is not necessary either by the Council when it is the enforcing authority or by one of the other government enforcing bodies.

The Environmental Health Team have provided a brief Events Guide (available on the Great Yarmouth Council's web site) for members of the public, explaining what to do for those organising a public event and is applicable to a wide range of events including fairs, shows, gala's, pop concerts, air shows, motor sports, firework displays and religious events, all of which take place in the Borough every year. It is a guide only, but many of the concepts are transferable to use by Officers involved in events in conjunction with the other documentation available for the different types of events by the various bodies like the Health and Safety Executive.

This policy can be applied equally to both licensed and non-licensed events. It is not a substitute for existing technical guidance documents. It should, however, be read in conjunction with them, see appendix 5.

This policy also contains safety checklists that can be used to guide officers and event organisers when organising public events in the borough.

1. Policy Objectives

The purpose of this policy is to provide a framework for the Great Yarmouth Borough Council to be able to coordinate and ensure that events held in the Borough are legally compliant, well planned and managed as far as is possible so that all events are organised with the safety of the participants, spectators and officials foremost in the planning process as well as the protection of the local community and the environment.

It is recognised that safety is the prime responsibility of the event organiser and/or land/property owner but that all participants have a duty to ensure safety transcends all other issues

The policy set out in this document constitutes good practice, but where legislation imposes different requirements, the legislation will take priority. For example, while it is clearly good practice for events to be planned many months in advance and for the various agencies to be consulted throughout, where a licensable activity under the Licensing Act is proposed, the Act specifies the minimum notification and advertising periods.

The policy follows the guidance given in the Local Authorities Coordinators of Regulatory Services (LACORS) Guide, Managing Large Events (Licencing Act 2003) and the Health and Safety Executives guidance, HSG195 The Event Safety Guide.

The approval for a licence does not mean that approval is given for the event to be held on Council property or that it meets other legislation like food hygiene. This requires contact with the relevant officer responsible for that property.

2. Inquiry to Run an Event

All inquires to run events should initially go through Tourism, to provide a one point of contact for event organisers.

Upon receipt of an inquiry for any event to be run on Council property, consultation will be carried out with both appropriate internal officers and external partners.

All events will be categorised, and if the event is a large one that could involve several services within the Council and/or reaches the high risk levels (see Appendix 4), the Council will set up an Event Safety Advisory Group (ESAG) to represent all the services likely to be involved, with the Head of Department taking responsibility for the decision to run the event. The level of consultation is dependent on the location of the event and the impact on its surroundings.

Event Safety Advisory Group (ESAG)

This group will have a representative from all those services with an interest in high risk, large public events within the Borough, and will act as an advisory group to the Head of Department responsible for approving the event.

The Service Unit Manager responsible for organising or approving an event will set up the Event Safety Advisory Group (ESAG) and act as Chair when: the risk levels reach a high level; when required by Corporate Management Board; or when several services are involved in the management or approval of an event. At other times the person receiving notification of an event, e.g. Licensing, should ensure that all Services and other organisations e.g. the police and highways authority for road traffic issues that are likely to require notification are informed.

Membership of the Event Safety Advisory Group will depend on the nature of the event but could include the following Services:

Licensing, Tourism, Culture, Sport & Leisure, Environment, Technical Director, Planning, Environmental Health, Communications, Health and Safety Advisor, Emergency Planning and Business Continuity Officer, Councillors, the Emergency Services and other organisations as applicable to the event, e.g. the Police where traffic arrangements involved

What does the ESAG need from organisers?

When an event organiser contacts the Council for an event that needs to be referred to the ESAG, it is important that they provide the following information:

- The named organiser of the event and their contact details.
- The date and timing of the event.
- The type of event being planned.
- Number of people expected.
- The insurance cover provided
- Details of any special or unusual activities.
- The results of any risk assessments that they have carried out.
- If the event is open to the general public.
- If the event will take place on the highway, whether the Norfolk Constabulary Officer and the Highways Authority have been informed

- If the event will take place in a public area, such as a park, town centre or open space.
- If the event is in a private venue, but because of its size or type of activity planned, there may be some concern for the safety of those attending and those nearby.
- Availability of alcohol and food
- If the event has been held in previous years.

Ideally organisers should inform an officer as soon as possible especially if they are intending to stage a major event, when planning is likely to take some time. Upon receipt of the notification of such an event, an email is forwarded to all those who need to be aware for comments with the appropriate Service Unit Manager/s involved in approving or running the event having the overall responsibility for the event, see below.

Where the event involves licensable activities, contact must be made with the licensing team for a premises licence or temporary event notice (see contact details under Appendix 6).

3. Criteria for agreement to any event

The following criteria will be used to determine whether approval will be given to a specific event when the Council is the event organiser and or land or site owner:

- Security and public safety issues
- Effect on the fabric of the area and damage limitation
- Effect of event on regular users of public spaces, stakeholders and local residents
- Timing of the event
- Size of the location, numbers attending or numbers estimated to attend
- Impact on transport infrastructure to support the event, e.g. parking, public transport and road closures
- Quality of the event to the area
- The creation of opportunities for local participation of people living within the Borough
- The ability to demonstrate commitment to Great Yarmouth's Sustainable Community Strategy, Community Cohesion Strategy and Corporate Plan
- The ability to demonstrate the capacity of the organisers to effectively plan, manage and control the event and adhere to best practice standards

- The ability to demonstrate the impact of the event on local business
- The financial risk to Great Yarmouth Borough Council is acceptable and covered by adequate insurance
- A clear list of who is responsible for the event and any issues that arise
- Legal constraints
- All events will meet any further criteria set out in conditions specific to the locations of the event

If a Council Officer either approving an event or running an event is not happy that the correct requirements are in place, they should not give approval to the event until their concerns have been met.

4. Planning Process Chart

Below is an organisational chart which clearly shows the planning process that should have taken place by the time any large event actually takes place, and may help organisers of smaller events as appropriate to the size and level of risk. The chart also shows the process that should be followed post an event whether or not there is an incident.

In place or Informed and Approval Received	Contact Name/s and Tel No	Yes	No
Event Plan, Arrangements, Risk Assessments, etc. from Organiser			
Emergency – Control and Command Arrangements ¹			
Owner of property/land			
Police including traffic management			
Fire Service			
Highways Authority			
Ambulance			
Security Company			
Coastguard (Beach events)			
Great Yarmouth CCTV (Beach and Market place etc. events)			
Licence requirements and other payments			
Event Safety Advisory Group			
Actual Event Checks	Contact Name and Tel No	Yes	No
Venue			
Owner			
Organiser			
Fire Service			

¹ Emergency Planner can provide assistance and advice

Safety Management Plan			
Risk Assessments			
Certificates			
Licences			
Other Documentation			
Exercise Plan			
Review Plan			
Debrief Exercise			
Review Plan			
At the Event	Contact Name and Tel No	Yes	No
Incidents ² - Gold contact,			
- Silver contact			
- Bronze contact			
Inspections - Food			
- Safety			
- Licence			
- Noise			
- Structures			
- Site			
- Others as appropriate			
Security Company Local Contact			
After Event	Contact Name/s and Tel No	Yes	No
Debrief of all involved in event organisation			
Review Plans for future events			
Plan for Next year's event			

5. Event Management

Both the organiser and the landlord are responsible for safety at public events.

