

# ORGANISING EVENTS GUIDE

North Hertfordshire District Council  
Safety Advisory Team



HERTFORDSHIRE  
CONSTABULARY



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## SECTION 1 - INTRODUCTION

### 1.1 The Safety Advisory Team (SAT)

Organising an Event can be a very rewarding exercise provided everything runs according to plan. However, when things go wrong you will know from press coverage that the consequences to the Event Organiser can be very serious.

This Guide has been produced by the North Hertfordshire Safety Advisory Team, which comprises a number of organisations with whom you may need to consult when organising and holding an event. These include:

Police  
Fire & Rescue  
Ambulance Service  
Hertfordshire Highways  
North Hertfordshire District Council

The Safety Advisory Team provides a central focus for events and has been established to help you to avoid putting the public and yourselves at risk. We are pleased to provide advice through the information contained in this Guide, and for larger events by supporting your Event Planning meetings.

This guidance is not compulsory and you are free to take independent advice if you wish. However, the Guide has been produced with the involvement of the Police, Fire and Rescue, the Ambulance Service and Highways, and is there to assist you in ensuring your event is run safely, as your event is your responsibility as the Event Organiser.

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

The SAT will not, and cannot, take responsibility for your event. This will always remain with you, the Event Organiser. However, this Guide will enable you to understand better the law in relation to licensing, entertainment regulations, and holding events on the highway. Many Event Organisers will require specific advice and support from the police, fire service and the ambulance service. This Guide seeks to highlight that advice and support.

## 1.2 Risk Assessments

*The good practice of preparing a Risk Assessment for the Event is the responsibility of the Organiser.*

The Risk Assessment should

- Identify hazards and potential hazards
- Define who might be affected by the hazard and how
- Define systems to eradicate, control or minimise the hazard
- Document all stages of the process
- Review and monitor control systems

The following is a basic Risk Assessment template.

<b>HAZARDS</b>	<b>WHO MIGHT BE HARMED ?</b>	<b>IS THE RISK CONTROLLED?</b>	<b>ANY FURTHER ACTION NEEDED TO CONTROL RISK</b>
(List hazards in this column)	(List people at risk from the hazard in this column)	(List controls in this column)	(List further action need in this column)
<b><u>Example</u></b>  Erection of Marquee	Tent contractors site crew	Use reputable contractor with experienced and trained personnel.  Ensure safety boots and other safety equipment is worn by contractors crew when working on marquee.	Obtain written re-assurance from contractor regarding training and experience of crew and that they have been briefed on activity and site safety

When developing a Risk Assessment Plan, the following are some common hazards to consider:

- The effect of excitement arising from the activities
- Weather/temperature/season

- Fire
- Fireworks
- Alcohol consumption
- Drugs
- Trips/falls due to ground condition, unprotected guy ropes, lack of barriers etc.
- Effect of alcohol
- Lighting
- Noise
- Emergency access and exits
- Vehicle movement
- Structures, flags, banners etc.
- Building layout and construction

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

If you obtain the services of a professional company to, for example, erect a marquee or create a fireworks display, they will generally undertake their own risk assessment for the activity and either provide you with a copy or a certificate of compliance with the related safety regulations.

After completion of the Risk Assessment Plan, it may be necessary to develop an Emergency Plan for your event.

This document will outline the emergency response to a major incident occurring at the event and you will be advised by the Safety Advisory Team whether such a plan is required.

### **1.3 Major Event**

A Major Event will normally require a multi-agency approach in which the Event Organiser, security (if appropriate), police, ambulance service, fire service, local authorities and local emergency planning officer may play a part. It is therefore important that there is a clear demarcation of duties and that responsibilities are agreed and understood at the event planning stage.

## **SECTION 2 - GETTING HELP**

If you propose to hold an Event, please complete the notification form at the end of this document and forward it to the Safety Advisory Team, Community Development and Cultural Services, North Hertfordshire District Council, Council Offices, Gernon Road, Letchworth, Herts SG6 3JF. The SAT will ensure that its relevant partners receive copies of your form in order that they can, if necessary, contact you regarding any specific points.

The different agencies listed below will be able to offer advice and guidance from their respective services/functions.

### **2.1 North Hertfordshire District Council**

- Your duty under legislation including carrying out Risk Assessments and Emergency Planning.
- Food hygiene.
- Environmental issues, e.g. noise pollution and waste management.
- Trade descriptions, counterfeiting, food quality and product safety.
- The need for relevant and appropriate licenses where the entertainment includes music, dancing, karaoke, boxing.
- Advice on land licenses where NHDC land is being used.
- Assistance from Local Authority CCTV (where installed) for event security and monitoring assistance with local traffic management arrangements.
- Public Liability Insurance (Minimum indemnity £5 million).
- Contractor's Insurance.
- Identifying sections of other public bodies for consultation.

### **2.2 Hertfordshire Constabulary**

- The police role in relation to events.
- Agreement for provision of any services.
- Legislation and arrangements in relation to traffic movement on the Highway, public order and crime.
- Emergency Planning.

