



**Reading**  
Borough Council  

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Working better with you

**READING SAFETY TEAM**

**ADVICE AND GUIDANCE**

**FOR ALL**

**EVENT ORGANISERS**

November 2016

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## FOREWARD

Over the past 40 years, the Borough of Reading, due to its central location and excellent transport links, has become a popular location for staging a wide variety of high profile events.

The following notes and guidance have been produced to assist 'Event Organisers' who are considering staging an event within the borough of Reading. It is not intended to replace or supersede any of the documents mentioned on page 70 or any other guidance that may be issued in the future. It will also help the organisers to understand the responsibilities that they will have to consider for such an event. Please note this document is for guidance and that responsibility for the requirements of a particular event rests entirely with the organisers.

This document has been produced in liaison with the Emergency Services, all of whom are partners and members of Reading's Safety Team.

It is designed to help you decide whether your event complies with all relevant statutory regulations and laws.

## INTRODUCTION

The aim of this document is to help you plan for a safe event. At the same time, it is intended to make you aware of the legal and statutory duties you have, as the organiser. You must never lose sight of the fact that the ultimate responsibility for all matters regarding the safety of the event and the implementation of the recommendations contained in this document **always rests with you, the organiser**. Safety Team members will however, offer you all the advice and guidance possible to help your event become a success.

This guidance document has been designed to provide information for both individuals and organisations wishing to arrange an event. Any forms shown in this document may be copied and used for all events regardless of size. However, some of the topics covered in this document may not be entirely relevant for smaller events.

The guide gives general advice that should be used when arranging events. However, it must be remembered that events can be extremely diverse, ranging from a simple local community event, to a large outdoor music festival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

Should you consider that more information is required there are many national associations and clubs who may be able to offer advice on specific types of event.

Where appropriate, you will also have to seek authority from the land owner and satisfy any conditions imposed.

# SAFETY TEAM

## GENERAL

Whilst public events can enhance community life in the Borough of Reading, there is however, potential for risks to public safety and adverse environmental effects, posed by the nature and location of the event and the number of people attending. As a consequence, proper management must be in place, with input from relevant stakeholders and the emergency services. Resulting from the above, the Safety Team was created in Reading in 1990, which has continued to provide advice and guidance to the present date.

## THE MAIN ROLE OF THE SAFETY TEAM

The Safety Team exists, primarily to consider plans presented by the organisers of events and to offer both advice and guidance on the contents and structure of the Event Management Plan, as well as to help them discharge their functions under the public events legislation. It is not the role of the Safety Team to assist in the planning of events or in the writing of any plans. However, members of the Safety Team may make recommendations to the appropriate Council department or committee in connection with a proposed event.

## THE PURPOSE OF THE SAFETY TEAM

The purpose of the Safety Team is to offer advice and guidance in order to help organisers discharge their responsibilities. The members of the Safety Team will **not** accept or adopt any of the responsibilities of the organiser, as it is the ultimate responsibility of the organiser, for all matters regarding the safety of the and the implementation of, any recommendations made.

## POLICY STATEMENT

It is the policy of the Reading Safety Team members, to uphold the highest possible standards of public safety and to encourage event organisers as well as traders, competitors and performers to consider and incorporate such standard into their management plans.

## TERMS OF REFERENCE

1. To consider and advise on the contents of the Event Management Plan;
2. To consider and advise on the site plan;
3. To acknowledge, review and advise on the event risk assessments;
4. To advise on all relevant legislation in relation to the proposed event;
5. To provide the necessary guidance in relation all areas of event preparation.

## CONFLICTS OF INTEREST

Whilst some member of the Safety Team may also work in areas where relevant licensing or consent decisions are made, the Safety Team cannot take any decisions on behalf of the council. Its role is completely advisory. Where licences or consents are required, it is licensing committees who will make the decision, unless the power to do so has been delegated to the relevant section.

## SAFETY TEAM MEETINGS

The Safety Team generally meet at the Civic Offices, Bridge Street, Reading, RG1 2LU, which is located near the Oracle shopping centre, Reading. The team meet on a monthly basis and are able to advise organisers with regard to all events held within the Borough irrespective of size.

## INITIAL CONTACT

Initial contact with Reading Safety Team may be made by either ringing the Licensing Section of the Council on 0118 937 3762 option 3 or by e-mail to [licensing@reading.gov.uk](mailto:licensing@reading.gov.uk)

## CORE MEMBERSHIP

The Safety Team members will consist of persons with sufficient seniority, practical experience, competency and knowledge of their service to be able to take operational decisions on behalf of their service or department, save where these raise new policy issues.

The core members include some organisations and authorities with whom the Licensing Authority is required to consult under licensing legislation.

Reading Borough Council	Licensing Environmental Protection Food Safety Health and Safety Trading Standards Emergency Planning Parking Services Traffic Management Parks Building Control
Thames Valley Police	Licensing Operations Traffic Management
British Transport Police	Operations (where necessary)
Royal Berkshire Fire and Rescue	Fire Safety Operations
South Central Ambulance Service	Operational Planning
Primary Care Trust	Operations
Environment Agency	Operations
Reading Transport	Operations

#### **OCCASIONAL/INVITED MEMBERSHIP**

Where an event is being considered, which falls within two local authority areas, it is usual for the authority with the larger proportion of the event to take the lead role. The other local authority however, will be consulted in relation to the event and it is likely that officers from that other authority will also attend the lead authority's safety team meetings.

In addition to the above and from time to time, depending upon the nature and location of a particular event, officers from other organisations with a relevant experience and interest in that event, may also join the above team members.

In order for the Safety Team to assist organisers, they will require full information on how you intend to organise your event.

This will include:-



An Event Management Plan, which should incorporate the following elements:

- Location/Site Plan
- Method Statement
- First Aid & Ambulance Management Plan
- Electrical Installation Plan
- Risk Assessment
- Traffic Management
- Emergency Plan
- Wet Weather Plan
- Food Safety Compliance

Whilst the event organiser is responsible for compiling and implementing Emergency procedure and/or Incident Plans, they must be prepared to take advice from the Emergency Services and Safety Team.

Advice on how to prepare these elements is given in the attached '**Notes on Preparing Plans and Statements**', see page 12 below.

Should you encounter problems with any of the information provided in this document, do not hesitate to contact either the relevant organisation, statutory body as outlined above or the Licensing Section, who will be happy to give further assistance.

There is currently no cost to organisers in respect of the advice and guidance provided by safety team members. The only cost to an event organiser or agent is any travel cost involved in getting to the Civic Offices or other location where the Safety Team meeting is to be held.

# GUIDANCE NOTES

## PRE-PLANNING

Detailed preplanning is essential to ensure the event is successful. The following need to be considered at this stage:

- **WHERE.** Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to and into the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.
- **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. Ideally, the event should not clash with any other major events in the area, as this could have a serious impact on the emergency and other services. In addition, it could ultimately have an adverse impact on your proposed event.
- **WHO.** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, and the elderly or disabled people? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
- **WHAT.** 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 or not an entrance fee will be charged.
- **SPECIALIST EQUIPMENT.** Will the activities require the use of any specialist equipment such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person.
- **CODES OF PRACTICES.** For all events there will be a need to comply with guidance, which includes Publicly Available Specifications and *Code of Practice for Outdoor Events*, both of which give advice on structures, marquees, tents and electrical matters. The HSE *the Event Safety Guide*, (second Edition; <http://www.hse.gov.uk/>), is also a very useful reference document.

- **WELFARE ARRANGEMENTS.** The organiser must estimate the likely number of attendees to the event and consider its duration. Toilet requirements including accessible facilities should be based on these estimations. Advice is given in the *Code of Practice for Outdoor Events* referred to above. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water will also be necessary. Depending upon the scale of the event, refreshments and other facilities may be required.
- Provision also needs to be made for missing persons, especially children and vulnerable adults as well as found children. In respect of found children, any persons involved with this activity **MUST** have a Criminal Record Bureau (CRB) check and relevant clearance. There is also a need to provide baby changing facilities and be able to record details of lost/found property.
- **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 attending, accesses and egress, the site and structures, Health, Safety and Welfare issues. Provision of adequate numbers and types of resources (e.g. First Aiders, Ambulances, Paramedics etc.) should be based upon published guidance, especially the Event Safety Guide ("Purple" Guide) and Guide to Safety at Sports Grounds ("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.

Medical provision for your 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). Further advice can be sought from the South Central Ambulance Service NHS Trust.

- **PERMISSION AND CONSENT.** Make sure you have written permission from the land owner to hold your event. You should also know what consents and/or licences are required to cover the sale of alcohol, food and other goods, as well as any entertainment and road closures. If in doubt, ask but do not forget that many licences/consents have a 28 day consultation period and if there is a need for a committee hearing you may need up to two months to secure them.
- **INSURANCE.** For any event open to the public, you **WILL** require Public Liability Insurance.

## NOTES ON PREPARING PLANS AND STATEMENTS

These guidance notes are designed to help you understand what you as an organiser, need to consider when planning for your event. In order for the Safety Team to provide the correct advice and guidance to you, they must have a clear understanding of your plans and statements. These notes should help you prepare the Plans and Statements.

## METHOD STATEMENT

Your Site Plan is a visual representation of what you intend to have on your event site.

Your Method Statement is simply a written form of your Site Plan which sets out how it will work.

For example, if you have a stage shown on your Site Plan, the Safety Team will want to know the dimensions, height and composition of the stage. They will need to know who will build it, who will check the structural calculations and the suitability of the stage for the purpose you require it. The group will also want to know 'What? When? and How?' for everything associated with your event.

## EVENT MANAGEMENT PLAN

This must incorporate a map (location plan), with the location of your event clearly marked on it. Please ensure the map is of a scale that makes reading it easy. Please remember that there are usually copyright restrictions on the use of Ordnance Survey and other maps.

