



Introduction

As an event organiser you are responsible for the health, safety and welfare of people attending your event, as well as that of employees, contractors and subcontractors working at the event. Blaenau Gwent's Event Safety Advisory Group (ESAG) has been set up to give support and advice to organisers of all types of public events, to help ensure that the event is a safe and fun one.

The group consists of representatives from the Police, Fire, Ambulance and Local Authority (including Environmental Health, Licensing, Highways, building control, health and safety and Civil Contingencies). The role of the group is to offer guidance and advice. All liability and responsibility will be with the event organiser. If you are in any doubt as to your legal responsibilities or potential liabilities you should seek legal advice.

You can contact the group via email at Emergency.Planning@blaenau-gwent.gov.uk. Alternatively, you can phone Steph Summers on 01495 355081 or email her at Steph.Summers@blaenau-gwent.gov.uk.

Initially, you can simply complete the event form for the Event Safety Advisory Group. (Please see page 33)

If you submit an event form, this will be discussed by the group. Normally we will make note of your plans and where necessary ask for further information. You may be invited to a meeting of the group to discuss your event plan in more detail.

You should give the Safety Advisory Group as much notice as possible, however as a minimum, you should allow 12 weeks prior the event. Our meetings are held on a monthly basis but members are available to discuss plans outside these times. Contact details can be found at the end of this document.

The information contained in this booklet is designed to assist with the safe planning of a wide range of events. It is likely that additional guidance will be required for specialist events and larger scale activities. It is not exhaustive, nor is it to be used as a substitute for existing technical guidance documents, but should be read in conjunction with them. Safety checklists are included which should help to point you in the right direction.

We wish you luck with your event, and look forward to hearing from you.

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Where do I start?

In order to assess the risk presented by your event and therefore determine the level of assistance that can be offered, it is important that you consider the following as early as possible in the planning process:

- x The named organiser of the event and their contact details.
- x Where the event is to be held - Make sure the venue you have chosen is suitable for the proposed event. Don't forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider any existing hazards on the site such as water hazards, overhead power lines etc. Are emergency routes adequate? Will it take place on the highway?
- x The date and the timing of the event - 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. Consider a letter drop as a courtesy to neighboring residents.
- x The type of event you are planning - Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event and whether an entrance fee will be charged.
- x How many people are expected - Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained. Will the event be open to the general public or will tickets be sold?
- x Details of any specialised equipment - Will the activities require the use of any specialist equipment such as fairground rides or bouncy castles? If so, does this equipment pose any specific hazards? Will a particular activity require barriers? Some equipment may need to be set up or operated by qualified or competent contractors.
- x Will any licensable activities be taking place, such as sale of alcohol, performance of dance, live or recorded music or late night refreshment?
- x Has the event been held previously, in Blaenau Gwent or elsewhere? Could something have been done better last time the event was held?
- x Should a tabletop exercise be carried out with SAG members so that suggested improvements can be incorporated into the event plan?

Establish a Committee

Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the local authority and the emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards. This committee should be in operation prior, during and immediately after the event.

Insurance

If you are organising an event it is advisable to have insurance. The extent to which you will need to have it will depend upon its size and nature. If you are employing staff at your event, you will be required to hold employer liability insurance. If you are organising a public event you will need to have public liability insurance. You will need to ensure that the policy is sufficient to cover the type of event being planned. For large events a minimum of £5 million cover is recommended. It is also advisable to insure against cancellation and bad weather.

If you are employing outside contractors you will need to check their insurance cover too. You will also need to check the

Policing

You as the organiser cannot assume that Police will attend or assist with your event. Organisers can request a police presence at an event by way of Special Policing Services (SPS), if the event meets the specific criteria of the SPS process. This process can be discussed with the Gwent Police Force Planner, but the final decision for authorisation will remain with Insp Yandle. Local officers may also attend your event as part of their role for community engagement. If you require any information in relation to police at your event please contact Gwent Police Force Planning Dept.