Organisers must:

- Take out public liability insurance to cover the event that they are organising, and
- Have a named person who is responsible for the safety of the event. For larger events this may be a dedicated safety officer with a support team.

The Event Organiser must ensure that health and safety legislation is adhered to by the other organisers and sub-contractors involved in the event and that high standards are ensured for both audience and workers. Event organisers

² Emergency Planner can provide assistance and advice

will need to ensure that they have developed processes for and that all documentation e.g. Insurance liability certificate, risk assessments, licences, food, structural etc certificates are made available to the Service Unit Manager/s of Great Yarmouth Borough Council who are responsible for the site/s or their representative at a minimum of 2 weeks prior to the event.

Depending on the category of an event (see Event Classification Section) the type of documentation required for an event will include some or all of the following:

- Health and Safety Policy
- Safety Management Plan
- Crowd Management Plan
- Emergency Control Plan
- Risk Assessments
- Method Statements
- Equal Opportunity Statement
- Fire and Evacuation Procedures
- Event Communication Plan
- Medical and First Aid Arrangements Plan
- Transport Infrastructure plan
- Traffic Management Plan
- Lost Child Procedure
- Food Hygiene Certificates
- Inspection certificates for equipment like:
 - amusements/fairground equipment by approved bodies like Amusement Devices Inspection Procedure Scheme (ADIPS)
 - inflatable play equipment by approved bodies like Pertexa Inflatable Play Equipment (PIPA)
 - marquees supplied by approved bodies like Performance Textiles Association MUTAmarq
- Waste Management Plan
- Environmental Impact Assessment
- Site Plans
- Welfare Facilities
- Access (and interpretation) provision
- Public Liability Insurance
- Timetable and event description/line up
- Marketing Plan

6. Event Classification

Event organisers need to ensure that they evaluate the risks for each event, whether they are a local key 'cosmetic' event that seeks to give added amusement to a small group to the high cost, time demanding event that

projects onto national or international stage and gains high profile media coverage.

To enable organisers or those approving an event to establish the degree of risk and actions required to ensure the safety of those who may be affected by the event, including participants, spectators and members of the public an event safety risk category has been provided in Appendix 4. This aims to help organisers undertake suitable and sufficient actions to ensure the safety and health of all involved, meet current health and safety law requirements, or where not subject to health and safety law help them to establish actions that show good practice.

7. Environment

To ensure the protection of the local area the following general regulations will apply to the staging of events, in addition to any detailed site specific arrangements:

- **Fly posting** is illegal and should fly posting be directly linked to any event, the event's organiser will incur any associated costs rising through the Council having to remove such material. Where possible, prosecutions will be taken, and further application for future events may not be accepted.
- **Trees** are a natural asset to the Council's parks and open spaces. It is therefore important to ensure that adequate arrangements are in place to prevent damage and potential loss of this asset. As a result the following apply to events sited near trees:
 - Organisers will ensure the protection of the Council's tree stock
 - No structure shall touch or interfere with any tree canopy
 - No tree or shrub shall be pruned without authorisation
 - No exhausts from heaters, generators, etc. shall be positioned next to the base of trees and where possible, exhausts shall be directed away from the tree canopy
 - Nothing shall be attached to trees
 - Any damage to trees as a direct result of the event shall be charged to the organiser
- **Hours** of operation, both of the event and of site work in rigging and de-rigging the event will be agreed dependent on specific locations and their individual requirements. These details to be outlined in the application process
- **Noise** levels are dependant on specific locations and their individual requirements. Some events will require an independent acoustic consultant on site to provide continuing monitoring of noise levels. These details will need to be agreed prior to the commencement of the event

- **Transport Infrastructure** should be a major concern for large events. Events organisers may need to discuss arrangements with the Council and transport companies if there is likely to be the need for additional parking or buses/trains for the event.
- **Temporary Event Notices or Time-limited Premises Licence** may be required by event organisers. In these circumstances any hire agreement etc. will be conditional on a license being granted. Equally, the issue of a Temporary Event Notice or Time-limited Premises Licence does not in itself constitute permission to use the land.
- **Waste Management** plays an essential part in ensuring a cleaner and greener borough. The council expects event organisers to be solely responsible for the clearance and maximum avoidance of waste. The council also expects organisers to promote and facilitate recycling methods as its first option of waste management and disposal facilities.
- **Environmental Protection** is a key priority of the Council and therefore every effort should be made to minimise environmental impact and maximise the 'green' production of events through the use of recyclable and/or reusable sustainable products and materials, e.g. minimising power consumption, bio-diesel generators and recycled cups and plates
- **Normal Service Levels** are provided by the Council for the day to day maintenance, upkeep and cleaning of public areas through Great Yarmouth Borough Services. Any increases in these service levels may result in costs being charged directly to event organisers.

8. Fees and Charges

The Council charges fees for events based on the category of the event, capacity attendance and event duration in addition to the charges for any licenses required.

9. Licensing

Depending on the activities being provided at the event, a licence may be required under the Licensing Act, 2003.

Licensable activities are:

- The sale of alcohol by retail
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club
- The provision of 'regulated entertainment'
- The provision of late night refreshment

'Regulated entertainment' means:

- A performance of a play

- An exhibition of a film
- An indoor sporting event
- Boxing or wrestling entertainment (indoor or outdoor)
- A performance of live music
- Playing of recorded music (except incidental and background music)
- A performance of live dance
- Provision of facilities for making music
- Provision of facilities for dancing

but only where the entertainment takes place in the presence of an audience and is provided for the purpose of entertaining that audience.

The following licences are needed:

- A “Premises Licence” will be required where any of the above activities are going to take place. The exception to this rule is for small events which last no more than 96 hours and have no more than 500 people attending at any one time. In these cases a Temporary Event Notice (TEN) can be given by the applicant to the Licensing Authority. There are limits on the number of TEN's that can be applied for. Where alcohol is to be sold in connection with a premises licence there must be a Designated Premises Supervisor (DPS) named on the licence. A TEN notice requires the naming of a Premises User, and supplies of alcohol must be made ‘by or under the authority of a premises user’.
- A “Personal Licence” will be needed by anyone who wants to authorise the sale of alcohol as part of his or her business or event. The DPS must be a personal licence holder. If the event takes place under a TEN then a personal licence is not required.

Further information can be sought from the licensing section, however it should be noted that the Licensing Authority can only give information and advice regarding legal requirements and the licensing process. The Licensing Authority can not give specific legal advice to applicants regarding their specific proposals which might conflict with its role as the Licensing Authority.