## SITE PLAN

This on a larger scale than the Location Plan and is a detailed drawing of everything on your event site. The scale between 1:250 and 1:500 should be adequate. This plan is to show where things will be situated on your event site.

It is best to draw a grid on your map, giving it numbers across the top and letters up the side. This means that each square on your grid can be given a unique reference and conversations about locations should be clear to all.

### SITE PLAN

This should include the following:-

- Position of all entrances and exits - which should be kept clear, always accessible and clearly signed at all times;
- Car Park locations;
- Vehicles - movement of vehicles across the site should be kept to a minimum;
- Signage - all site facilities should be clearly signed;
- Emergency access routes;
- Stages:
  - Site your stage facing away from nearby housing, directing sound away from them;
  - Site it in such a way as to offer the best view to the audience;
  - Make sure that any electrical appliances are protected from the rain;
  - For smaller events a stage could be borrowed locally or a local haulier might lend a curtain sided trailer;
- Seating areas;
- Fenced areas and barriers;
  - The audience should be kept away from potentially dangerous areas;
  - There should be barriers around the front and back stage area;
  - Children's activity area should be separated by barriers;
  - Does the whole area require adequate fencing to ensure safe access and egress;
- Towers and Masts;
- Mixing desks;

- Public announcement facilities;
  - PA is important for volume and for making the performance sound right;
  - There should be a provision to use the PA for emergency announcements;
- Video/Television screens;
- Temporary Scenery;
- Lighting - on site lighting with emergency backup should be provided after dark;
  - Make sure key areas are well lit, e.g. toilets, paths, walkways, entrances if event goes on after dark;
  - There should be separate emergency lighting;
  - Make sure generators are suitable;
  - Make sure you make a separate plan for all your electrical equipment and cables;
  - Make sure cables don't form a trip hazard;
  - Make sure lights don't shine into nearby residential properties;
- Marquees and tented structures;
  - All must have a fire certificate and be tested for stability and high winds;
  - Make sure that if borrowing for smaller events, that tents/marquees are suitable;
- Stalls;
  - Stalls are usually allowed a 3 meter square pitch;
  - Purpose build stalls can be hired;
- Toilets (M & F);
  - Staff, contractors and performers should be considered separately;
  - There should be toilets for disabled people;
- Wash rooms (M & F);
  - There should be adequate washing facilities;
- Catering facilities;



- Provision for those with special needs;
  - Hard paths are best for wheelchair users. Grass cutting also helps;
  - Consider where to place wheelchair users. A platform is the best option;
  - Make sure that suitable access to toilets for all, including wheelchair users, is available throughout your event;
- Generator equipment;
  - Used when there is no power on site;
  - They should be silent running;
  - They should be sited to minimise any noise impact on nearby residents;
  - If possible they should be diesel powered;
  - Fuel should be kept safe and away from the public;
- First aid posts or other medical facilities;
- Lost and found children post;
  - You should have a Lost Children Centre, with cleared CRB checked persons;
  - Never give out children's names over the PA (description of child and parents' names is enough);
  - The police should be informed. Social Services will also have to be informed if child is lost for some time;
  - However, the post should NOT be incorporated with or placed next to;
  - Firefighting equipment/extinguishers;
  - A potential fire hazard;
  - Electrical power source (CO2), cooking areas (dry powder) and fireworks (water);
  - Take advice from the Royal Berkshire Fire and Rescue Service;
- Rendezvous points for emergency services in an event of a major incident;
- Loading points for South Central Ambulance Service. Ideally more than one location earmarked.
- LPG and fuel storage

- LPG must be used and stored under controlled conditions and only certain types can be used or stored under cover;
- Canisters must be properly staked or chained during use and public access must be prevented;
- Empty canisters must be properly stored so as to prevent movement or gas leaking.

The above list is not exhaustive.

This plan should be adhered to and not be altered once agreed upon by the Licensing Authority, The Safety Team and event organisers.

You will find 'The Event Safety Guide' (second edition) <http://www.hse.gov.uk/> helpful in preparing your Site Plan.

## TEMPORARY STRUCTURES

Any temporary structures must be suitable for their intended purposes. All design and structural calculations which are available from your contractor must be included in your Event Safety Plan so that your Local Council's Building Regulations Officer can check their suitability.

Event Organisers should ensure that a competent person erects all structures. This means a person with the required skill, qualification, or expertise in this particular field.

Have you considered the following:-

Will your event have any temporary structures (such as marquees, stages, portable units, scaffolding, towers etc) on site? If the answer is 'yes', please consider the following:

- What are these structures;
- Will you be using any stages or scaffolding for your event;
- Safety Team Members will require details of Stage/Scaffolding Company you are using;
- What are the expected stage building and deconstruction times and dates;
- How high will your structures be;
- Are you aware of the wind risk associated with structure height and how wind speed will be monitored;

If high winds are predicted or there is a marked increase in wind speed which causes any doubt as to the suitability or safety of marquees or tent-like structures, you should evacuate the structure and inform and consult your contacts in the Council immediately.

For further information please refer to 'The Event Safety Guide' (second edition).  
<http://www.hse.gov.uk/>

## ELECTRICAL INSTALLATION PLAN

Particular risks come with new and temporary electrical installations and so the Emergency Services will have particular interest in this plan. It should be the 'same' plan as your Site Plan (the same scale and grid), but detailing all new and temporary electrical installations. A good idea is to photocopy your Site Plan.

## GAS SAFETY

LPG commonly known as Butane and Propane are used as fuel supplies for mobile traders and outdoor catering. As with any source of gas they present a risk of fire and must be used and stored safely. The risks associated with the use of gas must have been fully considered in the Risk Assessment (see below).

The following must be adhered to when using LPG:

- All installations must be inspected by a Gas Safe registered and competent person prior to use; this must be renewed as required. A copy of the inspection certificate must be available for inspection at all times of trading;
- Propane is not permitted for use inside, this includes within a marquee, tent, canopy or closed space of any description;
- LPG cylinders (both full and empty) must be stored safely and kept away from any source of ignition or flame. Cylinders must be prevented from falling and kept away from public access;
- Procedures for the safe use, storage and changing of cylinders must be in place. This may include daily checks to ensure they are in safe working order;
- All staff must have been trained on the risks and characteristics associated with the storage and use of LPG;

For more information on Gas Safety and to find a Gas Safe registered engineer please visit [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)

## FOOD HYGIENE & SAFETY

If food is to be served at your event you will need to ensure that you have given a list of all the food providers to the Consumer Protection Section, at least three weeks before the event. A proforma has been provided in Appendix 1 to this guide, this should be fully completed and returned to the Food and Safety Team at [consumer.protection@reading.gov.uk](mailto:consumer.protection@reading.gov.uk)

In addition, stall holders will be required to provide details on their hygiene practices prior to the event commencing by completing a short questionnaire.

Please note that the giving away of food, including samples, is regarded the same as any other food sales. Therefore the same requirements for food safety, hygiene and information apply.

All foodstuffs must comply with any relevant food standards/labelling and trading requirements.

In any case you must consider the following basic requirements:-

### GENERAL

Although mobile, food stalls will need to comply with the basic legal requirements that apply to all food businesses:

- Supply of water and washing provisions
- The premises/stall shall be maintained in good repair and condition and be able to be kept clean;
- All surfaces must be smooth and non-absorbent;
- Equipment must be suitable for use with food and be able to be kept clean and in good repair;
- There must be adequate:
  - pest control;
  - Waste disposal, including food waste;
  - Separation of raw and ready to eat foods to avoid cross contamination
  - Temperature control provisions
- Provisions to keep the premises and equipment clean; Personal hygiene - jewellery and nail varnish must not be worn, hair should be tied back and/or covered and there should be suitable storage for outdoor clothing;
- Food storage - food must be stored off the ground and kept under temperature control, where required;
- Food transport - foods must be transported to the event site under the required temperature control and in a clean and hygienic manner.

## FOOD REGISTRATION

All regular food traders including outside caterers, burger vans etc. must be registered with the local Authority where the van/unit is stored. If there is no van or unit it must be the home address of the Food Business Operator. Food traders must be able to demonstrate proof of registration.

## FOOD HYGIENE RATING SCHEME (FHRS)

All food businesses are inspected by their Local Authority to ensure that the food they produce is safe to eat and that the business is legally compliant. The majority of businesses also get a food hygiene score under FHRS. FHRS is a nationwide scheme that indicates the level of food safety and hygiene within that business and it applies to all businesses that sell food direct to the final consumer. An overall score between 5 (Very Good) and 0 (Urgent Improvement Necessary) will be awarded.

For more information about FHRS please visit <https://www.food.gov.uk/business-industry/hygieneratings>

All businesses should have received a rating before trading at an event in Reading. All food traders should clearly display their rating. Where a rating lower than 3 has been awarded, additional information to ensure that the business is legally compliant will be required.

## FOOD SAFETY MANAGEMENT SYSTEM

All food businesses are required to have a written management system to demonstrate that the food they produce and sell is safe to eat. There are several packs that are available to businesses that can be used as your management system or you can produce your own.

Available management systems include:

- Safer Food Better Business (SFBB) available from [www.food.gov.uk/sfbb](http://www.food.gov.uk/sfbb)
- Safe Catering available from <https://www.food.gov.uk/northern-ireland/safetyhygieneni/safecateringni#toc-2>
- Cook Safe available from <http://www.foodstandards.gov.scot/cooksafe>
- NCASS, visit <http://www.ncass.org.uk/>

If you decide to use an available management system you must ensure that it is tailored to your own business and the food activities you carry out.

