

“How to organise and hold a successful small event for hirers”



Updated July 2008

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INTRODUCTION

Holding an Event is a very rewarding exercise provided everything runs according to Plan. However, when things go wrong you will know from press coverage that the consequences to the Event Manager/Organiser/Hirer/The Client can be very serious.

This **Small Event Guide** has been produced in partnership with the emergency services and various organisations that you may need to consult when organising and holding an event. The Safety Advisory Group (SAG) in St Albans has been established to enable you to seek help and guidance through one central body.

The Safety Advisory Group will not take responsibility for your event - this will always remain with the Event Manager/Organiser/Hirer/The Client who has the duty of care responsibility. This Guide will enable you to understand the law in relation to licensing, entertainment regulations, and holding events on the highway. Many Event Organisers will require advice and support from the police fire service and the ambulance service. This Guide seeks to highlight that advice and support.

It is, in any case, and irrespective of the size and type of event, good practice to undertake a risk assessment of the construction, management and dismantling of the venue and the effect that any part of it, or activity undertaken on it, may have on employees, contractors, participants and the general public.

Event Safety

You may need to write contingency plans for dealing with incidents such as bomb threats, fire and evacuation. They follow as a result of a **risk assessment** (a documented exercise necessary to identify any potential hazards and listing measures for their reduction or removal). Such matters need to be considered in conjunction with the emergency services at an early stage of your planning process.

Following the guidance is not compulsory and you are free to take other action. However, if you do follow the guide you will normally be doing enough to comply with the law.

Event organisers will be held responsible for matters arising from deficiencies in their planning process and subject to enforcement by the local authority, police, fire and rescue service and the Health & Safety Executive. They may also be the subject of private litigation.

The Safety Advisory Group has been established to help you to avoid putting the public and yourselves at risk. We are pleased to provide advice through the information contained in this Guide.

The Safety Advisory Group is co-ordinated and chaired by the Community Safety Section, Culture and Community Development Dept, District Council Offices, Civic Centre, St Peter's Street, St Albans, Herts AL1 3JE.

EVENT CHECKLIST

Name Event Manager/Organiser/Hirer/The Client (The person who has the totally responsibility and duty of care for the event, including the health, safety and welfare of people attending an event, as well as the employees, contractors and subcontractors working at the event.)

Name Event Safety Coordinator (The person competent in applying the provisions of health and safety law. Someone who has sufficient training, expertise, experience or knowledge and other qualities that enable that person to devise and apply protective measures.)

Name Committee Members

Name others with responsibilities and specify some

Name helpers and specify role

The Event Manager/Organiser/Hirer/The Client **must** produce an overall “**Event Management Plan**” to include and explain how they will deal with the following headings: Event Manager/License Holder, Health and Safety (Event Safety Officer), Event Activity/Programme/Acts, Venue design, Ground Condition, Operating times, Security, Stewarding, Fire safety, Risk assessment, Medical/First Aid/Accident/incident process, On/off site traffic management, Car Park arrangements, Noise, Food safety, Communications, Method of admission, Audience and Crowd management, Lost children, Lost/found property, Sanitation, Water provision, Waste management, Electricity supply, Lighting, Structures/tents/barriers, Public information, Emergency liaison, Event control, On-site welfare/information, weather & call off arrangements, Set up arrangements, Clear up/De-rig, Reinstatement, Flyposting declaration form, other certificates and licenses needed, and a detailed site plan etc.

SITE PREPARATION and FACILITIES

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

The Site

The site should be big enough for all the activities planned.

