

Pembrokeshire County Council



# Event Safety Guide

An operational guide to  
assist organisers of events in  
Pembrokeshire



by PEMBROKESHIRE COUNTY COUNCIL

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## 1.0 Introduction

Pembrokeshire County Council (PCC) has developed a **Pembrokeshire Major Events Strategy** in 2014 that is designed to be an over-arching document to develop the events portfolio in the County, by helping to attract new events and event funding opportunities. The key document guiding this strategy is the Welsh Government's Major Events Strategy for Wales 2010 – 2020:

<http://wales.gov.uk/topics/tourism/marketingl1/majorevents/?lang=en>

Wherever possible, the Major Events Strategy for Wales 2010 – 2020 has been used to inform the Pembrokeshire Major Events Strategy, and hence this guide, to ensure a coordinated and coherent approach. For example, the categories of events referred to within the Welsh Government document, have also been used within this document.

When outlining the outcomes that events should be aiming to achieve, the document refers to the Welsh Government's Major Events Unit's Assessment Criteria for Events (<http://wales.gov.uk/topics/tourism/marketingl1/majorevents/guidance/?lang=en>). All events in Pembrokeshire should be working towards achieving these outcomes.

In addition, in line with the Welsh Government Visit Wales Strategy for Tourism 2013 – 2020 Partnership for Growth:

<http://wales.gov.uk/docs/drah/publications/Tourism/130613partnershipforgrowthen.pdf>

One of the primary aims of the Pembrokeshire Major Events Strategy is to “**Develop tourism activity and specialist markets and secure maximum benefit from major events**”, and in doing so to contribute towards the focus on Promoting the Brand; and Product Development.

The Pembrokeshire County Council's Major Events Strategy can be found at:

[www.pembrokeshire.gov.uk](http://www.pembrokeshire.gov.uk)

At a local level, this is reinforced by the Destination Pembrokeshire Partnership's *Destination Management Plan*. As well as having a specific priority within the plan relating to events namely:

- Develop and support a sustainable events programme

Events are also seen as contributing to the following key priorities:

- Develop a strong image of Pembrokeshire that appeals to key market segments who don't currently visit
- Continue to develop consortia marketing activity in order to attract key niche markets
- Better promotions targeting local residents
- Encourage high quality food tourism offer, available all year

The full Destination Management Plan can be accessed at:

Pembrokeshire County Council has created this **Event Safety Guide** to offer event organisers operational advice on how to successfully organise/prepare for events whilst complying with health and safety regulations, licensing requirements, road closures, etc, and advising on what organising an event generally entails.

Pembrokeshire County Council seeks to attract local, regional, national and international events to the County, recognising the cultural, community and economic benefits that these events offer.

The Council is committed to sustainability and recognises the important role it has to play in leading the way locally on the sustainability agenda. Consequently, this guide includes information on improving the sustainability of your event; what regulations you must follow and the applications you will need to apply for from Departments within the Council; information on how you will manage the event; and what its impact will have on the environment.

This guide aims to help event organisers run the event safely, comply with the laws and protect those who attend and work at the event. Good planning and management are key to a successful event and by using the sub-headings within this guide as a checklist for planning the requirements that are necessary for the event; and highlighting the main areas for consideration within a risk assessment the event should be an overall success.

Pembrokeshire County Council has a regional events programme with multiple events being staged across Pembrokeshire over the last few years. These events include:

- Ironman Wales
- Long Course Weekend
- Olympic Torch Relay
- Urdd Eisteddfod
- Tenby 10k (as well as other marathons)
- Pembrokeshire Fish Week

These are just to name a few; all the events have pre-planned routes and the event organisers have specialist knowledge of the area.

This guide does not replace the requirements for event organisers to seek advice and/or permissions from other sources outside the Council which may include Dyfed Powys Police, South Wales Trunk Road Agent, Mid and West Wales Fire and Rescue Service, the Welsh Ambulance Service, and Utility companies.

## **2.0 Pre-planning**

Throughout this section are a number of sub-headings that will guide you in the right direction. When organising an event pre-planning is an essential part of what is required, the rules and regulations that should be followed, the licences that should be obtained and who will take responsibility of each role.