South Wales Fire Rescue Service

There is a wealth of information in the appropriate FSO guide for 'Open air events and venues', which provides information about the Regulatory Reform (Fire Safety) Order 2005. This publication is available from the Department for Communities and Local Government (DCLG) website:

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

The Order¹ applies in England and Wales. It covers 'general fire precautions' and other fire safety duties, which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Order¹ requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case. Responsibility for complying with the Order¹ rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g.

- The ['Fire Safety Risk Assessment' publication](#) (PDF, 42KB) provides guidance on a simple five step fire risk assessment methodology.
- x The ['Open Air Events and Venues' Guide](#) provides the 'responsible person' with additional information on how to comply with fire safety law, complete the fire risk assessment and the general fire precautions that need to be put in place.

More complex events will probably need to be assessed by a person with comprehensive training or experience in fire risk assessment. The guide can also be used to address fire safety within specific areas such as marquee's.

First Aid and Medical Provision

The event organiser should carry out a medical risk assessment, taking into consideration such things as the activities, the numbers, types and age groups of persons attending, access and egress and the site and structures. If you are unsure about provision of adequate numbers and types of resource (e.g. first aiders, ambulances, paramedics etc.), the SAG has a medical risk assessment template available on request. The minimum expectations on numbers would be 2 first aiders for the first one thousand and then another one for every thousand after that, First aiders should not have other jobs to do as well, for example stewarding or security, although that does not stop stewards or security personnel from being trained to administer first aid. First aiders need to be equipped to do the job and have access to a facility in which they can work. Consider patient confidentiality and dignity.

You may wish to approach a recognised body that provides such services, such as the St John Ambulance or British Red Cross. You must ensure that the organisation you choose is competent, well trained and able to meet the demands of the event. 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. the "999" system). Further advice can be sought from the Welsh Ambulance Service.

In the event that "WAST" are required to attend a 999 call at the event clear information should be passed with regards to entrance and a clear plan to guide the Ambulance to the incident should be available.

Site Plan

Draw out a site plan (to an appropriate scale) identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths. It would also be necessary to put into your safety plan a gridded plan of the event area so it is easy to identify all the key areas. Also mark out where the evacuation zones are and emergency access and egress routes on the map. This map should then be the only plan for agencies / organisers to work from and version controlled to ensure amendments are not made without all being aware.

Temporary Structures

Many events will require temporary structures such as staging, tents, marquees, stalls and barriers. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles, generators, changes in height etc. In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers. The standards for lighting, emergency lighting, access/egress remain the same for temporary and permanent structures. For further advice you can contact the Local Authorities Building Control team on 01495 311556.

Crowd Control

The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system to enable communication in the event of an emergency, plus a safe place for people to gather if an evacuation is required.

The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors. It will also be necessary to establish a crowd profile to assist in stewarding and crowd control

Stewards

Stewards at larger 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. Stewards should wear easily identifiable high visibility clothing. They should be able to effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager. Consider using radios, phones and loudspeakers if necessary.

All stewards should be properly trained and competent, as they will need to be constantly on the lookout for hazards which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and resolve any incidents. Specific training should be provided for basic first aid assistance and fire fighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required. Stewards should only act on the instructions if the event organisers or the police where necessary. However only the Police and Accredited Marshals have the authority to regulate traffic on the public highway. For further advice in relation to Accredited Marshals you can contact Gwent Police

Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Provision should be made for the safekeeping of lost property. Cash collection should be planned to ensure this is kept to a minimum at collection points and that frequent collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration. If your event is a large scale public one then consideration may need to be given to special security measures necessary for the attendance of VIPs or celebrities.

Noise

Event organisers should give adequate consideration to controls that may be required during the event to mitigate the impact of noise upon residents within the vicinity of the event. Issues to consider may include noise from sound amplification systems, firework displays, noise from vehicle movements and patrons leaving the event, etc.