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

You should:

- Provisionally book your site with the landowner with a timescale and agree a fee.
- Prepare a sketch plan of the site, preferably to scale, showing the position of all the activities/attractions, circulation routes and exits. This drawing should be updated regularly. If your plans change copies of the final version must be available at the event.
- Historical Monument Consent - Parts of Verulamium Park are a Scheduled Monument and are therefore covered by stringent regulations regarding ground disturbance, etc. English Heritage permission is required to use any part of this area for any major event or for a smaller event where penetration of the ground may occur. This is a long procedure that may take up to 6 months. Further information and a downloadable application form are available on the DCMS website [www.culture.gov.uk/what we do/Historic environment/historic property/scheduled ancient monuments.htm](http://www.culture.gov.uk/what_we_do/Historic_environment/historic_property/scheduled_ancient_monuments.htm). or from the Department of Culture, Media & Sport, 2-4 Cockspur Street London SW1Y 5DH.
Before applying event organisers should consult Simon West, District Archaeologist Tel: 01727 866100 email: s.west@stalbans.gov.uk.

Preparing the Site

- Make sure that construction work and vehicle movements that may take place during site preparation are supervised and/or protected by suitable barriers.
- Ensure that preparation activities have been risk assessed.
- Ensure that any **Temporary Demountable Structures (TDS)** adhere to the latest guidance on procurement, design and use from the IStructE and MUTAmarq, please check out this website <http://www.mutamarq.org.uk/>.
- Avoid evening / night noise pollution between the hours of 10pm and 8am during set up / de-rig periods.

Emergency Access

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

Electrical Supplies, Installations and Equipment

A suitably competent and qualified electrician should install the installation, including wiring, switchgear and any generator. They should provide a written certification of their competency and the work undertaken.

Fire Safety (<http://www.communities.gov.uk/documents/fire/pdf/158379.pdf>)

- Carry out a fire risk assessment and provide equipment and measures as necessary (e.g., fire extinguishers, fire blankets) for putting out small fires throughout the site.

First Aid

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

The following gives a guide to the minimum provision:

Number of people attending	Number of first aiders	Number of first aid posts	Ambulances
0 – 500	2	1	-
500 - 3,000	6	1	1

Further advice can be found in *The Event Safety Guide*.

Stewards

- Provide an appropriate number of adequately trained stewards for the security and control of the site and the attending public. They should be aware of emergency procedures, which may include access/egress, fire, injury, and difficult/unruly members of the public.

Communications

- Provide personal radio/telephone contact between the Event Manager/ Organiser/Hirer, the Event Safety Officer and senior stewards and any other people responsible for activating the contingency arrangements.

Public Address

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

Staff Safety

- Cash handling -There is always a risk of criminal attack when handling cash in any amount.
- Late finish - make sure that all staff can get home safely and that they do not have to wait alone at bus stops, stations and/or travel alone.

WELFARE FACILITIES

People with Disabilities

- Provide facilities wherever possible to enable people with disabilities to gain access, see and take part in the attractions and activities.

Toilets

- Provide an adequate number and type of toilets for the number of people expected, including provision for people with disabilities. Seek further advice from your local environmental health department.

The table below gives a general guideline for a music event:

For events with a gate opening time of six hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1toilet per 500 males, plus 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males

Further advice can be found in The Event Safety Guide.

Information Point, Lost Children and Lost Property, etc

- Provide a location where enquiries can be made about lost children, lost property and for information about the event. This could be in the Control Room.
- Consult the Police about protocols for dealing with these issues.

Barbecues and Hot Food Outlets

- Barbecue hazards include the use and storage of fuel, (e.g., gas bottles), naked flames and hot components. Safety barriers may be required.
- Ensure that all food preparation is undertaken in hygienic conditions and in compliance with the appropriate legislation. This includes any outside caterers you may hire.
- Guidance notes and advice on all aspects of food hygiene at the event can be obtained from the appropriate local authority department

Water

- Be aware of the risk of dehydration to event participants and staff. Consider making free drinking water available on site.

Rubbish

- One event can generate a lot of rubbish so provide an adequate number of rubbish bins around the site where they will be most required.
- Make arrangements to regularly empty the bins, and to satisfactorily dispose of the rubbish at the end of the event.