### **2.3 Hertfordshire Fire and Rescue Service**

- Means of escape.
- Safety from fire.
- Using fireworks.
- Emergency lighting.
- Fire alarms and extinguishers.

- Site access (Fire appliances need at least 3.1 metre wide access)
- Liaison with the fire crew.
- Water supplies (Fire appliances carry only a limited amount of water that may need topping up from a readily identifiable and accessible hydrant).
- Emergency Plans for major incidents either on site or nearby and associated with the event.

## **2.4 The Highways Partnership**

- The need for Road closures and/or Diversion Routes.
- Activities on public highways and/or footpaths.
- Details of planned road works or other disruption

Note: To obtain authority for activities in relation to highway use can generally take six months. You must allow sufficient time for your application to be processed.

## **2.5 Hertfordshire County Council**

- Liaison with the Passenger Transport Department regarding affect on public transport in the area where the Event is to be held.
- Emergency Plans for major incidents either on site or off-site but associated with the event.
- Co-ordination of off-site emergency plans in liaison with emergency services, local authorities and other appropriate agencies.

## **2.6 The East of England Ambulance Service**

- Provision of an emergency ambulance service for the area administered by North Hertfordshire District Council.
- Guidance on notification requirements of the Health Authority for extra services that may needed to deal with matters arising from your event.
- Site access and parking requirements to ensure that their large and heavy vehicles can safely service the event.
- Numbers and type of first aid provisions that you should supply.
- Emergency Plans for major incidents either on site or nearby and associated with the event.
- Contact point for NHS in general and voluntary aid societies e.g: St Johns' Ambulance or British Red Cross.

## SECTION 3 - EVENT PLANNING - KEY CONSIDERATIONS

### 3.1 Event Planning Checklist

Here are some of the things that you should consider when planning your event. You will see that some points are referenced in greater detail elsewhere in the document.

- a) Date of Event
- b) Start and finish times
- c) Type of Event
- d) Number of people expected
- e) Participant profile (age groups, family, singles, problematic etc)
- f) Artist profile (Some types of entertainment brings additional problems)
- g) Method of admission
- h) Site location and description
- i) Is there a planning team and how will it operate?
- j) Site preparation and facilities.
- k) Is a Risk Assessment being prepared?
- l) Is an Event Management Plan being prepared based upon the Risk Assessment?
- m) Does the Event Management Plan include an Evacuation Plan?
- n) Does the Evacuation Plan include a grid marked site plan?
- o) What advice will you seek regarding Highway use or impact?
- p) Who do you need to contact regarding your plans?
- q) Are there any traffic management issues requiring authorities from the Highways Partnership or consideration by the Police?
- r) Do you need a Premises License or any other permission relating to the activity or venue?
- s) If disruption to the local community is expected then what will you be doing to minimise it?
- t) What kind of Public Liability Insurance do you need?
- u) What parking provisions or transport arrangements will be needed?
- v) How will you communicate between your staff and/or to Event participants?

## 3.2 Insurance

If the event you are planning to hold is to be in a building or on land owned by North Hertfordshire District Council, then you must send proof of your insurance cover (a copy of your policy schedule should suffice) to the Risk Manager, Town Lodge, Gernon Road, Letchworth SG6 3HN. You must obtain written confirmation from the Risk Manager that your insurance details are adequate before holding the event.

## 3.3 Public Liability Insurance

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

It is highly recommended that you insure this risk via a public liability insurance policy, and that this insurance be arranged with a minimum limit of indemnity of £5 million. In some instances a greater level of cover may be needed (for example fairgrounds, circuses, firework displays and events on the highway). If you do not have this cover any claim could be made against all the organisers and their private finances.

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

PTAs and other voluntary groups may not be covered by the School/land owner's insurance and may require their own separate insurance cover.

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

## 4. Site Preparation and Facilities

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

### a) The Site

- The site should be big enough for the range of activities planned.
- For all events there must be plenty of space for the public to move around stalls, rides, performance/stage, arena/exhibition areas, etc, and to have

unobstructed routes to exits is especially important at indoor events to prevent stalls/goods obstructing exit routes and doors.

**You should:**

- prepare a sketch plan of the site, preferably to scale, showing the position of all the activities/attractions, circulation routes and exits. This drawing should be updated regularly. If your plans change, copies of the final version must be available at the event.
- have enough exits for a mass orderly evacuation of the site.
- have entrances and exits identified for emergency vehicles. These should be agreed with the emergency services, bearing in mind the size and weight of their appliances .

**b) Condition of Outdoor Site**

- all grassed areas should be kept to a maximum length of 10cm (4 inches) and kept clear of all grass cuttings
- the site will need to be suitable in all weathers ensuring that any staging/structures will be safe in bad weather conditions
- there are no trip, slip or other similar hazards to the public
- wet weather will not cause any other additional hazards
- any traffic signs should comply with the requirements of relevant road safety legislation.
- there are no obvious hazards on both the site and surrounding areas, such as overhead power lines, stored chemicals or machinery, unfenced holes, steep drops between different ground levels, ponds/water and unsafe or other structures (these may need barriers/fencing to keep the public away).
- there will be suitable lighting throughout the site, including emergency lighting, if the event will go on after dark.