Consider the following ***Where When Who and What***:

### ***Where***

- Contact the land owner to ensure your chosen venue is available and what the hire fee will be.
- Make sure the venue you have chosen is adequate for the proposed event.
- Do not forget to consider the impact on the local community.
- Can the event be positioned to reduce noise levels?
- How easy will it be for people to get to the venue and are there any car parking requirements?
- Consider the suitability of the venue and any existing hazards that may already be on the site such as water hazards, overhead power cables, etc.
- Consider whether or not emergency access routes will be adequate.
- Will you need private land owner consent?

### ***When***

- Consider the time of year, including the consequences of extreme weather conditions at an outside event.
- The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel, etc.
- You will probably need to arrange lighting for an evening function.
- The event should not clash with any other major events in the area, the Council may be able to advise you of the other events.

### ***Who***

- Identify the aims of the event and estimate the number of people that you expect to attend.
- Are particular groups or types of people to be targeted, such as children, young people, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards needed to ensure adequate safety standards are maintained.
- Roles should be allocated to specific persons suitable for the job with experience and qualifications.

### ***What***

- Decide on the type of activities to be held.
- Will there be any specific hazards such as animals or water sports?
- If possible, try also to establish the size of the proposed event and whether or not an entrance fee will be charged.
- If food is served then a licence or registration may be required.

## ***Sustainability***

In addition to reducing the environmental impact of your event improved sustainability can also enhance your organisation's reputation and may improve cost efficiency, so it's worth thinking about how you can "green" your event. Key areas to consider are accessibility (e.g. can the venue be readily accessed by public transport?), waste management (e.g. can recycling facilities be provided?), sustainable food (e.g. can local suppliers be used?), marketing (e.g. can the use of paper in advertising the event be minimised?) and carbon offsetting.

## ***Insurance***

All events will require Public Liability Insurance with a minimum £5 million (five million pounds) Limit of Indemnity and with an Indemnity to Principal clause. All contractors and performers will also need their own Public Liability Cover with a minimum £5 million (five million pounds) Limit of Indemnity. Depending upon the nature of the organisation planning the event and the proposed event, other insurances may also be required. Quotations should be obtained from your insurance provider.

## ***Timescale***

Set out the proposed timescale and milestones, giving you as much time as possible to organise the event (you may need as much as 12-18 months planning time). Some specialist advice may be required and special permission may take time. You will need to allow time for any licences or permissions to be granted. Do not forget the summer can be a busy time, with hundreds of events taking place within your area.

### **2.1 Event Assessment Criteria:**

Decide what category your event falls under within the four sections of assessment criteria whilst planning your event. Three of these assessment criteria are outlined in the Major Events Strategy for Wales and the latter has been defined by the Council.

These are: ***Major Events, Signature Events, Growth Events and Community Events***

A number of goals which can be created from criteria of events:

- Number of full time jobs created due to the event
- Training and skills outputs
- Use of local products and services
- Rise in tourism outside of peak season
- Minimise waste through reduction, reuse and recycling (Environmental awareness)
- Promote coverage of event e.g. TV, media, social and internet.
- Promotes and supports the Welsh language.
- Stimulates new enterprise and business growth.

**Major Events** are one-off or irregular travelling events which are there to attract larger scale international audiences and have extensive media coverage, which can also create an economic impact, promote tourism and gain business growth within the host destination. Events in this category include the Red Bull Cliff Diving Championship. The event organiser should allow **12 months preparation** in applying for licences from Pembrokeshire County Council before the event takes place.



**Signature Events** are regular events that are specific to Pembrokeshire but are also unique and distinctive. They aim to enhance the image and culture of Wales which is a beneficial experience for tourism. A small number of these events are unique in Wales and command international media coverage such as Ironman Wales. Others generate significant coverage within the UK such as Pembrokeshire Fish Week and the Really Wild Food Festival in St David's. The event organiser should allow a minimum of **9 months preparation** in applying for licences from the Council before the event takes place.

**Growth Events** are smaller or new events which have the ability to evolve and become major or signature events over a period of time. Events in this category would include Tenby Blues Festival and the Long Course Weekend based from Tenby. The event organiser should allow a minimum of **3 months preparation** in applying for licences from the Council before the event takes place.

**Community Events** tend to be successful and popular within their community, although can attract visitors to the County, such as charity events. They deliver local produce, traditions and entertainment for their community, which can also promote and support local businesses creating a positive impact on the environment. Community events have the potential to become significant events in time. The event organiser should allow a minimum **2 months preparation** in applying for licences from Pembrokeshire County Council before the event takes place.