It is recommended that event organisers develop a noise management plan to assist them in identifying sources of potential noise and appropriate control methods that may be used. Guidance regarding appropriate noise control methods that may be employed during an event can be obtained from Blaenau Gwent County Borough Councils Environmental Health Department.

It is also recommended that prior to the event taking place event organisers provide local residents who might be affected by the event with contact details for appropriate personnel whom will be available during the event to respond to any concerns that they may have. This could be achieved by a leaflet drop to local residents within the vicinity of the event.

Traffic Management

Contractor and/or performer vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access.

Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated and how they are to be managed. Traffic control both inside and outside the site should be discussed with the Local Highways Authority and the Traffic Management Department of Gwent Police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. The Highway Authority will advise on the signs and locations of what is acceptable.

Any functions that require a road closure or diversion may need a Temporary Road Closure Order, which can if deemed appropriate provided by the Highway Authority for that road. There will be a need for a traffic management and signage plan to be in place for this event. The Highway Authority and Gwent Police Traffic Management will advise on how this may be compiled.

The highway Authority both in composition and in site location must authorize signs. If there is a need of a road closure or any changes to the highway, what is the suitability of the alternative or diversion route and will this be signed.

Stewards on any traffic control should wear long sleeved reflective jackets, they cannot carry out traffic control on the highway unless they have had the appropriate training and are accredited by

Transportation

Local rail and bus companies should be advised of larger events to establish if existing services will be adequate.

Contingency Plans

Consider the implications in the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to

Event Plan

- x You should detail the following in your event plan:
- x An outline of the event
- x Evidence of hazard identification and risk assessment
- x Management structure and roles
- x Provision for the strategic management of an incident
- x Provision for contact with the emergency services
- x Site plan with rendezvous points and key resources identified
- x Details of key organisations and their roles
- x List of phone numbers of key personnel
- x Reference to relevant legislation or guidance

Event Safety

- x Have key personnel been identified e.g. Event Organiser, Safety Officer, Chief Steward?
- x Have licences and permissions been obtained?
- x Is the site suitable for the event? Is the site plan accurate?
- x Has a risk assessment been carried out?
- x Are all necessary health and safety measures in place?
- x Have you received risk assessment or insurance documents from any contractors?
- x Do you know the crowd dynamics and expected attendance on each day?
- x Are points of access and egress identified?
- x

routes will include reflective jackets so any hand signals can be clearly seen. Stewards cannot operate on any highway open to the public.

What to do if things go wrong

Remember, as the event organiser you are responsible for the safety of everyone at the event. If anyone is hurt or injured because of your negligence, legal action may follow. If an incident does occur at your event, the following questions will be asked:

- x Was there a safety plan for this event?
- x Were the emergency services and other agencies consulted?
- x Were risk assessments completed and followed?
- x Had appropriate licences been obtained?
- x Were evacuation routes clearly sign posted?
- x Were emergency procedures clearly explained and practiced by the right people?
- x Was there a chain of command and control?
- x Were communications between key personnel and the crowd adequate?
- x Had stewards and event organisers received the appropriate training?

You should also make sure that

APPENDIX A – USEFUL CONTACTS

Organisation / Department	Telephone Numbers	Email Address
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PA/comms system arranged			
Emergency routes set			
Arrange any signage			
Arrange lighting provision			
Arrange briefing session			
Final Contingency Plan			
Final Event Plan			
Final Site Plan			
Final Medical Plan			
Final Emergency Plan			

APPENDIX C

How to do a risk assessment

A full risk assessment should be carried out for all events. This will be a legal requirement in some circumstances. The following guidance should assist you in carrying out your risk assessments. A sample form to record your findings has also been provided. This form can be photocopied as many times as is required.