Community Safety

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

Selling of Goods

- The Council prohibits the sale of illegal goods, animals, birds and fish, replica or real guns, knives and other weapons on its land. Events held on recreation grounds do not need a licence to sell goods (except an alcohol licence).
- A Street Trading Consent will be needed if you propose selling articles in the street. The Council's policy on street trading is strict and an application does not guarantee that consent will be granted. The Council's Markets staff will advise event organisers.

Promoting your event

- Fly posting is illegal. All illegal promotional advertising will be removed and the Council will prosecute the event organisers. Event organisers should seek permissions of landowners before erecting any banner or promotional notice.

LIST THE AREAS AND ISSUES APPLICABLE TO YOUR EVENT SITE AND FACILITIES, AND WHAT YOU INTEND TO DO ABOUT THEM

Specific Events

Inflatable Units

Understandably these prove very popular at fundraising events. However, if not properly controlled and tethered down they can cause extreme danger. Inflatable units must be operated in accordance with the Health and Safety Executive Guidance Note PM76 "Safe Operation of Passenger Carrying Amusement Devices - Inflatable Bouncing Devices (ISBN 0118856049 and available from HSE bookshops.

Tom bola and Raffles

If you intend to hold a raffle or tom bola, certain licensing conditions may apply. The simplest form of raffle/tom bola is where a cloakroom ticket is used and permission is not required for these activities. However, if you are selling printed tickets to the public, in advance of your event or where the prizes are not on display then a license to hold a lottery is required. Please contact the Council's Corporate Services Office for an application form. As an event organiser, you are responsible for ensuring that any stallholders comply with this.

ROAD RACES AND FUN RUNS (For reference -

<http://police.homeoffice.gov.uk/publications/operational-policing/event-safety-guide.pdf>)

- Routes should be carefully examined and selected relative to the volume of participants.
- Age and ability should form part of your assessment e.g. runners of similar ability are likely to run in tight groups and thus increase the potential for pinch points.
- Suitably authorised traffic diversions or road closures help avoid a potentially lethal mix of vehicles and runners/pedestrians. If this is not possible then suitable substantial barriers or at least a high visibility weatherproof tape cordon should be placed between participants and traffic. Any tape cordon should consist of two horizontally parallel tapes separated by a sufficient sterile area to remove any risk of crossover related accident. Road pins, metal stakes or wooden posts must not be driven into verges or footways as these may damage utility cables or pipes.
- Where minor roads join major roads and those major roads form part of the route the minor roads should be closed with the appropriate authority (see above) by means of substantial suitable barriers. It is not sufficient to merely control a junction by use of a Steward with no back up protection. Stewards are not permitted to stop or regulate traffic in anyway.
- Account should be taken of commercial and other premises along the route. There is little point in taking protection measures by barriers and Stewards along the route only to find that vehicles from car parks, hotels, businesses and houses can access the route without control during the event and create immediate danger to the occupants and event participants. Remember that what you are doing affects other peoples rights.
- The timing of the event is crucial to safety. Peak traffic times and the hours of darkness must be avoided. In addition to safety and separation barriers Organisers should ensure that supplementary information regarding the activity and its' management is posted to warn approaching motorists. Information must be clear and afford sufficient notice to prevent drivers becoming confused and thereby creating another danger.
- No unauthorised barriers, obstructions or signs can be placed on the highway.
- Organisers should take advice on the provision of medical assistance for participants and include it in the risk assessment.

- Marshals and runners should not at any time interfere with the free flow of traffic. Participants should use available footpaths.
- If the route enters another police area then further consultation should take place with those responsible for its policing.

WALKS

- Risk Assess the activity.
- Consider the physical limitations of participants. There is little point in selecting a route that few can complete.
- Why use roads? In most cases this type of event can be conducted along footpaths, bridle-ways, playing fields or sports arenas.
- Remember to get a permit if you're making cash collections.
- Plan toilet facilities, refreshment stations, medical facilities and collection of tired or injured persons.
- The start and finishing points generally result in a substantial number of persons and vehicles congregating in one area and creating a hazard. These locations should be at a substantial, off road place such as a school or park with provision to em-bus or de-bus participants in a safe and controlled environment. These areas themselves will need consideration in your risk assessment.