Where specific legal advice is required, applicants must seek independent legal advice, or information should be sought from the relevant responsible body.

The following are exempt from licensing under the Act:

- Genuinely private functions
- Live television and radio broadcasts.
- Garden fetes and similar “not for profit” activities.
- Music or plays associated with religious services or meetings.
- Morris dancing or similar and entertainment on a moving vehicle.

For more detailed licensing information you should contact your Licensing Authority which is the Council. Please see contact details at the back of this booklet (Appendix 6)

Great Yarmouth Borough Council, as a licensing authority, is required to consider all valid applications under the Licensing Act on their merits even if there has not been full compliance with this policy, so if an application for a premises licence is valid and there are no relevant representations, the Council is required to issue the licence. Also, the failure of an event organiser to comply with this policy will not of itself result in the Council turning down an application for a premises licence or rejecting a temporary event notice.

The failure of an organiser to comply with this policy statement may make it more likely that:

- a responsible authority will make a representation against the application for a premises licence or a temporary event notice
- an organiser could have difficulty satisfying the licensing authority that one or more of the licensing objective will be met
- one or more of the services or other enforcing agencies will consider prohibiting the event or taking enforcement action under different legislation.

10. Insurance Issues/Public Liability Insurance

If you are organising or approving an event you must ensure that there is adequate insurance in place. The extent to which insurance is required will depend upon its size and nature of the event and if it is a public event that public liability insurance is in place. You will need to ensure that the policy is sufficient to cover the type of event being planned. For large events a minimum of £10 million is recommended. It is also advisable to insure against eventualities such as bad weather and cancellation. In addition, all third parties will need to have adequate insurance to cover their own activity/s within the event, and the organiser should make sure that they see the evidence for this insurance cover.

If you are approving an event, it is also advisable to check the health and safety policy statements of any provider or contractor (businesses with 5 or more employees are required to have one by law), their risk assessments for the tasks to be carried out and the systems of work or method statements that have been put in place as a result of these assessments to ensure they will be working safely. If the event is going to be a large public event consideration should also be given to special security measures necessary for the attendance of VIP's or celebrities. Special measures should also be implemented should large amounts of cash be accumulated at the event. Norfolk Police will be able to advise upon such issues (see contacts section).

Council organised events

The Council's Public Liability cover will indemnify the Council in respect of its legal liability to pay compensation to third parties in respect of bodily injury or property damage incurred as a result of the negligence of the Council including its employees and volunteers.

The Policy does not extend to include the actions of third parties as they should have their own insurance arrangements in respect of their own activities.

The current age limit of volunteers is 75. Anybody over the age of 70 the Council is required to provide the insurance company with names and dates of birth. Cover can be provided for those over the age of 75, though their level of cover will be substantially reduced. This age limit applies to personal accident cover and there are no age restrictions on Public and Employers Liability insurance.

The Corporate Risk Officer must be informed of all events being organised by the Council so the insurance company can be contacted and provided with the necessary information to enable them to determine whether or not an additional premium is required

11. Risk Assessment/ Method Statements

The event organiser must carry out and provide written risk assessments as the first step in planning an event. This will ensure that adequate health and safety measures are put in place and safe systems of work established.

Employers and the staff employed at the event, this includes contractors, self employed and volunteers have a responsibility under the Management of Health & Safety at Work Regulations 1999 to carry out risk assessments. If five or more persons are employed there is a legal requirement to record the significant findings of the risk assessment.

This has clear legal implications for large staged events where several staff, volunteers, contractors, traders, participants etc. are employed on the handling and management of the whole event taking into account those who will be attending the event and how they are to be managed to ensure their safety and enjoyment. Notwithstanding the legal implications, all event organisers should carry out a risk assessment for all events including the setting up, running and taking down of the event.

An essential part of the organiser's role in preparing the overall risk assessment for an event is to ask those third party trader/exhibitors etc who will be participating/attending the event for their own risk assessments for their part of the event. This will help to identify the hazards that others will be importing into the event. The organiser needs this information to ensure that

the overall risk assessment includes all the hazards present. Once completed this assessment should be shared with participating traders/exhibitors/performers etc to alert them to other hazards of which they may not be aware, and of the measures that they need to take in order to comply and minimise any resulting risks.

The organiser must ensure that all those involved in the event or attending as part of the media team/s are fully briefed before the event, including arrangements for set up, access arrangements, site security, safety working, welfare and emergency arrangements.

12. Evacuation and Fire Arrangements

In all cases where a crowd is placed in a confined space, either indoors or outdoors, an evacuation procedure should be part of the organiser's risk assessment appraisal and plan as required for the Regulatory Reform (Fire Safety) Order 2005. Indoor events will probably have a plan as part of the requirement for the public entertainments licence. However, this is far less likely for outdoor events. Specialist advice and consultation with the Fire and Rescue Service (and police for outdoor evacuation arrangements) should take place for advice on any fire safety, detection and control arrangements necessary for an event.

13. Stewards

The primary task of a steward is to minimise the risk of injury to the public and event personnel. It is essential that organisers ensure that their stewards do not exceed their lawful powers and they need to be aware that they are not immune from prosecution for their actions. Organisers will be expected to provide enough stewards to cater for the size and nature of the event. Staffing levels may differ if the event is staged inside or where children are involved. The findings of any risk assessment will have a bearing when deciding upon numbers of staff. Where statutory limits for the number of stewards are laid down, each task must be listed and evaluated according to its own risk. There will be an increased need for supervision during the hours of darkness or if there are unsound surfaces, adverse weather, alcohol, entertainers or crucial times of an event likely to attract large crowd surges or the presence of vulnerable persons. Stewards should only act on instructions given by the organisers or on the instructions of the Police. It is also important that stewards are readily identifiable by the use of high visibility jackets, tabards or armbands and some form of Identity.

14. Training/Briefing

The principle of training and briefing of stewards is central to the core of event safety. Whether stewards are provided by volunteers for small community and

sporting events or professional stewards are being used for large events, they should all have received training and briefing for their role. The organiser must be aware that the stewards are acting on their behalf to ensure safety.

At large events it is good practice for the Police to be invited to play a role in the briefing, especially where officers are to assist in the policing of the event.

15. Communications

A sound reliable system of communication should be in place prior to the commencement of an event. It is recommended that all systems should be tested prior to the event to ensure that it will operate as planned, as stewards and organisers must be able to communicate effectively. A jointly staffed office should be established to provide joint communications between all participating organisations. In the event of an evacuation, an effective means of communication to the public is vital.