Identifying the hazards

A hazard is something with the potential to cause harm. All hazards should be identified, including those relating to individual activities and any equipment:

- x Any slipping, tripping or falling hazards
- x Hazards relating to fire risks or fire evacuation procedures
- x Any chemicals or other substances hazardous to health e.g. dust or fumes
- x Moving parts of machinery
- x Any vehicles on site
- x Electrical safety e.g. use of any portable electrical appliances
- x Manual handling activities
- x High noise levels
- x Poor lighting, heating or ventilation
- x Any possible risk from specific demonstrations or activities
- x Crowd intensity and pinch points.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Identifying those at risk:

- x For each hazard identified, list those groups of people who may be affected, such as:
- x Stewards
- x Employees
- x Volunteers
- x Contractors
- x Vendors, exhibitors and performers
- x Members of the public
- x Disabled persons
- x Children and elderly persons
- x Local residents.

Areas to consider

The following are examples of areas to consider:

- x Type of event
- x Potential major incidents
- x Site hazards including car parks
- x Types of attendees such as children, elderly persons and the disabled
- x Crowd control, capacity, access and egress and stewarding
- x Provision for the emergency services
- x Clear points of access and egress to the site

- Provision of first aid
- x Provision of appropriate welfare and sanitary facilities
- x Fire, security and cash collection
- x Exhibitors and demonstrations
- x Amusements and attractions
- x Structures
- x Waste management.

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated. The risk is the likelihood of harm arising from the hazard. You should list existing control measures and assess

Use of personal protective equipment.

Record the risk assessment

Use a risk assessment form to record all hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference and use. You could also refer to other documents you may have, such as manuals and codes of practice.

Review and revise

If the nature of the risks changes during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

Contractors and other organisations

All companies providing a service to your event should provide their own risk assessment to you before the event takes place. They should also provide a copy of their public liability insurance certificate and employer liability insurance certificate.

Risk Assessment

Assessment Carried Out By:	
Activity/Event:	

HAZARDS IDENTIFIED	Risk Assessment
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Continue on separate sheet if necessary

APPENDIX D

Safety Inspection Checklist

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form, you can note all defects and any remedial action(s) taken. This is not an exhaustive list and care should be taken to include any other hazards identified as being associated with the activities at the event.

Before the event

	Checked and satisfactory?		
	Yes	No	N/A
Site access/egress points clear?			
Can emergency vehicles gain access?			
All staff and stewards in place?			
Are pedestrians segregated from vehicles?			
Are security precautions in place?			
Have adequate signs been provided?			
Site condition adequate?			
Is lighting in place where required?			

	Checked and satisfactory?		
	Yes	No	N/A
Have toilets been provided where required?			
Is control centre in place and public address system working?			
Are adequate waste bins in place?			

If you have answered no to any of the questions please note defects and remedial action taken:

Defect	Remedial Action

Name of person checking:	
Signed:	
Time and date:	

During the event

	Checked and satisfactory?		
	Yes	No	N/A
Site access/egress points clear?			
Can emergency vehicles gain access?			
All staff and stewards in place?			
Are pedestrians segregated from vehicles?			
Are security precautions in place?			
Have adequate signs been provided?			
Site condition adequate?			
Is lighting in place where required?			
Is site free from tripping hazards e.g. cables, potholes?			
Are all structures still safe?			
Are fixtures in good condition e.g. seats, fencing, signage etc?			

Has current weather condition created new hazards to be addressed?

After the event

	Checked and satisfactory?		
	Yes	No	N/A
Have all members of the public vacated the site?			
Have all attractions been dismantled and removed?			
Have all exhibitors vacated the site?			
Have all vehicles left the site?			
Has all equipment been dismantled and removed?			
Have all structures been dismantled and removed?			
Have temporary fixtures such barriers and ropes been removed?			
Have any holes/trenches etc been made good?			
Have all temporary electric installations been isolated and made safe?			
Has all waste been collected and removed from site?			
Have all residue fire hazards been checked e.g. fireworks, bonfires?			
Has any damage to the site been reported or found during inspection?			