#### ***Premises licences and Temporary Event Notices (TENs)***

If the event is to include the provision of 'licensable activities' as defined in the Licensing Act 2003, a premises licence or a Temporary Event Notice (TEN) will be required. Licensable activities include:

- Sale or supply of alcohol
- Regulated Entertainment, which is:
  - Performance of a play
  - Film exhibitions
  - Indoor sporting events
  - Boxing or wrestling entertainment
  - Performance of live music
  - Playing of recorded music
  - Performance of dance or entertainment of a similar description
- Sale of hot food or drink on or off the premises between 23:00 to 05:00hrs.

TENs licences aren't suitable for all events due to crowd numbers, as the audience may include individuals that can view the event from outside the licensed area. Larger events will have to apply for a premises licence. Please ensure you supply the Licensing Team with the correct information and your estimated number of audience you are expecting to attract.

A fee will be charged for premises licences or TENs. Permission may not be granted for County Council owned sites. Please contact the Licensing Team at [licensing@pembrokeshire.gov.uk](mailto:licensing@pembrokeshire.gov.uk) or 01437 764551. Also please ensure you notify Dyfed Powys Police of the event in advance.

## ***Alcohol-related issues***

Alcohol is the biggest lifestyle health risk factor for illness and death after tobacco. It is important that event organisers consider reducing the risks, especially if the weather is hot and sunny. The concern with this is people may not realise what they are doing to their bodies when they mix alcoholic drinks with the hot summer sun as alcohol dehydrates the body. A dehydrated body is more prone to heat exhaustion, which can cause a person to have a high body temperature, be dizzy, or even go unconscious. Even worse, heat exhaustion that is not immediately taken care of can lead to a heat stroke. During a heat stroke, the person generally experiences a spike in body temperature that can lead to coma.

Having alcoholic drinks at an event outside in the summer doesn't have to pose health risks as long as precautions are taken. Keep in mind that alcohol dehydrates and even though a person may be quenching their thirst, their body is losing water. If a person replenishes with water they can reduce the risk of dehydration and heat exhaustion. Any stewards or marshals should be able to spot these signs early on. Consideration should be given to having "chill-out" areas or providing free water points. Alcohol-fuelled anti-social behavior that the stewards or marshals may have to deal with could also be reduced.

## ***Land Consent***

Depending on where the event is being held land owner consent may be required. Time limits can be placed on events due to noise pollution which may result in 10pm finish; and this limit can be imposed by the owner of the land even if the organiser has a licence. Please contact Pembrokeshire County Council's Property Department to discuss land consent on Council owned land at [property@pembrokeshire.gov.uk](mailto:property@pembrokeshire.gov.uk) or 01437 764551.

## ***Event Budget and Income***

When you're making a budget for your event you need to look at the expenses and revenue and always cover your expenses. If it's a fund raising event ensure that you will make a profit.

It may be easier to create a budget chart showing all your costs and this can help you see where you can cut costs.

The easiest way to gain a profit or income for an event is a participation fee; where people will pay to come to an event. Charging a fee, even a minimal fee, is an important element for many events. For many people, only things that cost money have value. Paying a fee is making a commitment to the event and the cause, which is one of the goals of your event! But you need to think of a reasonable amount people will be willing to pay.

Another way to generate income is to sell goods at your event by having market stalls or mobile catering vans. Even charging for toilets can cover costs but this may only be suitable for Major Events.



## **2.2 Event Safety Overview**

An Event Plan is a vital document which outlines all the elements of the event. For example:

- Event safety policy statement which would detail the hierarchical structure of safety responsibility
- Event risk assessment
- Details of the event
- Site safety plan
- Crowd management plan
- Transport management plan
- Welfare plan
- Emergency plan
- Medical plan
- Communications plan

In addition, when considering holding an event, health and safety considerations should be a fundamental part of the pre-planning and throughout the duration of the event. A **risk assessment** will be required detailing the hazards and risks of the event and how these are going to be managed effectively. The hazards can become a danger to the staff, public and participants so these must all be identified within the risk assessment form.

Responsibility for any remediation actions identified in the risk assessment should be allocated to individual person(s) within the event organisation. This will ensure the event runs safely and of key importance for safety is good communications with the event personnel to monitor progress.

### ***Risk Assessment (See Appendix 3)***

Risk assessment and method statements are a legal requirement and shall be carried out for each event or for each part of an event if the overall event is large.

Risk assessment and method statements are nothing more than a careful examination of what, in your opinion, could cause harm to people, so that you can decide whether you have taken enough precautions or should do more to prevent possible harm. The aim is to eliminate, reduce, control or make safe any identified risk.