16. Temporary Structures

Any marquee, tent or temporary structure erected as part of an event should be suitable for the purpose intended, in good condition and erected by competent persons. All tents, marquees and any other temporary structure made of materials that may be flammable should be treated to ensure they are flame resistant. The contractor should provide certificates to confirm this. Any temporary structure that is load bearing should be erected in strict compliance with Health and Safety legislation. Where there is a fire safety implication i.e. outdoor-cooking using LPG bottles, Norfolk Fire and Rescue Service should be consulted. Where electricity is required within the event this should be provided by generators. If any mains electricity is used it should be installed by a competent electrical contractor. All electrical systems should be protected by a suitable Residual Current Device (RCD) with a rating of 30mA.

17. Barriers and Stands

There are many types of barriers available and the organiser needs to ensure that the correct barriers suitable for the event are used. The erection of barriers on roads is subject to the approval of Norfolk County Council as the Highway Authority. Raised 'concert style' barriers should not be used, unless in conjunction with trained experienced stewards familiar with their operation. Any temporary structure that is load bearing should be erected in strict compliance with Health and Safety legislation.

18. First Aid

The organiser needs to agree the level of first aid, paramedic and medical facilities required which must be provided at the organiser's expense. The organiser should consult with the Ambulance Service NHS Trust who can advise on this issue, and for voluntary medical services such as British Red Cross and St. John Ambulance.

To check your health professionals are registered, the website address is www.hpcheck.org, this is for Paramedics and other health professionals but does not include first aiders or technicians, it is part of the health professional's website www.hpc-uk.org.

19. Information and Welfare

Organisers should provide sufficient signage to be available around the venue. This should take into account lost/found children; lost/found property; toilets and exits. Consideration should be given to multi-lingual notices. Any temporary signs on the highway will need to be approved by the Highways Authority.

Welfare arrangements should be appropriate to the numbers and length of the event including sufficient sanitary facilities for both the organisers and the public, supplies of food and drink and arrangements for the type of weather like cover for outside events in wet weather or hot sun.

20. Children and People with Special Needs

Where children are likely to attend the organiser must consider their needs and ensure that arrangements for any play equipment/areas are properly supervised and suitable for children including those with special needs. There must be arrangements in place for dealing with lost children and for ensuring their safety in all the areas that they are likely to attend.

The organiser needs to ensure that all arrangements made, including emergency procedures, meet the needs of vulnerable people with special needs likely to be at the event, for example; those with mobility problems and impaired vision or hearing etc. This includes ensuring that support can be provided by the stewards or others to meet these needs for those attending the event/s.

21. Food Hygiene

Food poisoning is at best unpleasant and at worst extremely hazardous to health, particularly for older people or young children. It is preventable by following some simple rules and planning ahead. When using professional

caterers, organisers must ensure they are registered under the Food Safety Act 1990 and ask for written evidence. Caterers must have received some training in food hygiene to ensure that they are providing and preparing food that is safe. This applies even if food is being given away.

An outline of the type of catering and facilities should be provided to the Council's Environmental Health Department in advance of the event, they will also be able to provide you with more detailed information.

22. Animals

There are special requirements laid down by DEFRA in respect of agricultural shows where farm and show animals are present. Specialist advice is available from Norfolk County Council, Trading Standards Department.

23. Impact of Events on the Public Highway

Any event will have an impact on the public highway whether it is conducted on the highway or on private land. The phrase 'Public Highway' includes; the carriageway; the footway and the verge. Organisers must ensure that their event is safely managed and this includes traffic and pedestrians. Arrangements should be initially discussed with the police, although sometimes it is necessary to obtain Road Closures and/or Temporary Traffic Regulation Orders to minimise congestion, in which case it is necessary to contact the Highway Authority.

When approaching the police or Highway Authority, they will require detailed plans of the event, with times of access and exit in order to respond constructively. At least twelve weeks notice is required if any Traffic Regulation Order is necessary and organisers will be required to provide all necessary signage at their cost.

If your event is taking place on the highway, please see the Safety Checklist in Appendix 3

24. Provision of Temporary Traffic Signs to events

Regulation 27 of the Traffic Signs Regulations and General Directions provides for temporary signs to be erected to guide traffic to events which are expected to attract a considerable volume of traffic. It is an offence under the Highways Act 1980 (Section 132) for any person to place any sign anywhere within the highway without the prior consent of the Highway Authority.

Signing proposals must be sent to the Highways Authority 12 weeks prior to the event so approval can be granted. Proposals should include information about the nature of the event, the expected number of visitors, the provisions for parking and proposed locations of signs.

The following information needs to be adhered to:

- The signs must be black on white, black on yellow or white on blue.
- Under Direction 32 they may only be displayed for the period of an event and not longer than 6 months on a Trunk Road or Principle Road without special permission.
- Signs should not normally be erected more than 48 hours before an event or retained more than 48 hours after it has ended.
- Signs must comply with the provisions of the Traffic Signs Regulations and General Directions and must give clear information about the route to be followed.
- The badge of the road user organisation erecting the sign may be included on the sign, however, commercial names of sponsors on signs are not allowed.
- Dates and times of the event should not be included on the signs (unless approval has been granted by the Highways Authority).
- Signing for up to 5 miles or from the nearest A or B road should usually be adequate, however more extensive signing may be approved for larger events (for example, major Air Shows)
- Erection of temporary signs must only be undertaken by persons suitably qualified under the New Roads and Street Works Act to work within the Highway and are suitably insured against third party risks up to a claim value of £5 million.
- Event Organisers are recommended to utilise the services of specialist sign erection companies.

(Norfolk County Council as The Highway Authority is the final arbiter of the signing appropriate for any event and may remove or re site any signs which have not been approved at the cost of the body which erected them)

Regulation 4(6) of the Health and Safety (Safety Signs and Signals) Regulations 1996 require that any 'on-site' signs provided to control the movement of vehicles, identified via the risk assessment, need to conform to the Road Traffic Regulations Act 1984.

For more guidance and approval, please contact Norfolk County Council, Traffic Signs Section

25. Special Effects, Fireworks and Pyrotechnics

Events involving laser, strobe lighting, fireworks, smoke and vapour, etc. require specialist knowledge to ensure the safety of all involved in the event/s. Manufacturers instructions need to be carefully adhered to and trained operators who understand the dangers of the chemicals, radiation effects,

gases involved, etc. need to have undertaken all suitable precaution to ensure that those involved are not put at risk and that there are sufficient arrangements in place to deal with any emergencies that could arise.

Below are some of the items that need to be considered, particularly for firework displays.

Before the event...