If you decide to complete your own management system or use a food safety consultant to assist you then you must consider all hazards within your food business, put in place control measures and acceptable limits and then monitor these frequently. This is also known as HACCP.

Whatever system you choose, you must consider and demonstrate that the following are in place and correctly used:

- Hand washing facilities;
- Separate washing facilities for food and equipment;
- Storage of all food and equipment including covering food;
- Adequate facilities for cold and/or hot storage of food;
- Suitable equipment to ensure separation of raw and cooked or ready to eat food;
- Suitable arrangements to prevent the contamination of food;
- A system of temperature monitoring of food which should be stored cold or hot;
- A system of ensuring the unit remains clean;
- Arrangements for removal of food and food waste;
- Staff Training;
- Allergen control

## **WATER**

There must be an adequate safe potable supply of water for washing hands, food and/or equipment. This can be provided directly from the Thames Water supply, a private water supply or by supplying water in bowsers on site. If water is supplied in bowsers there must be a system to ensure that the water is potable.

There must also be adequate facilities to dispose of waste water from food preparation.

All water containers must be adequately labelled and indicate their use, i.e. 'waste water' or 'clean water'.

## **WASHING FACILITIES**

All food providers must have access to the following:

- Hot and cold (or appropriately mixed) running water with drainage for the washing of hands; and
- Hot and cold (or appropriately mixed) running water with drainage for the washing of equipment;
- Soap for the hygienic cleaning of hands (preferably anti-bacterial liquid soap);
- Disposable paper towels for the hygienic drying of hands.

In addition, food providers that handle or sell high-risk foods (this is food that is sold ready-to-eat direct to the customer or is sold loose) this includes food traders that handle both raw meat and vegetables and ready-to-eat foods are required to have their own sinks at their trading unit.

Please note that flasks of hot water or water from a kettle are NOT acceptable. Hand sanitiser may be used in addition to the above hand washing facilities.



Where separate sinks for hand and equipment washing are not available the trader must be able to demonstrate adequate controls are in place to prevent contamination to food from dual use of facilities.

Waste water must be disposed of properly

## TEMPERATURE CONTROL

Temperature control of food is vital to ensure its safety and must be applied from receipt of delivery through to service to the final customer. All food traders must be able to demonstrate that food has been properly stored, cooked, chilled and reheated.

In order to demonstrate this it is recommended that traders carry out temperature checks on foods and equipment throughout the day and record any findings. Temperatures should be checked with an independent probe thermometer which has been properly checked for accuracy.

(\* Please contact the Consumer Protection Team for more information regarding these requirements.)

## ALLERGEN INFORMATION

All businesses are legally required to provide information to customers about the allergens in their food. Information must be provided about the 14 allergens listed, these are:

- Celery
- Eggs
- Milk
- Nuts
- Soya
- Cereals containing Gluten
- Fish
- Molluscs
- Peanuts
- Sulphites
- Crustaceans
- Lupin
- Mustard
- Sesame

All allergen information must be clear and available to customers.

Further information and examples of how you can provide this information are available on the FSA website at [www.food.gov.uk/allergens](http://www.food.gov.uk/allergens)

## TRAINING

All staff must also be trained in food safety or directly supervised by the person holding the food qualification. Staff must be trained in food safety and hygiene matters in line with their role and must also be trained in the requirements of the food safety management system used.

Courses are available through Reading Borough Council amongst other providers, please visit <http://www.reading.gov.uk/foodbusiness>

## TRADERS AND STALLS

Will there be traders at your event? If yes, you considered the following:-

### ON SITE

- All traders selling alcohol must have either a Premises Licence or a Temporary Event Notice (TEN). In addition, the sale of hot food and/or hot beverages between 23:00 hours and 05:00 hours also requires a TEN.
- All traders must have public liability insurance;
- Traders should display a notice or sign, clearly visible to customers, giving the name(s) of the proprietor(s) of the business along with an address;
- Goods supplied by traders should not be misdescribed. It is an offence to be in possession of, or to supply counterfeit goods;
- Traders should clearly display the prices of the goods they offer for sale, including food and drink. Misleading price indications should not be given;
- Any weight or measure indications given by the trader must be accurate. All weighing or measuring equipment used must be accurate and approved for trade use;
- Traders who sell food must be registered with the Local Authority. All food should be labelled accurately and must be within date. Any menus reflect accurately the food described;
- All goods supplied to consumers must be safe;
- Are the traders and their staff to be briefed regarding the event?

## OFF SITE

Due to the location of some events, occasionally traders turn up or request in advance, to sell their goods at the entrance to or on the route leading to/from the event. Should any approaches be made to you as the organiser for this to take place, you should immediately refer them to the Licensing Section of the Council, as it is highly likely that authorisation will be required. Unless the trader is to trade from inside your event, you cannot authorise them to trade on or from the highway.

For further information please refer to 'The Event Safety Guide' (second edition).  
<http://www.hse.gov.uk>

You can also contact the Council's Licensing or Trading Standards Sections for further advice.

## CARAVANS AND CAMPING

If you intend to arrange facilities for overnight accommodation at your event (e.g. camping or caravans) please consider the following:-

- If facilities for caravans or camping are to be provided model standards will apply. These standards will cover hygiene facilities (washing and toilets), spacing and fire precautions etc. You may also require consent or licence for camping;
- You will also need to consider disabled access as well as facilities for wheelchair users;
- Land used for camping should not be used by farm animals for a month before its use as a campsite and any animal droppings that remain should be cleared from the land. This should be done in order to avoid any possible health risks to campers such as E.coli infection;
- Fires. Whilst on a fine summer evening there may be nothing better than sitting around a camp fire, with a smell of freshly cooked food and a drink, whilst listening to music from your event. However, fires are not generally permitted on local authority land and on some private land so you will need to check first, if fires are permitted. If so, only clean dry wood should be permitted in order to reduce pollution of the air. Air quality is constantly monitored at a number of locations throughout Reading.

For further information please refer to 'The Event Safety Guide' (second edition). <http://www.hse.gov.uk/> You can also contact the Council's Consumer Protection Section (Health and Safety) for information on the model standards and for health risks such as E.coli.

## SANITARY AND WASTE PROVISION

You will need to consider the following:-

- You must provide sufficient separate toilet and washing facilities for staff and attendees. For guidelines on recommended numbers of facilities required, see 'The Event Safety Guide' (second edition) <http://www.hse.gov.uk/>.
- Note that people with additional needs include not only disabled people, but also parents with babies.

At your planned location, you will need to ascertain if there is already or will be sufficient toilet and washing facilities for:-

- Event staff;
- Attendees of the event, including those with additional needs;
- Will temporary toilets be required;
- Where are they to be sited;
- Who will be providing them;
- Are they easily accessible to all;
- Provision must be made for waste collection and removal;
- Have you made adequate provision for litterbins, waste receptacles and skips;
- Will there be provision for sewage removal;
- Do you have an accredited contractor for waste removal? If yes, the Council Environmental Health will need contact details;
- Make sure that any contractor you employ to provide temporary toilets is competent.

For further information please refer to 'The Event Safety Guide' (second edition) <http://www.hse.gov.uk/>, you can also contact the Council's Environmental Protection Section.

## PROVISION OF WATER

If your event will require a supply of water for drinking, washing or food preparation, you must consider where that water will be coming from:

- Direct from the Mains - Thames Water;
- Onward distribution from Mains via a private water pipe network on the event site;
- Provision of water bowsers;
- Private water supply - borehole, well etc.

This information should be communicated to the Environmental Protection Team. The Council (Environmental Protection Team) has a duty to regulate water supplies covered by the Private Water Supplies Regulations 2009, to monitor the safety of water provided by those supplies. These regulations require certain supplies to be risk assessed and sampled. The risk assessment and sampling can be carried out by the Environmental Protection Team with a fee payable to cover costs incurred (this is in addition to the premises licence fee) or alternative arrangements can be made by you for risk assessment and sampling by agreement with certain conditions.

It might be worth considering getting a specialist water contractor to help you, particularly with the more complex water supplies and their associated issues, such as design and planning, installation, cleaning and sampling etc.

Regardless of whether your water supply is covered by the above regulations, you must ensure it is potable.

## CONTROL OF NOISE AND SPECIAL EFFECTS SAFETY

If your event will create noise or additional lighting sources such as lasers, the duty holder, will need to consider the safety for employers, employees and members of the public.

### NOISE AT WORK

The 'Control of Noise at Work Regulations 2005' apply to the music and entertainment sectors. Under these regulations, employers are required to prevent or reduce the risks to health and safety of employees from exposure to noise at work by:

- assessing the risks to employees from noise at work;
- taking action to reduce the noise exposure that produces those risks;
- providing employees with hearing protection if noise exposure cannot be reduced enough by other methods;
- making sure the legal limits on noise exposure are not exceeded.

For further information refer to the Sound Advice Section of the HSE website.  
<http://www.hse.gov.uk/noise/musicound.htm>

There is also information specific to the music and entertainments sector at [www.soundadvice.info](http://www.soundadvice.info)

### ENTERTAINMENT LASERS

You should ensure that the contractors are suitably competent to operate lasers and provide documentation to comply with the Radiation Safety of Lasers for Display Purposes.

- If strobe/lasers/ultraviolet lighting is to be used, will there be suitable signs for those who are adversely affected;
- For open air displays you must provide written confirmation that the Civil Aviation Authority (CAA) have been provided with details of the display and that they are satisfied that it will produce no danger to aircraft.

For further information refer to HS(G)95 The radiation safety of lasers for display purposes ISBN 9 7807 1760 6917. A free downloadable version is available at: <http://www.hse.gov.uk/pubns/priced/hsg95.pdf>

## **FIREWORK DISPLAYS**

If firework displays are part of the entertainment, then you will need to refer to the organising firework displays on HSE website at:

<http://www.hse.gov.uk/explosives/fireworks/using.htm> and ensure you are adhering to HS(G) 123 Working Together on Firework Displays.