When considering what risks may cause a hazard you should first consider the types of people that could be affected e.g. stewards, employees, contractors, and general public basically anyone attending the event. You will then be able to specify the areas to consider whilst creating your risk assessment.

When assessing a risk it must be fully evaluated and come up with a control method to prevent it happening. Clarify the risks into low, medium and high categories; meaning is there a likeliness it will happen and cause harm. If you believe that an

activity can cause such a high risk then it might be easier to consider eliminating it out of the event completely or find a substitute.

The Health and Safety Executive gives advice on the precautions you will need to take. Please follow the link <http://www.hse.gov.uk/event-safety/getting-started.htm>

A Risk Assessment template is shown in Appendix 3 which may assist when developing your event risk assessment.

### ***Event Safety Advisory Group (ESAG)***

With more and more events being organised and run in Pembrokeshire an Event Safety Advisory Group (ESAG) was established in 2012 and would assist Pembrokeshire County Council in exercising their safety functions. Much of the infrastructure and permissions needed for events are also Council responsibilities. A team approach to events is employed with expertise being brought in from relevant disciplines rather than employing a dedicated events team. The group would ensure all matters concerned with public safety, crowd control, traffic management and general event management are reviewed.

The formation of an ESAG is recognised as good practice which can be formed to review a broad range of events. The group would **not be responsible for managing the event itself**; their role would be to oversee and advise event organisers to ensure safety aspects are covered.

#### **The Event Safety Advisory Group aims to:**

- Promoting high standards of public health and safety
- Promoting good practice in safety and welfare planning
- Promoting a co-ordinated multi agency approach to event planning
- Promoting the formulation of appropriate contingency and emergency arrangements
- Minimising any adverse impact from the events
- Considering the safety implications of any significant incidents relevant to the event
- Clarity of roles and responsibilities within the group
- Considering impact on travelling public
- Review all traffic management proposals
- Promoting good communication and community liaison
- Review best practice documentation
- Set up event advisory documentation on Pembrokeshire County Council website.

The Group is chaired by Heads of Service from Pembrokeshire County Council, and is responsible for managing a whole authority approach to the delivery of events, ensuring that they are delivered safely and well, and in a way which benefits the community.

Members of the Group include:

Pembrokeshire County Council as appropriate for each event:

- Licensing
- Highways and Construction

- Emergency Planning
- Health and Safety
- Building Control
- Pollution Control
- Communications

In addition to other organisations:

- Dyfed Powys Police
- Mid and West Wales Fire and Rescue Service
- Welsh Ambulance Service
- South Wales Trunk Road Agent
- Elected member (optional)

A Council lead service would be identified, a member of whom may also have the role of chair.

It may be necessary for a presentation from the organisers to this group to initiate a discussion about the event planned, particular for the larger events.

**The ESAG would expect to receive from event organisers an Event Plan, risk assessment, structure of the event organisers, detailed site plan, contact details, etc as a minimum. It may also be necessary for a presentation from the organisers to this group to initiate a discussion about the event planned.**

### ***Health and Safety***

Most events will involve a work activity (i.e. at least one person will be employed for example during the site preparation, the actual event or the site breakdown), and therefore will be subject to the Health and Safety at Work etc Act 1974 and subsidiary legislation. An example of some of the legislation will include, but not exclusively:

- Management of Health and Safety at Work Regulations 1999
- First Aid at Work Regulations 1981
- Manual Handling Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Workplace, Health, Safety and Welfare Regulations 1992
- Electricity at Work Regulations 1981
- Personal Protective Equipment Regulations 1992

### ***Event Personnel***

- **Safety Officer** - their role is to direct the event and all operational aspects, working with staff, contractors, police, fire and rescue service and the ambulance service.
- **Incident Safety Officer** - will monitor the safety of participants and staff. Incident Safety Officer will be supported by another member of the team and the event director, where applicable.