- Think about who will operate the display, as certain types of fireworks etc. may only be used by professional display operators. In untrained hands they can be lethal
- If the display is to be provided by a professional display operator make sure that the organiser has ensured all are clear on who does what especially in the event of an emergency.
- Consider whether the site is suitable and large enough for the display, including a bonfire if there is going to be one. Is there space for the fireworks/lasers to operate/land well away from spectators? Remember to check in daylight for overhead power lines and other obstructions. What is the direction of the prevailing wind? What would happen if it changed?
- Plan and mark out the areas for spectators, firing fireworks (and a safety zone around it) as well as an area where the fireworks will fall.
- Think about how people will get into and out of the site. Keep pedestrian and vehicle routes apart if possible. Mark exit routes clearly and ensure they are well lit. Ensure emergency vehicles can get access to the site.
- Appoint enough stewards/marshals. Make sure they understand what they are to do on the night and what they should do in the event of an emergency.
- Signpost the first aid facilities.
- Think about what the arrangement must be if things go wrong. Make sure there is someone who will be responsible for calling the emergency services.
- Contact the emergency services and local authority. If the site is near an airport the organiser may need to contact them.
- Ensure there is a suitable place to store the fireworks/equipment. The firework supplier or Council should be able to advise.
- If alcohol is being sold, the bar should be well away from the display site.

On the day of the event...

- Recheck the site, weather conditions and wind direction.
- Don't let anyone into the zone where the fireworks will fall and anyone other than the display operator or firing team into the firing zone or the safety zone around it.

- Discourage spectators from bringing drink onto the site.
- Don't let spectators bring their own fireworks onto the site.
- If there will also be a bonfire at the display then the organiser should:
 - Check the structure is sound and does not have small children or animals inside it before lighting it.
 - Not use petrol or paraffin to light the fire.
 - Have only one person responsible for lighting the fire. That person, and any helpers, should wear suitable clothing e.g. a substantial outer garment made of wool or other low-flammable material..
 - Make sure that the person lighting the fire and any helpers know what to do in the event of a burn injury or clothing catching fire.
- Never attempt to relight fireworks. Keep well clear of fireworks that have failed to go off.

The morning after...

- Carefully check and clear the site. Dispose of fireworks and other equipment safely. They should never be burnt in a confined space (e.g. a boiler)

Further guidance

Detailed guidance publications on putting on firework displays are available from HSE Books.

- [HSE Guide HS\(G\) 123 - Working together on firework displays](#)
- [HSE Guide HS\(G\) 124 - Giving your own firework display](#)

Office of Public Sector Information

- *Fire Safety Risk Assessment – Open Air Events and Venues*, , ISBN 978 1 85112 8235

26. What to do if things go wrong

Remember the event organiser and land/property owner is responsible for the safety of everyone at the event. Legal action will almost certainly follow if anyone is hurt or injured because of negligence by the organiser or land/property owner. If an incident does occur at an event, here are some questions that will be asked:

- Was there a Safety Management Plan for this event?

- Were the emergency services and other agencies consulted?
- Were risk assessments completed?
- Had appropriate licences been obtained?
- Did the event organiser keep detailed logs of the event?
- Were evacuation routes clearly signed?
- Were emergency procedures properly explained and practised?
- Was there a clear chain of command and control?
- Were communications between key personnel and the crowd adequate?
- Had stewards and event organisers received the appropriate training?

All notes made should be kept, as they will become legal documents in any future public enquiry or inquest in the Coroner's Court.

Remember careful planning and organisation will help to ensure that all events are successful and above all safe.

Appendix 1 Event Safety Management Plan Checklist

1. Clear identification that the plan is either part of a continuous process or is time limited.
2. Evidence that the plan has been endorsed for use.
3. Reference is made to legislation/guidance.
4. Validation period is clearly stated.
5. Aim and objectives are clearly stated in the plan.
6. Background of the event explained.
7. Evidence of a hazard identification and risk assessment.
8. Evidence of a clear management structure.
9. Clear provision for the strategic management of an incident.
10. Clear provision for the emergency service input to the strategic management of an incident involving a range of other agencies.
11. Clear action lists/sheets referencing the hazard identification.
12. Plan of the resources available with a map identifying key areas on and around the site for use in an incident (e.g. rendezvous points)
13. Plan is clear and unambiguous.
14. A statement of other key organisations and their roles.
15. An indication of the liaison required and procedures.
16. Plan is brief and concise, containing only key information.
17. An issue and expiry date.
18. Clear arrangements for alerting the emergency services, local authorities, volunteer organisations etc.
19. Plan conforms to Data Protection legislation.
20. Plan conforms to Freedom of Information legislation.
21. Plan should link in and make reference to other related emergency plans.
22. An exercise should be held to test the plan and any lessons learnt should be incorporated into future issues.

Appendix 2 Event Safety Checklist

This checklist should be used prior to and during any large public event, particularly Category 5, but is a guide for smaller events organisers to check against. The list is not exhaustive the organiser should ensure that they identify any other hazards that may be specific to the event.

Key Personnel		
Event Organiser		Safety Officer
Name		Address
Address		Address
Tel Number		Tel Number
Chief Steward		Others as appropriate
Name		Name
Address		Address
Tel Number		Tel Number
Pre-Event Check List		Tick Box
1	Have you checked the venue is suitable for your type of event and the number of people attending it?	
2	Have you provided the necessary information i.e. maps, site plans, details of gas/electrical installations and an out line programme for the event?	
3	Do you need any special permission, licences, road closures, land use, etc. to run the event, and if so have you obtained the approvals?	
4	Do you know the type of people and how many will be likely to attend the event?	
5	Do you know where the entrances and exits are on your site and will they be adequately controlled, suitable for wheelchairs, pushchairs and appropriately signed?	
6	Do you have a sufficient numbers of competent and trained stewards, e.g. for car parking, first aid, crowd control. Have the stewards been briefed and provided with high visibility clothing?	
7	Have you considered the needs of those with special needs?	
8	Do you have arrangements in place for drinking water, toilets, lost	

	property, lost children, noise control, vehicle parking, etc?	
9	Do you have effective emergency evacuation and fire safety arrangements in place, including access and egress for the emergency services?	
10	Do you have adequate first aid provision?	
11	Have you obtained copies of risk assessments, insurance cover and relevant safety paperwork from exhibitors/vendors?	
12	Have you completed your own risk assessments for the event and ensured all safety measures and adequate insurance cover is in place?	
13	Have you a reliable communication system between key people and between the audience/crowd?	
14	Have you completed an event safety plan and informed the Local Authority Event Safety Advisory Group?	
15	Have all structures been inspected and approved by a competent person?	
16	Have you contacted the appropriate local organisations/emergency services for advice e.g. Police, Fire Service and Coastguard?	
17	Has a control point been identified, call signs predetermined and public announcements prepared	
18	Has the site been inspected prior to the start of the event and is it ready for the start of the event with all appropriate barriers and signs in place?	
Event Check List		
1	Is the site free from tripping hazards, such as cables, rubbish etc?	
2	Are there sufficient entrances, walkways and exits? Are they clearly marked?	
3	Can emergency vehicles gain access?	
4	Will the site be suitable in the weather conditions expected?	
5	Are there specific hazards at the site, such as open water, overhead power lines, steep changes in level, and are the public protected from them?	
6	Is there separate vehicle and pedestrian access?	
7	If you have any perimeter fences are they safe, capable of taking loading on them and designed so they cannot be climbed?	
8	Are safety barriers correctly designed and located?	
9	Is there adequate signage, e.g. for car parks, first aid points, toilets?	
Traffic Management (see also section 23 and 24)		