You will also need to consider;

- Has all sound and lighting equipment been clearly marked on your Site Plan;
- Will all equipment be checked and certified for correct wiring by an accredited electrician;
- If your event goes on after dark, have you made provision for both on-site lighting and separate emergency lighting?

## **FAIRGROUNDS**

If you have a fairground or amusement operating within your event you should follow the guidance laid out in HS(G) 175 Fairground & Amusement Parks Guidance on safe practice ISBN 0 7176 1174 4. It is available online free at

<http://www.hse.gov.uk/pubns/priced/hsg175>

For further information please refer to 'The Event Safety Guide' (second edition).

<http://www.hse.gov.uk/>



## CONTROL OF NOISE AND LIGHT NUISANCE

If your event will create noise disturbance/light pollution which may adversely affect nearby homes or businesses you will need to consider the following:-

- Possible noise sources include stages, PA systems, generators, funfairs;
- Have you ensured that you have sited noise sources as far away from houses as possible, and are directing the sound away from them;
- Will there be a limiter on any equipment to control the maximum noise level;
- What times will you be playing music, will it start and end at a reasonable time, will there be breaks between sets, and will there be quieter 'chill-out' music towards the end;
- Will you be conducting a sound check prior to the start of the event to ensure noise levels are acceptable;
- How will you monitor noise levels during the event e.g. will you conduct boundary noise patrols;
- Have you conducted a letter drop to nearby residents and given them a contact name and number to direct complaints to;
- How will you comply with any public nuisance conditions on your premises licence;
- Has all sound and lighting equipment been clearly marked on your Site Plan;
- Ensure that any lighting is set up so that it does not shine into nearby properties;

The Environmental Protection Act 1990 part III means that noise and light can be considered to be 'statutory nuisances' which the Council has legal powers to control.

For further information refer to the Noise Council Code of Practice on Environmental Noise Control at Concerts.

If firework displays are part of the entertainment, then you will need to refer to the Fireworks Regulations 2004 (enforced by the police) which place restrictions on the times when fireworks are allowed to be let off.

For further information on control of noise and light nuisance contact the Council's Environmental Protection section.

## HIGHWAYS AND TRAFFIC

The Traffic Management Section of the Council should be consulted preferably 6 months prior to the event (especially if road closures are required) as safety on the highway is the responsibility of the local authority and obtain a copy of their policy/procedures as regards to temporary road closures. A Traffic Management Plan as outlined below must be submitted within the Event Management Plan, showing details of parking areas, public entrances and exits, emergency access and exits routes as well as contractors' entrances. Multiple exits reduce congestion on site and on the public road at the end of the event.

The Event Safety Co-ordinator should liaise with the Thames Valley and/or British Transport Police, car park attendants, traffic marshals and your Council before and during the event.

Have you considered the following:-

- Where will event staff check the entrance tickets;
- Have you identified safe means of entry for pedestrians en route to the event;
- Have you identified safe means of entry for people with additional needs;
- Has consideration been made for routing public transport to and from the event;
- Has consideration been made for a dedicated taxi or bus route;
- Will the event require temporary traffic regulation orders;
- Will the temporary regulation orders be published on websites, in local newspapers or broadcast on local radio prior to event;
- Will the event require temporary traffic signs;
- Will there be a need to control traffic on the public highway;
- Have you consulted the Police?

It is necessary to consult the Highways Service at the earliest opportunity as a temporary traffic regulation order may be required for certain events and a charge will be incurred.

To avoid unnecessary delays on the public roads before, during and after the event, it is advisable to print or broadcast any road closures or temporary traffic orders prior to the event, and to display notices at or near the road itself, e.g. AA or RAC signs. Remember to update your website if you have one!

Signage is used at events to guide visitors, either in transport or on foot, to the site. In order to have signage on public roads, the event organiser must consult with the Highways Service/Agency and Thames Valley Police when AA and RAC signs are used. Under no circumstances may unauthorised signs be used.

For further information please refer to 'The Event Safety Guide' (second edition) <http://www.hse.gov.uk/>.

## TRAFFIC MANAGEMENT PLAN

Your event will have an impact on the road traffic leading to the event area. You will need to produce a Traffic Management Plan so that the Council's Traffic Management Section can assess whether the best possible arrangements have been made to lessen the impact of those coming to or working on your event on other road users. Safety on the highway is the responsibility of the local authority. This plan is a written statement, supported by maps if necessary, to show what considerations have been made in relation to traffic management.

You should consider:-

- The routes along which contractors traffic will be directed both before and after you event;
- The routes those working at and attending your event will be directed both before and after your event;
- The routes by which Emergency Services vehicles will be directed to and from your event;
- Signage of these routes;
- Traffic direction by professionally trained and qualified marshall's in the immediate area of the event site;
- The likely effect on other road users, of traffic using car parks, and any pedestrian crossing roads from car parks to reach the event site.

On-site traffic management can also provide problems at events. Poor management can have an impact on other highway users (e.g. poor car park stewarding can lead to traffic queuing on highways). Therefore, your Traffic

Management Plan should also include details of on-site traffic management so that any potential adverse effect on road traffic can be assessed and avoided.

For further information please refer to 'The Event Safety Guide' (second edition).  
<http://www.hse.gov.uk/>

## ACCESS FOR ALL

Everyone in Britain is protected by the Equality Act 2010. The “protected characteristics” under the Act are (in alphabetical order):

- Age;
- Disability;
- Gender reassignment;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Race;
- Religion and belief;
- Sex;
- Sexual orientation.

Under the Act, people are not allowed to discriminate, harass or victimise another person because they have any of the protected characteristics. There is also protection against discrimination where someone is perceived to have one of the protected characteristics or where they are associated with someone who has a protected characteristic.

- Discrimination means treating one person worse than another because of a protected characteristic (known as direct discrimination) or;
- Putting in place a rule or policy or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified (known as indirect discrimination);
- Harassment includes unwanted conduct related to a protected characteristic which has the purpose or effect of violating someone’s dignity or which creates a hostile, degrading, humiliating or offensive environment for someone with a protected characteristic;
- Victimisation is treating someone unfavorably because they have taken (or might be taking) action under the Equality Act or supporting somebody who is doing so.

Whatever the size of your event, venue or organisation, legal duties relevant to service providers under the Equality Act apply to you.

The only place where size is taken into account is for small associations; those with fewer than 25 members are exempt from the provisions of the Act applying to associations. For example, a small golf club with 15 members or book club for 10 members only.

In fact, the law enables you to go further if you choose to, by allowing you to take positive action in favour of certain groups. For example, those who may experience:

- Persistent discrimination;
- High levels of poverty and social exclusion.

Service providers are allowed to take proportionate action to remedy discrimination and disadvantage affecting particular groups.

## **DISABILITY**

To help achieve this you are, as service providers, always allowed to treat disabled people more fairly than non-disabled people just because of their disability. If you do so, this will not count as unlawful discrimination against non-disabled people in the same circumstances.

Where a disabled person is at a substantial disadvantage in comparison with people who are not disabled, there is a duty to take reasonable steps to remove that disadvantage by (i) changing provisions, criteria or practices, (ii) altering, removing or providing a reasonable alternative means of avoiding physical features and (iii) providing auxiliary aids.

A suitable reasonable adjustment could be providing a viewing platform or providing information in another, more accessible format; i.e., large print.

You can contact the **Equality and Human Rights Commission** for further advice and guidance on the EA.

The **Government Equalities Office** can also provide information.

**Attitude is Everything** can assist and guide you (mainly for music and performance events). They can also provide disability equality training, access auditing and mystery shopping.

## MEDICAL AND FIRST AID PROVISION

If you are planning a major event it is possible that you will require large-scale ambulance cover.

You should therefore contact the South Central Ambulance Service as soon as possible. They will also advise you on any first aid provision you may require.

First aid personnel should hold a first-aid certificate issued by either the British Red Cross or St. John's Ambulance, and have previous experience or training in first aid at events. Any doctors providing first aid should have experience of pre-hospital care. The number of first aid personnel required for your event can be calculated using the 'The Event Safety Guide'.

Please consider the following:-

- Have you appointed a first aid-provider;
- It is important to note that you are aware of cost recovery implications for First Aid cover;
- Have you arranged adequate First Aid cover for your event?
- Are positions of First Aid posts, ambulance access and exits, and rendezvous points shown on your Site Plan;
- Have you made first aid provision for employees and performers?

To ensure that your First Aid provider is competent they should be able to supply you with the following necessary information:-

- Training record of all staff/volunteers who will have contact with patients or be required to drive vehicles capable of conveying casualties;
- Professional registration documents for staff whether voluntary or employed e.g. Paramedics/CPSM; HPC, Nurse/UKCC; Dr/BMA;
- Service schedules on all items of equipment e.g. Defibrillator maintenance records;
- Evidence of insurance, including Public Liability, malpractice and vehicle insurance;
- Evidence of methods chosen to transfer patients/links to receiving hospitals/knowledge of local trauma/medical admission policies;

- Major Incident Plan which must include operational details illustrating how the medical provider will link with the South Central Ambulance Service;
- Clinical Governance policy;
- Evidence of medication/drug security measures;
- Methods of clinical waste management.

For further information please refer to 'The Event Safety Guide'  
<http://www.hse.gov.uk/>.



## MEDICAL, AMBULANCE AND FIRST AID MANAGEMENT PLAN

This is a written statement of what provision you have made for dealing with any first aid or medical needs of all those in and around your event. You should read 'The Event Safety Guide' (second edition), before preparing this plan.

You must include details such as number and location of first aid posts, equipment available, and the number and qualifications of staff manning each first aid post.