These are the key points your Incident Safety Officer (ISO) should cover:

- Avoid injuries
- Ensure that people are receiving appropriate medical attention

- Prevent injuries to other staff and participants
  - Keep accurate records
  - Remains on site at all times
  - Contact emergency services to declare an incident
  - Ensure participants complete the route safely
  - Must have participant's details, safety plan, marshal plan, emergency contact details, incident forms and detailed map.
- **Race Control** (where appropriate): all the incidents must be handled via the race staff. All the marshals will be issued with emergency contact information which will be directed to mobile phones/radios. Race control should have all the details of the marshals pin points, emergency contacts and participant details and will complete any incident forms for problems that occur.
  - **Contractors:** who are engaging in the event will need to follow Health and Safety information and provide the Council with:
    - A copy of their Health and Safety policy
    - A copy of employers liability insurance
    - Risk assessment forms
    - Method statements
    - If selling food, hygiene certificates
    - Safety records kept
    - Any structures or marquees must have a detailed description of how they will be maintained if weather changes and fire safety issues.
  - **Stewards/Marshalls:** Stewards at all events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that the public can easily identify stewards by wearing high visibility jackets and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the overall event manager. All stewards should be properly trained and competent, as they will need to be aware of potential hazards that can develop during an event.
  - **First Aid and Medical:** The event organiser should carry out a medical risk assessment, taking into consideration such things as the activities involved within the event, the numbers, types and age groups attending, accesses and egress, the site and structures and Health, Safety and Welfare issues. Provision of adequate numbers and types of resource (e.g. First-Aiders, Ambulances, Paramedics, etc.) should be based upon published guidance, especially the 'Purple Guide'. This guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help event organisers to manage health and safety, particularly at large-scale music and similar events. The Purple Guide can only be accessed through subscription to 'The Events Safety Industry' website. Please follow the links for access to the guide at <http://www.thepurpleguide.co.uk>

In addition other guidance includes 'A Guide to Safety at Sports Grounds' (the 'Green Guide') which can be found at:

<http://www.safetyatsportsgrounds.org.uk/publications/green-guide>

Many organisations provide medical services but you must ensure that the organisation you choose is competent, well trained and able to meet the demands of the event and approved by Welsh Ambulance Service NHS Trust.

Medical provision for the event should not rely upon the 'normal' provision made by the statutory NHS Ambulance Service for use by the general public (i.e. "999" system).

### ***Fire Safety Plan***

The expectations of the Fire Authority are that all events comply with the Fire Safety Order, in that the organiser has the following:

- An evacuation procedure
- There are suitable escape routes and fire exits
- Suitable fire fighting equipment is provided
- There is a means of raising the alarm in case of fire
- A fire risk assessment is carried out identifying people at risk and hazards and suitable control measures are put in place.

Emergency Services will require access to events, this will mean a width of at least 3.7m for emergency vehicles.

Your fire risk assessment should be based on the HM Government Guidance document, "Fire Safety Risk Assessment, Open Air Events and Venues" [ISBN 13.978.1.851128235].

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

Your detailed control measures should include training for relevant personnel, fire fighting equipment, access for emergency services, adequate escape routes, signage, raising the alarm in case of fire, emergency lighting and measures to control hazards such as cooking, electrical items, gas cylinders, combustible items and arson.

### ***Contingency plans***

Each stage of the event needs to be planned and the appropriate levels of personnel have to be allocated to specific roles to ensure that all those working for the event will be safe from harm. This is why a contingency plan must be created due to the majority of events around Pembrokeshire being physical there can become unexpected danger/accidents that arise.

Whilst preparing your contingency plan one of the first stages is to identify non-route incidents that can occur, these are called significant occurrences which will need to be taken care of immediately. Examples of these occurrences are:

- Routes blocked due to weather conditions, e.g. floods.
- Missing participants whilst on route (races).
- Injured participants who may need medical treatment.
- Event being either postponed or abandoned before it's begun.
- Missing persons (children).

Consider the implications on the event of extreme weather conditions i.e. rain, wind, sun, cold etc. Will the event be cancelled? Or could the event be moved to an alternative inside venue.

This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up. These are brief but common points of what can happen during an event.

### ***Emergency Plan***

A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will reflect the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. If your event is large in nature, you will have to liaise with the emergency services, local hospitals and the local authority.

### ***Site Plan***

A site plan should be drawn showing the events layout where all the attractions will be positioned. Plan out all the entrances and exits and pin point these on the plan.

During the event should the site or route be evacuated at any point all messages should be passed through telephones/radios between staff, marshals, police and first aid to decide the best course of action.

### ***Event Signage***

Emergency, fire safety routes and general route signage is required in any event to direct the public. The attendees will also be directed to areas under the direction of the stewards/marshals.