Injury/Incident Report Form

APPENDIX E

Details of injured person (if any)									
Full Name									
Address									
Phone Number									
Date of Birth									
Employee		Volunteer		Contractor		Public		Exhibitor	

Details of any first aid administered (if relevant)									
Ambulance called	Yes		No		Taken to hospital	Yes		No	
Name of hospital attended									
Taken home	Yes		No						

Details of any witnesses									
Full Name									
Address									
Phone Number									

Details of person completing this form

Blaenau Gwent Safety Advisory Group

Event Debrief Form

Now that your event is over, we want to help you assess how it went, and whether there are any ways in which you could improve it.

This form should be completed (in BLOCK letters) by the person who was responsible for event planning.

It should be submitted and, if necessary, will be discussed at the first ESAG meeting held immediately after your event. The person who completes this form will be expected to attend this meeting or send a representative.

Event :

Organiser:

Contact details:

What didn't go so well? Where were the problems? Communication, Traffic Management, Crowd Control, Stewards, Parking, any Safety Issues.

What didn't go so well? Where were the problems?

What could you improve?

Please send the completed form to: Steph.Summers@blaenau-gwent.gov.uk

Or in hard copy to:

Civil Contingencies Team

Blaenau Gwent County Borough Council

Floor 4a, Civic Centre, Ebbw Vale, NP23 6XB



EVENTS NOTIFICATION FORM

Safety and Welfare at Events

Section 1 - EVENT OVERVIEW

Name of the event:	
Event Type (e.g. sponsored walk, fun day):	
Event location:	
Event date:	
Event opening times:	From ____:____ to ____:____
Date & time of arrival on site:	
Date & time of departure from site:	

Anticipated number of people attending per day:

<50	
50 – 99	
100 – 199	
200 -499	
500 – 999	
1000 – 2000	
>2000	

If more than 2000, please state number anticipated each day:

Maximum number of people expected on site at any one time:

Further forms and information available at: www.blaenau-gwent.gov.uk

If any section is not relevant to your event, please write N/A and go to the next section.

Section 2 - ORGANISER DETAILS	
Name of organisation	
Event Organiser/s Name	

Contact address

Section 4 - CATERING

If hot/cold food or drink is to be supplied as part of your event, please give details:

Will food be: **hot** / **cold** / **both** (please circle)

Times that hot food will be available: from _____:_____ to _____:_____

Are all food/drink traders registered with their home (local) authority under the requirements of the food hygiene regulations?

Will food traders have access to a potable water supply (clean, uncontaminated and suitable for drinking) to facilitate hand washing, washing of equipment and food preparation?

(Please provide a list of all traders with contact details including forwarding addresses with this application form)

Will any of the food be **on sale** during the event?

YES

NO

Section 5 - PUBLIC LIABILITY INSURANCE (essential for all events):

Name of insurance company

Policy number

Amount of cover

£

Section 6 - STEWARDS

Number of stewards	Pit area (if stage)	
	Entrance or exit	
	Vehicle parking	
	Patrols	
	Other	
	Total	
Name & address of security company (if applicable)		
Contact name & telephone number		
How will any emergencies be communicated to stewards?		

Section 7 - COMMUNICATIONS			
Will radios be used?	YES	NO	
Is there a Public Announcement System?	YES	NO	
Is it capable of being silenced in an emergency?	YES	NO	
Section 8 - TEMPORARY STRUCTURES e.g. Stage, dance platforms or marquees			
Will temporary structures be erected?	YES	NO	
If yes, please provide details of the type, size and number, and attach detailed structural drawings from the Supply/Building Company where appropriate:			
Section 9 - WELFARE FACILITIES			
Sanitary conveniences - please record the number of each to be provided:			
Male	No. WCs	No. Urinals	Number of Wash Hand basins