1	Is there adequate provision for parking?	
2	Are there adequate car parking signs?	
3	Do you have sufficient Stewards to manage parking?	
4	Is there adequate lighting in the car park?	
5	Have you measures to retrieve broken down vehicles or ones that may become stuck due to poor weather conditions?	
6	Do you have plans in place to deal with queuing and the car park becoming full?	
7	Have you obtained the necessary permission to close a road from the Highways Authority?	
8	Is there adequate signing to your event?	
9	Is there adequate access for Emergency Services?	
10	Has the Traffic Management Officer for the Police been informed for events involving the highway?	
Electrical Safety		
1	Has the electrical installation been installed by a competent electrician?	
2	Is the supply protected by a suitable earth leakage device (RCD) with a maximum trip rating of 30mA?	
3	Are all parts of the electrical installation protected from the weather?	
4	Do any cables create a trip hazard?	
5	Are cables and other electrical equipment protected against damage?	
6	Is any generator fenced to prevent access?	
7	Are fixed sockets or fused multi-socket boards used instead of adaptors?	
8	Is the electrical equipment adequately secured, e.g. lighting?	
9	Is any portable electrical equipment adequately maintained and in a safe condition?	
Safety of Structures		
1	Has any seating, staging, lighting been erected by a competent person?	
2	Has the structure been inspected to ensure it is safe by competent person/s e.g. one that is accredited under MUTAmarq for marques, PIPA for bouncy castles or ADIPS for amusements?	

3	Are there Stewards in place to prevent overloading of any structure?	
4	If safety barriers are provided, can they withstand the likely loading on them?	
Fire Safety		
	You should seek advice from your local Fire Authority regarding specific requirements for your events, but as a general rule you should undertake a fire risk assessment and this would include the following checks :	
1	Are there sufficient exits with wide enough doors and are they clearly indicated?	
2	Are exits distributed around the site?	
3	Do you have a documented fire evacuation procedure and safe exit routes displayed?	
4	Are there adequate numbers of fire extinguishers?	
5	Are fire points clearly marked?	
6	Is there a means of warning people of fire?	
7	How will disabled persons be evacuated from the site?	
8	Are the organizers and stewards trained on the evacuation procedure?	
9	Are there any flammable materials, chemicals on the site that need special attention, fire arrangements?	
10	If there is any cooking is there adequate extraction ventilation and are filters etc. clean?	
11	Have risks for arson and security been addressed, e.g. perimeter of site secure, refuse stored away from building, no unsecured ladders, valuables and money controlled	
Emergency Planning		
1	Is there a plan to deal with an emergency with clear command and control arrangements, e.g. fire, cancellation of events, large crowd panic, etc?	
2	Are all persons organising the event aware of the plan?	
3	Check with the Emergency Planner if there are any warnings or alerts in force, e.g. extreme rainfall alert, flood warning, heat wave, etc.	
Communication		
1	Is there means of communication between key organisers and Stewards	
2	If reliant on mobile phones, do they work in all areas of the site?	

3	Are there adequate methods of communication with the public especially if site needs to be evacuated, e.g. loud speakers.	
Performers		
1	Are there adequate back stage areas for performers to wait and to be able to get away after their performance?	
2	Are there any special activities that they require that need special attention, e.g. lighting, weight?	
Fairground Rides		
1	Is the operator of the ride competent?	
2	Have you seen the current inspection certificate for the equipment and do the rides have Amusement Devices Inspection Procedures Scheme certificates (ADIPS) or for inflatable play equipment the Inflatable Play Inspection certificates (PIPA)	
3	Does the operator have adequate insurance cover?	
4	Is there adequate space for the ride?	
5	Has the ride been erected safely and in the case of bouncy castles, are they secured?	
6	Are there adequate barriers to prevent access to dangerous parts of the equipment, e.g. bouncy castle blowers?	
7	Have you checked the Company's risk assessment and work methods?	
Firework Displays		
1	Is the display being carried out by a competent person?	
2	Is there sufficient space for the display?	
3	Is the firing area secure?	
4	Are the fireworks stored safely?	
5	Are there adequate Stewards for crowd control?	
6	Is there adequate fire fighting equipment in the area?	
7	Are persons handling fireworks provided with, or wearing appropriate protective clothing?	
Welfare Facilities		

	Toilets	
1	Are there adequate toilets for the number of people likely to attend the event?	
2	Are toilets visible, well lit and adequately signed?	
3	Are there measures in place to insure they are kept clean and provided with toilet paper, soap, etc.	
4	Is there suitable W.C. provision for people with special needs	
5	Are there suitable containers for the disposal of sanitary towels and nappies?	
	Information Points	
1	Is there a location where people can obtain information about the event or where lost children can go?	
	Facilities for those with Special Needs	
1	Is the access to the site suitable for those with special needs?	
2	Is disabled parking provided near the event?	
3	Are adequate/accessible toilet facilities provided?	
	First Aid and Medical Services	
1	Is the first aid provision suitable for the number of people attending the event?	
2	Are first aid centres clearly signposted?	
3	If a voluntary first aid service is to be provided are they aware of your emergency procedures?	
4	Are first aiders clearly identifiable? (It is recommended that you have at least 2 first aiders for up to 3,000 people attending an event)	
	Waste Disposal	
1	Are there adequate rubbish bins around the site?	
2	Do you have suitable arrangements for emptying bins and disposing of the rubbish?	
3	Are waste collectors provided with approved personal protective clothing?	
4	Are there adequate storage and collection facilities for waste from the toilets?	
	Noise	
	Have you contacted any local residents who may be affected by	

	noise?	
	Are generators located so that they do not create a noise nuisance to local residents?	
Insurance		
1	Have you adequate public insurance for the event?	
2	Have you checked vendors/exhibitors insurance certificates?	
Accidents		
1	Do you have a procedure for dealing with accidents?	
2	Have you a form for recording the details of any accidents and arrangements for notifying the HSE should a major incident occur?	
Crowd Management		
	Are there sufficient entry points to the event?	
	Are Stewards trained and competent to deal with queuing public?	
	Is there an adequate means of communicating with the public?	
Use of Gas Cylinders		
	Are any gas cylinders adequately secured?	
	Do you have suitable equipment for moving cylinders, e.g. sack barrows?	
	Are cylinders away from any heat source, or other flammable material?	
	Is there a person who is competent to change any cylinders?	
Catering Operation		
1	Are food businesses carrying out their work in a safe and hygienic manner?	
2	Are the food businesses registered with a local authority?	
3	Have you seen their food hygiene certificates as appropriate?	
4	Have caterers provided proof that their gas and electrical installation is safe?	
5	If any gas cylinders are used, are they adequately secured and	

	located where they cannot be tampered with?	
6	Does the caterer have adequate fire fighting equipment?	
7	If they are using their own generator, is it electrically safe and located in a secure position, and is any fuel stored safely?	
8	Have the Local Authority Environmental Health team been informed of the event?	
Post Event		
1	Has the site been cleared and left in a safe condition?	
2	Have you carried out a safety review following the event?	
3	What has been learned from this event and what changes/actions are required to be put into operation for the next event? List below	
Person/s Carry out Checks		
Date Completed		

Appendix 3 Events on the Highway – Safety Checklist

In addition to the general safety checklist items, the following issues should be considered when organising events on the highway.