### ***Road Closures***

Any event that requires a road closure or diversion will require a Road Closure Order from the Local Authority. The application process takes up to a **minimum of 8 weeks or for a large scale event 10-12 weeks**, so ensure your application reaches the traffic section in sufficient amount of time. When applying for a road closure for an event, a letter needs to be sent to the Director of Transportation, Housing and Environmental Services, with full details of event, dates, times, duration, traffic management proposals and contact details.

For further information please contact the Traffic Section within the Council at [traffic2@pembrokeshire.gov.uk](mailto:traffic2@pembrokeshire.gov.uk) or 01437 764551.

### ***Waste Management***

During any event there is always some form of waste generated on site, mainly food and drink containers, this waste needs to be removed after the event and forms part of the clear up stage. During the event it's easier to place bins and employ regular litter patrols to ensure the amount of waste is minimal during and after the event.

When collecting waste there may be some hazards to identify, such as injuries that can be caused during waste collection e.g. needle stick injury, cuts, grazes, infections etc. Accumulations of waste may cause blocking access and escape



routes on site or causing trip hazards. These are only a few examples to consider when creating your risk assessment.

For further information on waste and recycling please contact Waste Management Department on 01437 764551 or email [wasteandrecycling@pembrokeshire.gov.uk](mailto:wasteandrecycling@pembrokeshire.gov.uk)

### ***Welfare and Aid Stations***

At any event it may be convenient to create a lost child or person station. At the station there should be staffs that are registered under the Disclosure and Barring Service (DBS). A register of all lost children/persons should be recorded detailing their lost, who they were with, where they were and the date and times.

Event organiser should then ask the commentators to put out a message for the parents/guardian to report to the station as soon as possible. The DBS checked member of staff should then check the persons ID to ensure they are the parents/guardian. At all times the DBS staff must update the event organisers with details.

### ***Security***

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Personnel operating in a security role need to be Security Industry Authority registered if their work brings them into contact with members of the public.

Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities and should not operate alone. Counting and banking arrangements should be given extra careful consideration.

## **3.0 Organising the event**

### ***Marketing***

In marketing your event, think about using email, social media or the Internet to communicate with your target audience. Producing less paper marketing material will improve the sustainability of your event and may reduce your costs. You may also want to promote sustainable transport options by providing information on local buses, pedestrian route maps from the nearest train or bus stations and/or links to other websites that provide this information. Sponsorship from local companies can also promote your event due to likeability and popularity.

### ***Catering***

Ensure that all caterers are registered with a Local Authority as a Food Business Operator. There is limited value in obtaining food hygiene training certificates as they are not a requirement and not all (especially low risk businesses) will have them. In addition to being registered, it is strongly recommended that organisers should check that all caterers have a **food hygiene rating of 3 or above**. This can be checked on

the FSA website at [www.food.gov.uk/ratings](http://www.food.gov.uk/ratings) or with the Local Authority with which the business is registered.

Units should be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. To improve sustainability, consider using local catering companies, especially those that use locally sourced products.

Please contact Food Safety with the Council to discuss applications if required at [foodsafety@pembrokeshire.gov.uk](mailto:foodsafety@pembrokeshire.gov.uk) or 01437 764551.

### ***Temporary Structures (Stages, tents, marquees)***

If using marquees or other temporary structures within the event you must ensure that it's a sturdy construction, weatherproof, windproof, fire resistant and designed and constructed to prevent the ingress of water and pests. Also note that the company that supplies the marquee should insure it through themselves supplying a 24 hour contact number.

The marquee or other temporary structures is the responsibility of the organiser of the event until the next event takes over or the marquee company dismantles it. Regular inspections must take place to ensure the safety of the structure.

**Please note: All safety of temporary structures needs to be approved and inspected by Pembrokeshire County Council. Installers should provide safety certificates for wind loading, electrical safety, etc to Pembrokeshire County Council.**

### ***Safety Barriers***

Barriers should be used to control the crowd to ensure routes are clear for the participants and to separate the crowd from performers.

Barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety-loading dependent upon the number of people likely to attend and the nature of the task the barriers are being used for. Temporary structures should only be obtained from experienced and professional suppliers.

### ***Electrical Installations and Lighting***

Where mains electricity is used which isn't on Council land or taken from Council buildings, it is recommended that you employ a competent qualified electrician to do the work.

Installation of electrical supplies must be carried out by a competent qualified electrician and it is recommended that all electrical work be given to a recognised established electrical contractor.

Any supplies taken from 240 volts with mains electricity must be protected by putting on RCD (Residual Current Device) to give some protection against electric shock.