- First aiders will require their own casualty treatment area;
- First aid post should be located so that if the Ambulance needs to evacuate a casualty they can do so without causing conflict between vehicles and pedestrians;
- First aid post should be clearly identifiable to the public;
- Supply of running hot and cold water should be provided. If not, provide adequate fresh clean water in containers and also drinking water;
- First aid post should be easily accessible to allow access for an ambulance, stretcher or wheelchair;
- It must be of an adequate size to accommodate a number of casualties (depending on event size);
- It must be designated a "no smoking area";
- Specific arrangements for the disposal of clinical waste must be planned. Special "Bio Hazard" containers for the disposal of "sharps" or appropriately marked "yellow bags" for the disposal of dressings or other contaminated materials will be required.

Provide details of the relevant roads connecting the site's location and the hospital.

Provide details of the nearest hospital with an Accident and Emergency Department.

Details of the emergency equipment should be included as well as its location and training of staff.

# RISK ASSESSMENT

## THE RISK ASSESSMENT

Planning for an event, will involve a risk assessment. The responsibility for the preparation of the risk assessment lies with the event organiser. The aim of a risk assessment is to identify those risks, posed by the site or activity, to members of the public, participants and employees and to set out the means by which the risks may be eliminated or minimised.

It will be necessary to visit the site or venue to identify specific hazards. A hazard being anything with the potential to cause harm, e.g. a dangerous item or substance, condition, situation or activity.

Risk is the likelihood of realisation and extent of a hazard. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity. In considering risk assessment the following areas will need consideration.

- The event;
- The venue;
- Persons attending;
- Site Construction;
- Fire Risk;
- Marquees/Temporary Structures;
- Electrical Equipment;
- Noise Control (both people on site and resultant noise pollution);
- Communications;
- First Aid/Welfare;
- Signage.

The following areas should be considered for their impact on any risk assessment.

- Topography of site;
- Crowd dynamics;
- Vehicular movements prior, during and after the event;
- Trip hazards;
- Damage to hearing;
- Electrical risk;
- Fire;
- Evacuation of site;
- Alcohol sales;
- Special effects;
- Litter/refuse;
- Adverse weather.

The above list is not exhaustive; it is merely representative of types of potential areas of risk and is intended to stimulate consideration of all aspects that may impact on the event.

A sample risk assessment is shown below.

### Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved;
- Compliance with legislative standards, codes of good practice and British Standards;
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

### Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

<b>High</b>	An unsecured inflatable being used in adverse weather conditions by young children;
<b>Medium</b>	A display of animals in a roped off arena;
<b>Low</b>	A mime artist performing amongst the crowd.

For each hazard, rate the risks - if the harm is very likely it scores 6 under Likelihood, if it is very unlikely it scores 1. If the harm does arise, what will the severity be? - worst case, a bad head injury is critical whereas a bruise means that it is minor. If you take the likelihood factor and multiply it by the severity factor, you get a risk factor, i.e. likelihood x severity = risk. Risks that score low do not require much intervention, those which score highly deserve to be treated with respect and care should be taken to avoid or minimise them. You should rate the risk on the basis of the current controls in place.

Risk Evaluation	Severity:	6. - Major ( )	3. - Serious ( )	1. - Minor ( )
	Likelihood:	6. - High ( )	3. - Medium ( )	1. - Low ( )
Severity x Likelihood = Risk-Rating ( ) ( ) ( )				Priority Rating Score High 25 - 36 Medium 13 - 24 Low 01 - 12

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Elimination - do I really need this activity;
- Find a substitute for that activity/machine etc;
- Removal of the hazard;
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery;
- Implement procedures to reduce exposure to the hazard;
- The use of personal protective equipment.

### Record the risk assessment findings

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

### 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.

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 Employers Liability Insurance Certificate.

Carrying out a detailed risk assessment should go a long way to ensuring this. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level.

**All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.**

A formal record must be kept of the risk assessments. A simple guidance note and an example form are provided with this pack. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete, a written assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive.

# Example



# Example

## RISK ASSESSMENT RECORD

LIKELIHOOD (L) 1-6  
 SEVERITY (S) 1-6  
 1 = LOW, 6 = HIGH

HAZARD		TO WHOM	LIKELIHOOD (L)	SEVERITY (S)	RISK RATING (LXS)	EXISTING CONTROLS	ACTION REQUIRED
Activity/equipment/process etc	Possible injury/harm						
1 Venue							
Marquee	Full or partial collapse	Public and staff	2	6	12	Sited and erected by professional staff in accordance with manufacturer's instructions	Regular checks by staff to ensure that all guy ropes and poles are secure.
2 Audience							
Visitor numbers	Danger of congestion and injury	Public and staff	2	5	10	Crowd numbers to be monitored and limited to those set for size of venue.	Use of door clickers to record numbers in and out.

NAME OF ASSESSOR: ..... DATE: .....

POSITION: ..... REVIEW DATE: .....



## RISK ASSESSMENT RECORD

LIKELIHOOD (L) 1-6  
 SEVERITY (S) 1-6  
 1 = LOW, 6 = HIGH

HAZARD		TO WHOM	LIKELIHOOD (L)	SEVERITY (S)	RISK RATING (LXS)	EXISTING CONTROLS	ACTION REQUIRED
Activity/equipment/ process etc	Possible injury/harm						

NAME OF ASSESSOR: ..... DATE: .....

POSITION: ..... REVIEW DATE: .....

## FIRE SAFETY

The event you are organising will be required to conform to comprehensive Fire Safety Procedures. It is essential to limit the chances of a fire occurring and to implement effective fire measures in case there is an occurrence.

**The Regulatory Reform (Fire Safety) Order 2005** replaces previous fire legislation in England and Wales. Fire certificates are now abolished and you are required to carry out a risk assessment of your workplace. This requirement may impact on your event whether or not you need a licence.

The Fire Safety Order only applies throughout England and Wales as Scotland and Northern Ireland have their own laws. 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 Order 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.

The order applies to virtually all premises and covers nearly every type of building, Structure and open space. For example, it applies to:

- Offices and shops;
- Factories and Warehouses;
- Sleeping accommodation;
- Health care premises;
- Residential Care premises;
- Educational premises;
- Places of assembly;
- Transport premises and facilities;
- Theatres and Cinemas;
- Outdoor event locations, including tents and marquees.

The order applies to all buildings apart from private homes or individual flats.

Responsibility for complying with the Fire Safety Order will rest 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, eg the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises, all must take all reasonable steps to work with each other.



If you are the responsible person, you will have to carry out a **fire risk assessment**, which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people and those with additional needs, and must include consideration of any dangerous substance likely to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.

It is a good idea to keep a written record of what you find in your risk assessment. If you employ five or more people (including any who work part time) and if your premises are subject to any statutory licence or if required by an alterations notice under the FSO in relation to the premises, the law says you **must** keep a written record of significant findings. Keeping a record will save you time and effort when you come to review and update your fire risk assessment. It will also show that you have carried out a risk assessment if your premises are audited by the Fire and Rescue Service.

Fire safety planning for an event should begin and coincide with all other aspects. The planning stage can be broken down into numerous stages:

- venue design;
- the load in (equipment delivery);
- the event (effective fire safety);
- the load down;
- the breakdown (dismantling and clearing up the site).

At each stage it is vital to control fire risk, the risk assessment produced prior to the event will help with this.

A Fire Risk Assessment must be carried out and kept up to date to ensure that all fire precautions remain current and up to date.

A Fire Risk Assessment should identify the likelihood of a fire starting and has three main aims.

- to identify potential fire hazards;
- to reduce the risk of the hazards causing harm;
- to implement necessary precautions.

## **What does a fire risk assessment involve?**

There are five key steps in a fire safety risk assessment:

1. **Identify fire hazards** - eg, how could a fire start and what could burn?
2. **Consider the people who may be a risk** - eg, employees, visitors to the premises, and anyone who may be particularly at risk or vulnerable such as children, the elderly and disabled people.
3. **Evaluate and act** - think about what you have found in steps 1 and 2 and remove and reduce any risks to protect people and premises.
4. **Record, plan and train** - keep a record of what risks you identified and what actions you have taken to reduce or remove them. Make a clear plan of how to prevent fires and, should a fire start, how you will keep people safe. Make sure your staff know what to do in the event of a fire and if necessary that they are trained for their roles.
5. **Review** - regularly review your risk assessment to ensure it remains up to date and reflects and changes that may have occurred.

## **Can I do the fire risk assessment myself?**

Yes, in many cases, those with the responsibility for premises are likely to be best placed to maintain fire safety precautions and understand and address the risk to lives and property that fire represents to those working there or visiting.

Under the FSO, the duty to carry out and implement a fire risk assessment lies with the responsible person. Achieving fire safety is often a matter of common sense, and in many cases there may be no need for specialist or formal knowledge or training, providing the responsible person makes enough time available to go through all the necessary steps.

In carrying out a fire risk assessment however, the responsible person may decide that, given the nature of the premises or the people involved, they do not have the necessary competence to discharge their duties under the FSO.

In that case, they could choose to appoint one or more 'competent' persons to assist him/her. The level of necessary competence is not prescribed in the FSO, which recognises that the extent of competency will vary according to the nature and complexity of the premises involved.

You will also need to advise the Licensing Section of the Council with the recommended occupancy figures for any specific event.

### **Where can I get help?**

Responsible persons can get help and assistance from whomever they think competent to help them, and this includes being able to get advice from Royal Berkshire Fire & Rescue Service, see page 67 below.

Whilst the Royal Berkshire Fire & Rescue Service cannot carry out the risk assessment for you, it is advisable to consult them to obtain specific information on Fire Safety at your event.