Timing. It is preferable that the event is held in daylight. If not then temporary lighting of access points may be required, and the police and the Highway Authority should both be contacted.

Road Closures. Any form of road closure may require a Temporary Traffic Regulation Order and associated costs so adequate notice and involvement with the highways authority and the police need to be in place right from the start of the event organisation.

Planning your route. Whenever possible your event should be held in a park, sports ground or on country footpaths away from the road. Don't use roads without proper footpaths or verges. Don't use roads where there are road works as these can be dangerous.

Signposting your route. Lincolnshire Police cannot provide signs for your event. If you want to erect signs you must discuss this with Lincolnshire County Council Highways and Planning Department to ensure that they are safe and comply with regulations.

Organisation on the day. Try to start and finish your event off the road. Mass starts can be dangerous and should be avoided. Enter and leave the highway without causing inconvenience to other road users. Don't obstruct the highway. Never allow cars to follow closely behind groups of participants. Support vehicles should not travel slowly, causing obstruction or inconvenience to other traffic. Ensure that there are enough stewards to supervise the whole route. Make proper arrangements to look after people who drop out.

Use crossing places on the route. Remember only police officers have the power to stop traffic. Stewards can only advise people when it is safe to cross. If there are no footpaths, face oncoming traffic, no more than two abreast. Always use the proper crossing points on busy roads.

Changes in the route. Make sure that all relevant agencies are advised of any changes to your route and are satisfied that suitable safety measures are in place. Make sure that everyone taking part knows about the changes through the stewards or signs.

Animals. If you take animals, keep them under control when on the highway.

Traffic Signals. Comply with traffic signals and the advice given in the Highway Code.

Level Crossings. Your event should be planned to avoid crossing any level crossing or taking access from the highway in the vicinity of a level crossing.

Experience shows that traffic build-up can affect a level crossing up to one mile away from the event.

Planning Your Points of Access. Significant changes of use to any access for a different purpose, other than that which it is generally used necessitate discussion with the Highway Authority. Where there is any likelihood of traffic queuing over a junction consultation with the Highways Authority should also take place.

Car Parking. Adequate facilities should be provided off the highway and where there is likely to be significant delays on entry and exit, the police and Highways Authority should be consulted. Remember, approximately 300 cars are equivalent to one mile of queue.

Appendix 4 – Event Safety Risk Categories

Purpose. This risk matrix has been produced to allow organisers and those approving events in Great Yarmouth Borough to evaluate risk against a set of criteria and helps organisers identify into which of three risk categories an event will be allocated.

Criteria. The criterion has been selected to provide an indication of the degree of risk to the health and safety of those who may be affected by the event, including participants, spectators and members of the public. The criteria involve consideration of the risk of harm, the extent of control and the availability of emergency response.

Evaluation. Each of the criteria proposed has been allocated a score. The total score from all the items in each of the relevant factors should be added and compared to the threshold set for high, medium, and low risk events. For multi-site or multi-activity events, organisers should use the likely worst-case scenario for the event as a whole when considering the scores. Very large events which may involve many activities over many sites or over many days are best considered as individual events, with the organisers ensuring that appropriate control and co-ordination is achieved across the entire event.

Scoring. The total score obtained from the table should be compared to the following threshold to determine the relevant risk category:

0 – 20	LOW RISK
21 – 30	MEDIUM RISK
31 +	HIGH RISK

Action. Where events are subject to health and safety law, the actions given below are mandatory. For those not subject to that law, the actions illustrate good practice and are recommended.

- For events posing a **HIGH RISK**, the guidance included in the Health and Safety Executive’s publication “The Event Safety Guide” (HSG 195) and the Council’s “Public Events A Safety Guide” should be implemented in full and an Event Safety Group set up.
- For events posing a **MEDIUM RISK**, the guidance contained in the Council’s “Public Events A Safety Guide” should be implemented in full. It is strongly recommended that the Health and Safety Executive’s publication “The Event Safety Guide” (HSG 195) and possibly the setting up of the Event Safety Group be considered during the planning process.
- For events posing a **LOW RISK**, the Council’s “Public Events A Safety Guide” should be considered, along with the Health and Safety Executive’s publication “The Event Safety Guide” (HSG 195) during the planning process.

EVENT RISK MATRIX

It should be noted that whilst this matrix and assessment of risk doesn't replace the duty to carry out a risk assessment under health and safety legislation (where work activity takes place), it can be used to compliment such assessments and will help to deliver the various duties of care contained in the Health and Safety at Work etc Act 1974.

Factor	Details	Value	Score
Event Nature	State Occasion / VIP Visits	1	
	Classical / Folk / Theatrical Performance	1	
	Athletics and Sport	1	
	Fetes / Fund Raisers	1	
	Pop / Rock / Dance events	2	
	Agricultural Show	2	
	Parades and Carnivals	2	
	Fireworks Display	2	
	Aviation Sport and Display	3	
	Motor Sport and Display	3	
	Marine / Waterway Events	3	
	Celebrations and Parties	3	
Event Venue	Indoor	1	
	Arena / Stadium	2	
	Outdoor, defined boundaries	3	
	Outdoor. Widespread / street	4	
Expected Numbers	Less than 500	1	
	500 – 1,000	2	
	1,000 – 3,000	3	
	3,000 – 4,000	4	
	5,000 – 10,000	5	
	10,000 plus	10	
Audience accommodation	All seated	1	
	Mixed (at least 50% seated)	2	
	Standing	3	
Audience age and profile	Full mix, in family groups	1	
	Full mix, not in family groups	2	
	Predominately adults	3	
	Predominately children and young persons	4	
	Predominately elderly	4	
	Conflict / Rival factions	5	
Additional Factors	Spring / Autumn timing	1	
	Queuing over one hour	1	
	Parking on site	1	
	Livestock	1	
	Winter / Summer timing	2	
	Temporary structures	2	

NOT PROTECTIVELY MARKED

	Bouncy castle / sideshow	2	
	Onsite catering	2	
	Overnight camping	3	
	Traffic movement in crowd area	3	
	Helicopter operations	4	
	Highway involved	4	
	Dangerous goods storage and use	4	
	Funfair rides	4	
	Alcohol available	5	
Distance from major A & E facility	Under 5 miles	1	
	5 – 10 miles	2	
	Over 10 miles	3	
Distance from fire station	Under 3 miles	1	
	3 – 5 miles	2	
	Over 5 miles	3	
		Total	

Appendix 5 Further Reading

Public Events A Safety Guide produced by Environmental Health, Great Yarmouth Borough Council

HSE Publications

For details of HSE books, both free and priced contact.