Use of electrical supplies outdoor requires that equipment is weatherproof to the appropriate standard. This must be specified to the installation contractor.

## ***Numbers Attending***

There needs to be an estimated figure of the number of people you believe will be attending the event. This will ensure that there is enough people to cater for; in relation to crowd control, refreshments, facilities, land space etc. Also you must take into account that staff are included in the numbers attending. This also needs to be included in the plan to prevent overcrowding. Large events will attract large crowds so be prepared. Refer back to land consent for applications and information.

## ***Transportation***

If you plan on providing transport for your event then you must organise it ahead of time and supply your audience with timetables of scheduled pick-ups and drop-offs.

## ***Toilet Facilities***

Ensure that adequate sanitary provision is made for the number of people expected to attend your event, including provision for people with disabilities. Where possible, locate toilets at different points around the venue rather than in just one area to minimise crowding and queuing problems. Toilets should also be provided with hand washing facilities, including hot water and soap and towels, particularly any facilities that are provided for food handlers.

The following table shows the general guidelines for provision of welfare facilities:

<b>For events with a gate opening time of 6 hours or more</b>		<b>For events with a gate opening time of less than 6 hours duration</b>	
<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>
1 toilet per 100 females plus	1 toilet per 500 males, plus urinal per 150 males	1 toilet per 150 females plus	1 toilet per 600 males, plus urinal per 175 males

For further details on sanitary facilities provisions refer to *BS 6465: Part 1 2006* or the Purple Guide <http://www.thepurpleguide.co.uk>

## ***Noise Control***

Be respectful of noise sensitive properties in the vicinity and the impact the event could have on them. Think about the nature and duration of the event. Ensure that music noise levels are adequately controlled to prevent noise nuisance to residents, particularly the base component and Public Announcement (PA) systems. Consider speaking to neighbours before the event and provide contact numbers in case of problems. Face stages away from residential properties where possible.

**Remember the above information provided is a brief operational guide of what should be required when organising an event. Please contact Pembrokeshire County Council for other permissions that may be required on 01437 764551.**

#### 4.0 **Final Preparations**

Prior to the event a Health and Safety check should be carried out, including the following:

- **Routes:** ensure that all routes are clear at all times especially emergency exit routes.
- **Inspections:** must be carried out during and after the event to ensure that any potential safety hazards are all prevented. Several inspections should be carried out during the event.
- **Signage:** ensure that all signage is displayed where necessary, including First Aid point, emergency exits, toilet facilities, fire points and information.
- **Stewards/Marshalls:** ensure that stewards have a short briefing beforehand to ensure they know what their duties entail, they are wearing the correct clothing and know where they are to be situated.
- **Medical:** a medical point should be created where first aiders are available for any accident and should be clearly visible and sign posted.
- **Public Information:** make sure the public address system is working and can be heard in all areas.
- **Briefing:** as well as the stewards, all members of staff during the event should have a short briefing of their roles and what they are expected to achieve during and after the event so there is no confusion.
- **Structures:** ensure all staging, seating, marquees, lighting and other temporary structures and equipment have been erected safely and that certification has been obtained from the relevant contractors as a record of this.

A pre and during the event checklist is illustrated in Appendix 2.

## **5.0 After the event**

Once the event is over it's useful to reflect and assess how it went and opportunities that can be reduced or overcome in the future. You should think about how the event went overall, how many people attended, was any profit made and where did you make the profit from? Were all targets met? Did media coverage help you? Were you prepared enough for the event and handle any risks or hazards in the correct manner and what would you do differently?

Correspondence should be made to the following people: your sponsors; speakers; venue host; Pembrokeshire County Council; and anyone who made the event happen. If you have any photos from the event this may interest the correspondence also to see the success of the event in photographic format and documentation.

### ***Site Condition***

After the event, another inspection should be carried out to make sure nothing has been left on the site. This inspection should also identify any damage, which may have been caused during the event. If any structures are left overnight, it must be ensured that they are left in a safe condition and are safe from vandalism, etc. If numerous structures are left, specific security arrangements should be required. The site should be left the exact same condition as before the event was created.

### ***Accidents***

If any accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the event organiser. An accident form should be completed and a copy sent to the Council. An example can be found at <http://www.hse.gov.uk> You will also need to advise your own insurance company.

If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place. Advice can be sought from the Council's Health and Safety Team at [health&safety@pembrokeshire.gov.uk](mailto:health&safety@pembrokeshire.gov.uk) or 01437 764551.