The government has provided a series of guidance documents which can be downloaded free of charge. For this and other important up to date information and advice on how to conform to current legislation see page 71 below. These are designed to help 'responsible persons' understand the risk assessment process and provide advice on every aspect of fire safety (eg, training, fire detection systems, emergency escape routes, etc).

An example of a basic fire risk assessment provided by the Chief Fire Officers' Association is included on page 47 below. This will identify areas required to be looked at however but may not be sufficient to cover all the areas of your premises.

In some instances you may feel you require more expert advice. Companies providing fire safety services are listed in local directories or you may be able to ask your insurers for a recommendation.

### **How often should I do a risk assessment?**

You should keep your fire risk assessment under regular review as risks may change over time. If you make changes to your premises, you should ensure that the assessment and risk management plan remains current.

### **What happens if I share my premises with others?**

If you share a building with others, you will need to co-ordinate your risk management plan with them. If your plan changes as a result of a review or changes you made to your premises over time, you will need to share the revised risk management plan with others who share the premises.

**Do I need a fire certificate?**

No, the FSO abolished the requirement for businesses to have fire certificates. Instead, the FSO seeks to ensure that businesses actively pursue and maintain fire safety and take responsibility for their staff and others visiting their premises.

**Will Royal Berkshire Fire & Rescue Service inspect my premises?**

This is possible. Royal Berkshire Fire & Rescue Service has developed an appropriate risk based inspection programme in line with our Integrated Risk Management Plan (IRMP).

Please also refer and conform to **The Health Act 2006**, from which the **Smoke Free Premises Regulations 2007** are compiled, which places a duty on organisers/managers to display signs and prohibit smoking in enclosed areas.

# Fire Risk Assessment Food Concessions

Name of Unit / Stall			
Contact No. on site			
Location on site			
<p style="text-align: center;"><b>In order to comply with relevant fire safety legislation, you MUST complete a Fire Risk Assessment of your stall or unit.</b></p> <p style="text-align: center;"><b>The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire.</b></p> <p style="text-align: center;"><b>Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.</b></p> <p style="text-align: center;"><b>This signed and completed form must be maintained available for inspection by the Fire &amp; Rescue Service / Event Organiser / Council Officers at all times.</b></p> <p style="text-align: center;">You <u>must</u> undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances.</p> <p style="text-align: center;">You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard food units where customers do not enter the unit</p>			
1.	Do you have an inspection / gas safety certificate for the appliances and pipe work ( <i>copy to be available for inspection</i> ) and are all hose connections made with "crimped" fastenings?	Yes	No
2.	Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No
3.	Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material?	Yes	No
4.	Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?	Yes	No
5.	Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public?	Yes	No
6.	Do you ensure that only those cylinders in use are kept at your unit/stall? ( <i>Spare should be kept to a minimum and in line with any specific conditions for the event</i> )	Yes	No
7.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No
8.	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No

9.	Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are readily visible?	Yes	No
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10.	Do you ensure replacement cylinders are fitted in the open air away from the sources of ignition?	Yes	No
11.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	Yes	No
12.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>(Certificates of compliance will normally be required)</i>	Yes	No
13.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No
14.	Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use.	Yes	No
15.	If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit?	Yes	No
16.	If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>	Yes	No
17.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	Yes	No
18.	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	Yes	No
19.	Has your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No
20.	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit and the exit locations?	Yes	No



21.	Are you aware that petrol generators are not permitted on site?	Yes	No
22.	Have you identified all ignition sources and ensured that they are kept away from combustible materials?	Yes	No
23.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident?	Yes	No
24.	Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public?	Yes	No
25.	If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units</i>	Yes	No

**If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.**

**Stallholder /**

**Responsible Person :**

Signature

Print Name

Date

**Designation :**

**Company :**

**PLEASE NOTE**

*THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION OR REMOVAL FROM THE SITE BY THE ORGANISERS SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.*

## POLICE

You should contact the Thames Valley Police preferably at least 6-9 months prior to a major event to discuss your requirement.

Any Event Plan should not as a matter of course include Thames Valley Police as being present at the event. The organiser of the event should ask and request for police to be in attendance at the event and be prepared to pay for any services agreed for their presence at their event. The numbers of officers deployed will be determined after the request by the organisers, by a senior police officer.

There is a perception that the police are the lead agency for approving all public events including those which take place on the public highway. In reality, the police have no authority to either approve or ban events on the highway (or elsewhere) and police powers to regulate traffic for such planned events are extremely limited other than in an emergency.

### General Principles

Assessment of the need for Police attendance and action at Public events will be principally based on the need to discharge of core responsibilities which legal advice indicates are as follows:

- Prevention and detection of crime;
- Prevention or stopping Public Order offences;
- Traffic regulation within the legal powers provided by statute, a Road Closure Order (TPCA 1847) or a Traffic Regulation Order (RTRA 1984). However, police officers will not be used as part of a traffic management plan introduced in consequence of a closure order unless this is completely unavoidable;
- Activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities.

### Traffic Management

With ACPO (Association of Chief Police Officers) Public Safety Policy and the Traffic Management Act 2004 in mind, Local Councils acting as the Highways Authority should be responsible for the traffic management for planned events. Thames Valley Police will not perform the traffic management duties at such planned events unless this is completely unavoidable.

## Cost Recovery - Special Policing Services

- Cost Recovery for Special Policing Services should be applied to every event in accordance with the ACPO Guidance<sup>1</sup> on charging for police services;
- The principle of achieving full economic cost recovery of relevant costs will be adopted, particularly for commercial events.<sup>2</sup>

<sup>1</sup> ACPO Public Safety Policy

<sup>2</sup> ACPO Guidance on Charging for Police Services

## SECURITY AND STEWARDS

The Private Security Industry Act 2001 established the **Security Industry Authority (SIA)** as the regulatory body to implement legislation and monitor security services in England and Wales. Under the Licensing Act 2003, licensed public events need to demonstrate that competent security and stewarding arrangements are in place. The number of security and stewarding personnel will depend on the event risk assessment and, where appropriate, discussion with the **Safety Advisory Group**, but SIA qualified staff (persons holding a security guard licence or a door supervisor licence) may be required to undertake licensable activities. Licensable activities are defined as:

- guarding premises against unauthorised access or occupation, outbreaks of disorder or damage;
- guarding property against destruction, damage or theft;
- guarding one or more individuals against assault or injury,

*and refers to:*

- premises licences that authorise the supply of alcohol and/or regulated entertainment, or
- temporary event notices that authorise the supply of alcohol and/or regulated entertainment,

*but DOES NOT include:*

- premises with a club premises certificate;
- premises authorised for regulated entertainment such as plays or films.

When assessing the need for Security Officers and/or stewards, consider all the activities that each individual performs. This will determine whether or not a licensed operative is required. It is likely that the following activities will not be licensable:

- customer care, signposting and information duties;
- managing and maintaining the pedestrian flow at key locations e.g. parking areas, pedestrian access, audience entry and exit points;
- monitoring crowd movements and signs of distress caused by overcrowding;
- ensuring gangways and exit/evacuation routes are kept clear;

- taking action in accordance with instructions and assisting in the carrying out of evacuation procedures;
- liaising with representatives of the emergency services and reporting any damage or defect likely to pose a threat to spectator health and safety.

When granting a licence to an event or venue the licensing authority may stipulate that a particular number of door supervisors are required. However, those providing security services at events, working on a wholly voluntary basis, do not require a licence. The SIA has determined that volunteers are not employees and therefore are exempt from licensing, but to qualify they must provide their services for free and receive no reward, benefit or payment in kind.

For further information on what constitutes a benefit visit the HM Revenue and Customs website.

Additional activities that must be covered by a SIA licence include:

- Close protection operations supplied under contract;
- CCTV (public space surveillance) operations supplied under contract.

Competent security and stewarding personnel is a cornerstone of event planning and management.

**Ensure that:**

- all security and stewarding personnel are fully briefed on crowd management, security, health and safety, contingency planning and any other issues relating to their roles and responsibilities. The nationally accredited S.I.A. or other recognised and suitably approved organisation, with a ratio of approximately 1:100 persons should generally be used for such a role;
- the names, addresses, status and all relevant experience of your security guards and stewards are recorded;
- all stewards or security personnel are easily identified;
- stewards to be placed at key strategic areas and equipped with communication system (2 way radios) and torches (if necessary) after dark.

For large events such as concerts and festivals, there will be a need for security and stewards. The number of personnel will be based on a risk assessment, taking into account the nature of your event when assessing the steward to attendee ratio. Stewards and security personnel must be easily recognisable under all lighting conditions; you may wish to consider a uniform for this purpose, for example, fluorescent waistcoat or jackets.

Remember to take into account the safety of the performers as well as the spectators and also those living in and around the vicinity of the event. All stewards/security personnel should be briefed on security codes/health and safety and any other issues relating to security by the Event Safety Coordinator and the Police (if they so wish) before the event takes place.

## LICENSING AN EVENT

### THE LICENSING ACT 2003

The Licensing Act 2003 has introduced an entirely new licensing regime for England and Wales, covering licences for sales of **Liquor**, provision of **Entertainment** (Music and Dancing), **Indoor Sports, Films, Plays** and **Late Night Refreshments**. This national framework for licensing, administered through local licensing authorities, licensing committees and licensing officers, contains four main authorisations.

### PREMISES LICENCE

This licence applies anywhere that 'licensable activities' take place for commercial gain, other than when a temporary event notice is given (see Permitted Temporary Activities below). It includes pubs, clubs, theatres, cinemas and late night cafes or mobile food retail units serving hot food and drink between 23:00 hours (11pm) and 05:00 hours (5am). After submitting an application, the licensing process has a 28 day consultation period and usually takes a minimum of two months to complete.