CYCLING, TREASURE HUNTS AND MOTORING EVENTS

- The planning, execution and legalities of such events is complex. Specific advice can be obtained direct from Hertfordshire Constabulary Road Policing Unit.

EVENTS IN GENERAL

- If your Event is to be held on St Albans City & District Council owned land or other privately owned land you must obtain permission for its use. There are number of processes to be check off before permission to use the land is normally granted in written form/contract. The contract may stipulate particular conditions to which you must conform if the permission is to remain valid.
- We suggest that if your Event involves a fun fair, you consider using a fun fair operator whose activities and equipment have been subject to official scrutiny.
- The locating and operation of attractions such as 'bouncy castles' and their ancillary equipment are subject to safety requirements and Organisers should seek the advice of St Albans City & District Council.
- Consideration must be given to local resident as fun fairs for example can produce noise pollution.
- Plan site access of any Emergency Service that may be required to attend.
- Plan to safely evacuate all or part of the site.
- Please see "[How to organise and hold a successful major event for hirers](#)" on the Councils website for information on fees, deposits, reinstatement and fly posting declaration etc.

INSURANCE

If the event you are planning to hold is to be in a building or on land owned by St Albans City & District Council (SADC) then you must send proof of your insurance cover (a copy of your policy schedule should suffice) to Culture and Community Development of SADC (or its Booking Agent). You must obtain written confirmation from Culture and Community Development (or its Booking Agent) that your insurance details are adequate before holding the event.

Public Liability Insurance

The organisers could be held legally liable for the costs or damages for any injuries, etc, which may occur during the event.

It is highly recommended that you insure this risk via a public liability insurance policy, and that this insurance be arranged with a minimum limit of indemnity of £5 million. In many instances a greater level of cover may be needed. If you do not have this cover any claim could be made against all the organisers and their private finances.

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

Where organisers are using specialist contractors, such as marquee erectors or fairground ride operators, they should check they have their own public liability and product insurances and those they comply with any policy terms and conditions. Ask to see a copy of their policy.

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

You may also need to consider insurance for products and equipment as well as cancellation insurance.

Check List	YES	NO
Have insurers been notified about this event?		
Have I received confirmation that our insurance is satisfactory from SADC (if applicable)?		
Have the insurance of contractors and performers been checked?		

Advise from your **St Albans District Council – Licensing Section**

Do I need a licence?

If you intend to supply alcohol or provide regulated entertainment at your event, you will need to obtain a premise licence, or temporary event notice (TEN).

There are different types of licences, and to find out which one you need to apply for, you should contact the Licensing Officer at St Albans District Council.

Some events unfortunately attract or result in disorderly conduct. Experience shows that this results, in the main, where alcohol is available for consumption. In general, it is not considered that events where children will attend are suitable for the consumption of alcohol. The possibility of disorder at your event is something that you must consider in your risk assessment and is your responsibility to address. The Licensing Officer will be pleased to provide guidance on any identified problem so that it can be addressed in your Event Management Plan.

The premises you are using may already be licensed (including certain open spaces). Check the permitted operating times and additional conditions etc. Before considering whether or not you will need to apply for anything further. The organisation you are hiring from will be able to advise you as to what is already in place.

General advice:

- Apply early for any type of licence required - (minimum 2 months notice).
- Remember, you could be prosecuted if you do not have an appropriate licence for your event.
- Event organisers need to recognise the importance of managing alcohol, particularly in relation to young people. It is an offence to sell alcohol to anyone under 18.
- Think about the control of your event. Consider who you will admit and exclude, and whether the use of licensed/trained door staff might be appropriate.
- Remember to ask for assistance if you need it, and check that your event is safe and legal before you go ahead.

For further information on licensing and TEN,s, please see St Albans Licensing web page <http://www.stalbans.gov.uk/business/licensing.htm> or http://www.culture.gov.uk/alcohol_and_entertainment/