### ***Claims***

Should any person declare an intention to make a claim following an alleged incident associated with the event, the event organiser should contact their insurers immediately, they may also require a completed accident form.

## **Appendices**

### ***Appendix 1:***

List of contacts for further information:

- **Pembrokeshire County Council**  
County Hall  
Haverfordwest  
Pembrokeshire  
SA61 1TP  
Tel: 01437 764551  
Email: [enquiries@pembrokeshire.gov.uk](mailto:enquiries@pembrokeshire.gov.uk)  
Web: [www.pembrokeshire.gov.uk](http://www.pembrokeshire.gov.uk)
  
- **Mid and West Wales Fire and Rescue Service**  
Fire Safety Department  
Western Area Command Head Quarters  
Merlin's Hill  
Haverfordwest  
Pembrokeshire  
SA61 1PG  
Tel: 08706 060699  
Email: [mail@mawwfire.gov.uk](mailto:mail@mawwfire.gov.uk)  
Web: <http://www.mawwfire.gov.uk/Pages/Welcome.aspx>
  
- **Welsh Ambulance Service NHS Trust**  
Central and Western Region  
Ty Maes y Gruffudd  
Cefn Coed Hospital  
Crockett  
Swansea  
SA2 0GP  
Tel: 01792 562900  
Web: <http://www.ambulance.wales.nhs.uk/>
  
- **Health and Safety Executive**  
Government Buildings  
Ty Glas  
Llanishen  
Cardiff  
CF14 5SH  
Tel: 029 2026 3000  
Email: [hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com)  
Web: <http://www.hse.gov.uk/>



## **Further information**

Chartered Institute for Environmental Health (CIEH) National Guidance for Outdoor and Mobile Catering

[http://www.cieh.org/uploadedFiles/Core/Policy/Publications\\_and\\_information\\_services/Policy\\_publications/Publications/CIEH\\_Outdoor\\_Mobile\\_Catering\\_Guidance\\_Final\\_Consultation.pdf](http://www.cieh.org/uploadedFiles/Core/Policy/Publications_and_information_services/Policy_publications/Publications/CIEH_Outdoor_Mobile_Catering_Guidance_Final_Consultation.pdf)

Health and Safety Executive (HSE) Online Guidance for Events

<http://www.hse.gov.uk/event-safety/index.htm>

Water Health Partnership for Wales Guidelines for the Provision of Temporary Drinking Water Supplies at Events

<http://www.cieh-cymruwales.org/WorkArea/showcontent.aspx?id=3400>

The 'Purple Guide' has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help event organisers to manage health and safety, particularly at large-scale music and similar events. The Purple Guide can only be accessed through subscription to 'The Events Safety Industry' website. Please follow the links for access to the guide at <http://www.thepurpleguide.co.uk>

A Guide to Safety at Sports Grounds (the 'Green Guide')

<http://www.safetyatsportsgrounds.org.uk/publications/green-guide>

HM Government Guidance document, "Fire Safety Risk Assessment, Open Air Events and Venues" [ISBN 13.978.1.851128235].

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

## Appendix 2: Checklist

	YES ✓	NO X	Comments
<b>Consult Local Authority</b> (within timescales)			
<b>Risk Assessments</b>			
<b>Land Owners Consent</b> (Private/PCC owned)			
<b>Consult Dyfed Powys Police</b>			
<b>Demonstrate Community engagement</b>			
<b>Insurance Cover</b>			
<b>Medical Cover</b>			
<b>Appointed Lead Position</b>			
<b>Fire Precautions/entrances &amp; exit points</b>			
<b>Health and Safety</b> (venue)			
<b>Permissions granted from Local Authority</b> (relevant departments)			
<b>Toilet facilities</b>			
<b>Sustainability</b>			
<b>Major Event</b> (12-18months)			
<b>Signature Event</b> (9months)			
<b>Growth Event</b> (3months)			
<b>Community Event</b> (2months)			
<b>Road Closure 10-12weeks</b> (if required)			
<b>Crowd Control</b>			
<b>Parking Facilities</b>			

### Appendix 3: Risk Assessment (template)

## Risk assessment

Organisation name:

Event:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i>	<i>Better housekeeping is needed in staff kitchen, eg on spills</i>	<i>All staff, supervisor to monitor</i>	<i>01/10/2010</i>	<i>01/10/2010</i>

It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>