### CLUB PREMISES CERTIFICATE

A Club Premises Certificate applies to members' clubs, such as Workingmen's Clubs and Sports and Social Clubs, where alcohol is supplied rather than sold.

### PERMITTED TEMPORARY ACTIVITIES

These are small-scale, temporary events of which licensable activities form part, that are allowed to take place without the need for a premises licence or club premises certificate. The event organiser has to notify the licensing authority and police authority, by giving a **Temporary Event Notice (TEN)**.

There are certain limitations on this system. These include:

- the application must be received by the local authority and police at least ten working days before the event. This does not include:
- the day the application was made;
- the day of the event;

- Bank Holidays;
- Weekends;

- There can be no more than 499 people attending the event, (including staff/organisers/performers) at any one time;
- an individual is limited to requesting 5 TEN's in a calendar year, unless they are a personal licence holder for the sale of alcohol, in which case they can request up to 50;
- currently there is a limit of 15 TEN's in respect of any particular premises in a calendar year, although if the premises is large, it may be possible for more;
- an event may last for no more than four days (168 hours);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises is 21 days.

## PERSONAL LICENCE

This authorises an individual to supply alcohol in accordance with a Premises Licence or a Temporary Event Notice. To become a personal licence holder you must have obtained an accredited qualification.

The application form for a premises licence, club premises certificate or temporary event notice can be obtained from the local authority's Licensing Unit, or downloaded from the Department of Culture, Media and Sport website at <https://www.gov.uk/guidance/alcohol-licensing> (what we do/Alcohol & entertainment).

## LICENSABLE ACTIVITIES

As well as the sale or supply of alcohol and the provision of late night refreshments, licensable activities include regulated entertainment, which covers the commercial or public provision of any of the following:

- the performance of a play;
- an exhibition of a film;
- an indoor sporting event;
- boxing or wrestling entertainment;
- a performance of live music;
- any playing of recorded music;
- a performance of dance;



- entertainment of a similar description to live or recorded music or dance;
- facilities for allowing entertainment of a similar description to making music or dancing.

Some venues, events and activities are exempt from the licensing process. Currently, these include:

- religious services or meetings at places of public religious worship;
- morris dancing or any dancing of a similar nature;
- incidental music i.e. the performance of live music or the playing of recorded music if it is incidental to some other activity which is not in itself regulated entertainment;
- garden fetes or functions or events of a similar nature if not being promoted or held for purposes of private gain;
- films shown for the purpose of advertisement, information or education, or as part of an exhibition at museums and art galleries;
- live television or radio broadcasts (however, showing pre-recorded entertainment does require a licence);
- vehicles in motion i.e. where the entertainment takes place at a time when the vehicle is not permanently or temporarily parked.

The Government is reviewing some activities that may be deregulated please use the link for up to date information. <https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act>

Reading Borough Council has a **Licensing Policy Statement** that contains detailed guidance in relation to licensing issues. This can be viewed on the council web site.

If there is any doubt about whether or not an event is exempt or for any other questions concerning the licensing process, contact this Licensing Section.

**NOTE: IT IS AN OFFENCE TO CARRY ON ANY LICENSABLE ACTIVITY WITHOUT THE RELEVANT AUTHORISATION**

It is advisable to begin the application process as early as possible and depending upon the size of the event a minimum of 3 months is recommended. It is your responsibility as licence applicant, to make sure that you provide a safe environment for people attending and taking part in your event.

Whichever type of licence is granted, or even if the event is exempt, you must ensure that your event is both legal and safe. If you need to employ stewards or security personnel, refer to the Security and Stewards section of these guidelines or obtain guidance from the **Security Industry Authority (SIA)**.

## THE LICENSING OBJECTIVES

### PREMISES LICENCE

Any application for a premises licence will be judged by the licensing authority on how effectively the applicant aims to promote the four main licensing objectives:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance;
- the protection of children from harm.

In order to demonstrate how the event organiser proposes to meet these objectives, any application must include an operating schedule detailing the steps that will be taken; and this information must be served on a number of **responsible authorities**, including:

- Reading Borough Council
  - Licensing
  - Environmental Protection
  - Environmental Health
  - Trading Standards
  - Planning
  - Local Safeguarding Children's Board
- Thames Valley Police
  - Licensing
- Royal Berkshire Fire And Rescue
  - Fire Safety

Any licensing application must also be available to those interested parties who are entitled to make representations to the licensing authority, including any:

- Person, or body representing persons (e.g. a residents association) living in the vicinity;
- Person or body representing persons (e.g. a trade association) involved in a business in the vicinity.

The role might include:-

- Selection and monitoring of suitable contractors;
- Liaising with all contractors on security and health and safety matters;
- Preparation and monitoring of safety rules;
- Ensuring the event has adequate Public Liability insurance cover.

The Event Safety Co-ordinator should also be responsible for the production of the Event Safety Plan. For further information please refer to 'The Event Safety Guide', <http://www.hse.gov.uk/>.

## EMERGENCY PLANNING

The consequences of an incident at an event could be catastrophic. It is therefore necessary for you to plan for such an occurrence.

Event organisers should develop a site Emergency Plan for minor and major incidents in conjunction with the Emergency Services and Council.

When preparing an Emergency Plan for your event the following points should be considered:-

- Procedures for warning stewards of a possible emergency situation, and of its termination, without causing public panic. (details of coded messages to alert and stand-down stewards, should be given as part of their training/briefing prior to the event);
- Procedures for alerting the public to any emergency including a fire without causing panic;
- Evacuation procedures of the public in the event of an emergency - with special consideration for people with additional needs;
- Emergency routes for Emergency Services - to be agreed with the relevant bodies;
- Location of emergency equipment;
- Location of Control Room;
- Containment area for evacuating performers, workers and audience.

Situations in which it will be necessary to hand over co-ordination of an incident to the Police and/or Fire Service should be agreed beforehand. It is also important to agree procedures for declaring a major incident and who declares it with the Emergency Services.

The Event Organiser retains primary responsibility for the site but you must allow for resources to be directed by the Senior Police Commander, the Chief Fire Officer and Local Council through the Emergency Planning Officer in the event of an emergency.

For further information please refer to the 'The Event Safety Guide' (second edition) <http://www.hse.gov.uk/>.

## CHECKLIST

- Have you prepared an Event Safety Plan?
- Have you prepared a Location/Site Plan?
- Have you prepared an Emergency Plan?

(Please refer to the Notes on Preparing Plans and Statements on page 12 above, when preparing the documents listed above).

# EMERGENCY PLAN

For a major event you will need to produce an Emergency Plan.

A major incident will normally require a multi-agency approach. It is important to appreciate that a minor incident could have the potential to develop into a major incident. Event organisers should therefore develop contingency plans to deal with minor and major incidents. These procedures should be developed in conjunction with the Emergency Services and reflected in your Emergency Plan.

You should include proposals to deal with all foreseeable incidents and emergencies that might occur at the event. Some of these are listed below, but the list is not exhaustive. Your Risk Assessment may also help you to identify some other areas of concern. A specific Emergency Risk Assessment has been prepared for the Thames Valley Area, which you may wish to refer to through the R.B.C. Emergency Planning Officer.

In order to draw up the plan, you may need to liaise with the following services:

Thames Valley Police  
Royal Berkshire Fire and Rescue Service  
South Central Ambulance Service  
Emergency Planning Officer, Reading Borough Council

If your event is being held on the River you may wish to contact the Environment Agency.

**You should consider emergency procedures for the following eventualities:-**

Fire	Bomb threat/suspect package
Damage to stage/structures/marquees	Weather conditions (flood, high winds, snow, heat wave)
Site topography	Power failure
Pyrotechnic failure	Gas leak or chemical incident
Audience counting system failure	P.A. system failure
Telephone system failure	Radio system failure
Crowd surfing/crushing	Unauthorised access to site
Delayed start of event/stopping of event	Overcrowding
Public disorder	Large scale injuries to public
Ticket forgery	Emergency evacuation
Traffic management pre/post event	Cancellation of event
Media Management	Infectious disease
Off-site incident effecting the event i.e. foot and mouth - boot/shoes transporting the disease	

## **Consider the following when preparing your Emergency Plan:-**

Procedures for warning stewards of a possible emergency situation and of its termination without risk of causing public panic;

- Details of coded messages to alert and stand-down stewards should be given as part of their training/briefing;

Procedures for alerting the public to any emergency including fire, without causing a panic;

- There should be one single agreed procedure for alerting the public, as the use of more than one will cause confusion to all;
- The use of a public address system;
- An alternative procedure, should the PA system fail, such as the use of security teams and stewards to instruct the public.

**Evacuation of the public in the event of an emergency;**

- Special consideration should be given to people with additional needs;
- It will be necessary for the holding area for performers, workers and the audience to be clear of the incident and not obstructing the Emergency Services.

Emergency Routes - the Emergency Services require quick and clear routes to the event. The height, width and weight restrictions should be considered. Fire appliances must be able to get within 50 metres of any structure to deal with an incident. They must be clearly signposted and well lit.

- Emergency routes/exits, rendezvous point, containment measures (should there be a need to evacuate) will need to be shown on the site plan;
- Details of traffic and pedestrian flow should be given and shown on the site plan;
- Emergency Equipment - details of emergency equipment should be included as well as its locations and training of staff. Equipment could include fire extinguishers, beaters, blankets and First Aid. Location of such equipment should be included in your site plan.



Response to these incidents:-

- Response to all potential incidents and emergencies should be included in the Emergency Plan. This will need to be communicated to your stewards and all staff in a detailed briefing;
- You need to make sure that members of staff are adequately trained to carry out their roles in an emergency;
- You also need to make sure that an appropriate chain of command is in place;
- All staff must have clearly defined roles and areas of responsibility. Measure to deal with any foreseen incident must be fully covered in the duties of those working at your event.