Website: www.hse.gov.uk

Postal Address: HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA

Telephone: 01787 881165

Email: hsebooks@prolog.uk.com

The Event Safety Guide A guide to health, safety and welfare at music and similar events HSG 195 ISBN 978 0 7176 2453 9

Managing Crowds Safely HSG 154, ISBN 071761834X.

Protecting the public: Your next move HSG 151, ISBN 0717611485.

The amusement devices inspection procedures scheme (ADIPS). HSE.

Guidelines for good practice at dance events, Scottish Drugs Forum 1995, ISBN 0951976125

Stating Your Business – Guidance on preparing a health and safety policy document for small businesses. INDG 324

A Guide to Risk Assessment Requirements, INDG 218.

5 Steps to Risk Assessment, INDG 163 (Rev 2), 06/06,

Need help on Health and Safety? INDG322.

Managing health & safety: Five steps to success, INDG 275

Successful health & safety management, HSG 65, ISBN 0717612767.

A guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, ISBN 0717624315.

A step-by-step guide to COSHH assessment, HSG 97, ISBN 0717627853.

COSHH and peripatetic workers, HSG 77, ISBN 0118857339.

Working Together on Firework Displays, HSG 123, ISBN 0717624781.

Giving your own Fireworks Display, HSG 124, ISBN 0717608360.

A short guide to the Personal Protective Equipment at Work Regulations 1992, INDG 174, ISBN 0717608891.

Personal Protective Equipment at Work Regulations 1992 Guidance on Regulations L25, ISBN 0717604152.

Safe erection of structures Part 2 site management and procedures, GS28/2, ISBN 0118836056.

Safe erection of structures Part 3 working places and access, GS38/3, ISBN 0118835300.

Safety Signs and Signals Regulations 1996, ISBN 0717608700.

Managing vehicle safety at the workplace: Leaflet for employers, INDG 199, ISBN 0717609820.

Electricity at work: Safe working practices, HSG85 2003, ISBN 0717621642.

Electrical safety and you, INDG 231, ISBN 0717612074.

Charity and Voluntary Workers: A guide to Health and Safety at Work, HSG192, ISBN 9780 7176 6185 5 22

Working together on firework displays HSE Guide HS(G) 123 -

Giving your own firework display HSE Guide HS(G) 124

LACoRS Managing Large Events (Licensing Act 2003)

“The Local Authority Guidance Package for the Management of Safety at Events,” produced by Zurich Municipal, Southwood Crescent, Farnborough, Hampshire, GU14 ONJ.

Code of practice for outdoor events, National Outdoor Events Association 1993 plus amendments 1997.

A Guide to Safety at Sports Grounds, Fourth Edition, The Stationery Office 1999, ISBN 0113000952.

Rules for competition, British Athletic Association, ISBN 0851341373.

Disability Discrimination Act 1995 – Code of Practice 1995, The Stationery Office, ISBN 0105450952.

Office of Public Sector Information

Information Policy Team, St Clements House, 2 – 16 Colegate, Norwich, NR3 1BQ

Fire Safety Risk Assessment – Open Air Events and Venues, ISBN 978 1 85112 8235

<http://www.communities.gov.uk/publications/fire/firesafetyassessment>

Fire Safety Risk Assessment – Large Places of Assembly, ISBN 978 1 85112 821 1 <http://www.communities.gov.uk/publications/fire/firesafetyrisk>

Fire Safety Risk Assessment – Small and Medium Places of Assembly, ISBN 9781851128204 - -

<http://www.communities.gov.uk/publications/fire/firesafetyrisk7>

Cabinet Office *Dealing with Disaster* Revised Third Edition, Brodie Publishing 2001, ISBN 187444742X.

Technical standards for marquees and large tents, DOC14, Home Office 1995.

An index of health and safety guidance for the catering industry, CAI 57, HSE Books 1996.

Assured safe catering: A management system for hazard analysis 1993, Department of Health, ISBN 0113216882.

Use of LPG cylinders in mobile catering vehicles and similar commercial units, LG Gas Association Code of Practice 24 Part 3 1996, ISBN 187391180.

Code of practice for mobile and outside caterers, Second Edition, The Mobile Outdoor Caterer Association 1999.

Safe Use and Operation of Marquees and Temporary Structures, Muta, 36 Broadway, London, SW1H 0BH Tel: 0207 340 6265, www.muta.org.uk

Temporary Demountable Structures (3rd edition), IStructE (April 2007)
ISBN: 9780901297457

Inflatable play equipment. Safety requirements and test methods, BSI, ISBN:
978 0 580 50361 0

http://www.rospa.com/events/watersafetycongress/info/water_related_risks.pdf

Open Water Swimming Safety Guide for Multi-Sport Events,
<http://www.britishtriathlon.org/uploads/files/British%20Triathlon%20Open%20Water%20Swimming%20Safety%20Guidelines%2008.pdf>

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.

Appendix 6 Useful Contacts

Great Yarmouth Police	Tel 01493 336200
Norfolk Constabulary Traffic Management	Tel 01493 333386
Norfolk Fire & Rescue HQ	Tel 01493 339901
Ambulance Service EPNCH@eastamb.nhs.uk	Tel 01603 422855
James Paget Hospital	Tel 01493 453240
Great Yarmouth Borough Council	
Enquiry to run any event -	Tel 01493 846341
General Number -	Tel 01493 846100
Licensing -	Tel 01493 846304
Tourism and Seafront -	Tel 01493 846341
Culture, Sport & Leisure -	Tel 01493 846354
Health and Safety -	Tel 01493 846893
Environmental Health -	Tel 01493 846478
Environment -	Tel 01493 846449
Emergency Planner -	Tel 01493 846612
Corporate Risk -	Tel 01493 846514
Seachange Arts -	Tel 01493 846550
Great Yarmouth CCTV	Tel 01493 859680
Trading Standards	Tel 0844 8008013
Norfolk County Council Highways	Tel 0344 8008009
Health & Safety Executive (Advice)	Tel 0845 345 0055 or
To report an incident	Tel 0845 300 9923
Environment Agency	Tel 0845 988 1188
Coastguard	Tel 01493 851338
Great Yarmouth Port Authority (East Port UK)	Tel 01493 440042
Sewerage (Anglian Water)	Tel 01552 534600
Water (Essex and Suffolk Water)	Tel 08457 820999
Electricity (EDF Energy)	Tel 01473 217966
Gas (National Grid)	Tel 0800 111999

This document is intended to disseminate general guidance and good practice. Organisers of events should always seek their own appropriate advice and take full responsibility for all their undertakings.