Have you identified:-

- Location of a Control Room?
- The containment area for evacuating the performers, workers and the audience?
- A sterile area for emergency vehicles?
- Emergency exits/routes for the Emergency Services?

**Note:**

For any Emergency Plan to operate satisfactory it will be necessary for all those involved to be aware of their role. All key personnel must be issued with details of the Emergency Plan.

## DURING THE EVENT

Irrespective of how long your event is to run, you will be required to carry out regular safety checks to ensure the required safety measures are being maintained.

Also in respect of any event, the site may be visited and/or inspected by safety team members to ensure compliance with any conditions imposed.

It is advisable to keep a log of all safety related issues or incidents, together with details of any persons affected.

If a complaint is received in relation to the event, make sure you keep an accurate account of it and the complainant. Where possible the complaint should be rectified at the earliest opportunity but if this is not possible, full records with photographs, where applicable should be sought.

Where a large event is being planned and it is likely to be in excess of 24 hours, it is usual for 'on site' safety team meetings to be held. These can be up to twice a day, during which any issues arising should be discussed and if and where possible resolved.

Any communication equipment being used should be regularly checked. Any equipment failures should be noted and replaced.

Where large numbers of the public are in attendance, litter may become an issue whereby it is necessary to have litter pickers to keep the site reasonably clean. In addition, it may be necessary to consider the interim storage or disposal during the event.

If your event is longer than one day and you will be permitting the public to either camp or sleep in caravans, on site overnight, you will need to be mindful of any policy the local authority have regarding allowing camp fires.

Reading constantly monitors the air quality from numerous sites around the town, so in order not to adversely impact on these readings, you will need to ensure all recyclable and other rubbish is regularly collected and not burned on bonfires.

If you are subsequently permitted by the local authority to allow bonfires, you should insist that only clean dry wood is used, thereby ensuring the air quality is as clean as possible during your event.

## AFTER THE EVENT

### SITE CONDITION

After the event, a site inspection should be carried out to make sure that nothing has been left that could be hazardous to future users. This inspection should identify any damage which may have been caused during the event. The stewarding and safety of the site remains the responsibility of the event organiser until the site has been cleared and handed back to the site owner.

### CLAIMS

In the event of notification of a claim, you should notify your insurers immediately.

### DEBRIEF

After the event, a full debrief should be held with all persons involved in the organisation of it and relevant notes made. The purpose of a debrief in these circumstances is to reflect on everything that worked well and for lessons to be learned for the future from anything which did not work so well.

As well as your own debrief, you may be required to return to the safety team to answer any questions they may have on your event.

## USEFUL CONTACTS

### THAMES VALLEY POLICE

LICENSING TEAM

KIDLINGTON

OXON

OX5 2NX

Email: [licensing@thamesvalley.pnn.police.uk](mailto:licensing@thamesvalley.pnn.police.uk)

### ROYAL BERKSHIRE FIRE AND RESCUE

Royal Berkshire fire & rescue

Headquarters

Newsham Court

Pincents Kiln

Calcot

Email: [readingfiresafety@rbfrs.co.uk](mailto:readingfiresafety@rbfrs.co.uk)

### SOUTH CENTRAL AMBULANCE SERVICE NHS TRUST

44 FINCHAMPSTEAD ROAD

WOKINGHAM

BERKS

RG40 2NN

Tel: 0118 936 5500

### READING BOROUGH COUNCIL

Licensing team

CIVIC CENTRE

BRIDGE STREET

READING

RG1 7AE

Tel: 0118 937 3787 (Call Centre)

Tel 0118 937 3762 Option 3 (Licensing)

Email: [licensing@reading.gov.uk](mailto:licensing@reading.gov.uk)

Reading Borough Council Environmental Protection

Email: [environmental.protection@reading.gov.uk](mailto:environmental.protection@reading.gov.uk)

**Health & Safety**

Email: [consumerprotection@reading.gov.uk](mailto:consumerprotection@reading.gov.uk)

**Reading Borough Council Consumer Protection [Trading Standards]**

Email: [consumerprotection@reading.gov.uk](mailto:consumerprotection@reading.gov.uk)

**Reading Borough Council Safeguarding Children's Board**

Email: [Safeguarding.adults@reading.gov.uk](mailto:Safeguarding.adults@reading.gov.uk)

**Reading Borough Council Network Management)(Traffic)**

Email: [network.management@reading.gov.uk](mailto:network.management@reading.gov.uk)

**Reading Borough Council Promotions**

Email: [lucy.daniels@reading.gov.uk](mailto:lucy.daniels@reading.gov.uk)

**Reading Borough Council Parks**

Email [rsl.enquiries@reading.gov.uk](mailto:rsl.enquiries@reading.gov.uk)

**SECURITY INDUSTRY AUTHORITY**

PO BOX 1293

LIVERPOOL

L69 1AX

Email: [info@the-sia.org.uk](mailto:info@the-sia.org.uk)

**READING BUSES**

Neil Scott

Email: [nscott@reading-buses.co.uk](mailto:nscott@reading-buses.co.uk)

**Environment Agency**

E-Mail: [enquires@environment-agency.gov.uk](mailto:enquires@environment-agency.gov.uk)

TEL 03708 506506

## **ADDITIONAL ADVISORY REFERENCE MATERIAL**

### **ACCESS FOR ALL**

#### **EQUALITY AND HUMAN RIGHTS COMMISSION**

Equality and Human Rights Commission, 3 More London, Riverside Tooley Street,  
London, SE1 2RG

Telephone 020 3117 0235 (non helpline calls only)

Fax 0203 117 0237

[info@equalityhumanrights.com](mailto:info@equalityhumanrights.com)

<http://www.equalityhumanrights.com/>

#### **GOVERNMENT EQUALITIES OFFICE**

Government Equalities Office

2 Marsham Street

London

SW1P 4DF

Email: [enquiries@geo.gsi.gov.uk](mailto:enquiries@geo.gsi.gov.uk)

Public enquiries: 0207 035 4848

Fax : 0207 035 4745

#### **EMERGENCY PLANNING**

A Thames Valley Area, Emergency Risk Assessment has been prepared and can be viewed on: <http://thamesvalleylrf.org.uk/riskregister.ashx>

#### **REVENUE AND CUSTOMS**

HM Revenue and Customs website as detailed on page: <http://www.hmrc.gov.uk> or the SIA at: [www.the-sia.org](http://www.the-sia.org).

## **ENVIRONMENTAL PROTECTION - (NOISE, AIR QUALITY, LIGHT POLLUTION AND PRIVATE WATER SUPPLIES)**

Noise nuisance control - refer to Noise Council Code of Practice on Environmental Noise Control at Concerts.

For restrictions on times of use for fireworks, refer to regulation 7 of The Fireworks Regulations 2004 at <http://www.legislation.gov.uk>

## **EVENT SAFETY GUIDE**

See under Health and Safety matters below.

## **FIRE SAFETY**

**Fire Safety Risk Assessment - Open Air Events & Venue**, ISBN 978 1 85112 823 5.

**Fire Safety Risk Assessment - Small & Medium Places of Assembly**, (accommodating up to 300 people) ISBN 978 1 85112 820 4.

**Fire Safety Risk Assessment - Large Places of Assembly**, (more than 300 people) ISBN 978 1 85112 821 1.

For important up to date information and advice on how to conform to current legislation, please refer to [www.communities.gov.uk/publications/fire/firesafetyassessment](http://www.communities.gov.uk/publications/fire/firesafetyassessment) and <http://www.communities.gov.uk/publications/fire/regulatoryreformfire> give detailed information on Fire Risk Assessments.

[www.Smokefreeengland.co.uk](http://www.Smokefreeengland.co.uk)

## **FOOD SAFETY**

The following publications and websites provide useful information relating to food safety and outdoor catering:

Food Standards Agency: [www.food.gov.uk](http://www.food.gov.uk)

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)

Nationwide Caterers Association: <http://www.ncass.org.uk/home>

Additional guidance is also available from Reading Borough Council. Please contact the Consumer Protection Team on 0118 937 or email [consumer.protection@reading.gov.uk](mailto:consumer.protection@reading.gov.uk)



## HEALTH AND SAFETY MATTERS

We strongly advise you study carefully the HSG 195 'The Event Safety Guide': A guide to health, safety and welfare at music and similar events, published by the Health and Safety Executive 1999 (ISBN 97807-1762 4539).

This comprehensive book deals with matters of health and safety for events. It provides guidance for those who are planning an event. You should be able to obtain a copy through your local library.

In addition, you should have a sound understanding of HSG154 (2000) 'Managing Crowds Safely' - a practical guide for organisers at events and venues to manage crowd safety at a range of events, HSE (ISBN 0-7176-1834X).

Publicly Available Specifications PAS 51:2004 - Guide to Industry Best Practice for Organizing Outdoor Events published by the BSI.

*Code of Practice for Outdoor Events* published by the National Outdoor Events Association.

There is also information specific to the music and entertainments sector at [www.soundadvice.info](http://www.soundadvice.info)

You should ensure that the contractors are suitably competent to operate lasers and provide documentation to comply with HS(G) 95 'The Radiation Safety of Lasers for Display Purposes'. See free download at: <http://www.hse.gov.uk/pubns/priced/hsg95.pdf>

If firework displays are part of the entertainment then you will need to refer to HSG 123 'Working Together on Firework Displays'. See also, <http://www.hse.gov.uk/explosives/fireworks/using.htm>

Health and Safety Executive (HSE) publications at HSE Information Centre, Broad Lane, Sheffield S3 7HQ. Tel: 0845 345 0055.

In relation to risk assessments you should consider visiting the HSE website on; <http://www.hse.gov.uk/risk/>