**c) Preparing the Site**

- Make sure that construction work and vehicle movements that may take place during site preparation are supervised and/or protected by suitable barriers.
- Ensure that preparation activities have been risk assessed.

**d) Public Entry and Exit**

- Arrange separate vehicle and pedestrian entrances/exits to the site and arrange entrance queues that do not obstruct vehicle access or nearby road junctions.
- When there is a limit on the number of people that can be accommodated at the event, make sure the entrance is well stewarded and that an accurate form of headcounting is operated to prevent overcrowding on site and at exits.
- It is important to ensure that overcrowding is not allowed to occur, particularly with indoor venues where the maximum number of patrons will be set either by

the area of available floor space or the size and number of exits. A simple calculation is to allow 0.5m<sup>2</sup> per person floor area and an evacuation time of 2.5 minutes based upon 40 patrons passing through one exit within one minute. (Therefore a pair of doors 1050mm wide will allow 200 people to exit in the required time). It must always be the practice to use the lowest occupancy figure to ensure the safety of the patrons.

- NB: If a Premises Licence is required the number of sanitary facilities provided could limit the maximum numbers allowed.
- Outdoor, provide at least two pedestrian exits from the site. The number and size of the exits should be large enough to permit an orderly evacuation from the site in under 8 minutes. Exits should be not less than 1.2m in clear width [which will allow up to 1000 people to pass through in 8 minutes], spaced well apart around the site, clearly marked, kept free from obstructions and well lit.

#### e) **Vehicles and Car Parking**

- Locate car parking well away from the pedestrian areas. Clearly signpost the parking area and do not allow cars to be parked anywhere else.
- Design and steward car-parking areas to eliminate hazards to pedestrians such as reversing vehicles.
- Except for emergency purposes, vehicle movements in the public areas of the site during the event or as the public are leaving should not be permitted.
- Persons under 18 years of age should not be used as parking attendants. Attendants should receive training for their role and wear high visibility and reflective clothing at all times.
- Consider the provision of security staff to patrol car parking areas

#### f) **Emergency Access.**

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

#### g) **Safety Barriers**

- Decide if you need to provide barriers around attractions, displays and equipment to protect the public and/or to prevent unauthorised interference, taking account of the presence of excited people, especially children.
- Examples where barriers may be required include in front of stage, barbecues/spit-roasting, moving machinery, including displays/demonstrations involving steam engines, welding, wood turning etc, electrical equipment/switchgear.
- Any barrier/fencing used must be capable of withstanding any reasonably foreseeable loading. The design must be suitable to contain and protect people, including small children. Single rope barriers may not be sufficient.

#### **h) Staging or Structures**

- If seating/staging, lighting/sound towers, etc, are to be erected this must be done by a competent person. Written certification should be obtained from them to the say that the structures are safe.
- The Hertfordshire Fire and Rescue Service Safety Officer will advise you on the safety aspects of marquees and tents, including their siting, construction, and the provision of exits, normal and emergency lighting, etc. Allow time for a site visit and remedial action.
- Arrangements should be made to stop unauthorised persons gaining access to/interfering with equipment, etc, when the event is open to the public.
- All staging and/or structures should be positioned so as not to obstruct any entrances or exits from the site.
- All staging and structures should be free from trip hazards and other physical hazards (i.e., sharp edges/points/ protruding support members).
- The open edges at the side and rear of any performance platform should have rails to prevent people falling off. Secure, safe flights of steps should be provided to access the platform.

#### **i) Bouncy Castles and other inflatable devices**

- Only use accredited independent contractors (e.g. members of the British Inflatable Hirers Association)
- Ensure the structure is supervised at all times when in use by a competent person (eg staff from the approved hirer)
- Ensure the hirer can produce either an Amusement Device Inspection Scheme or PIPA Inflatable Play Inspection Certificate
- Ensure you obtain evidence of the hirer's public liability insurance
- Ensure that there is an operator's manual, a risk assessment and method statement for the operation of the equipment on the premises (this should be provided by the hirer)
- When not in use, the device needs to be stored away or cordoned-off correctly to avoid trespassers/tampering

#### **j) Electrical Supplies, Installations and Equipment**

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

The safety standard of the installation should be at least that of the current Institute of Electrical Engineers Wiring Regulations.

All electrical equipment used at the event must be in a safe condition and suitable for that type of use, i.e., in the open air where it may get wet.

*A safe temporary electrical supply should at least include:*

- Protection by suitable residual current devices.
- The use of cables of the correct rating for the possible load. They must be undamaged the correct type of connectors for external use.
- All supply cables which should be positioned so they are NOT liable to physical damage, not through door openings, across the surface of walkways/roadways.
- All cables, including to sound equipment, should be positioned so as not to cause trip/other hazard.
- Any generator and/or electrical equipment, including switchgear, should be satisfactorily barriered to prevent unauthorised access and/or interference.
- Any generator supplied should have a certificate to show it is electrically safe and tested.

#### k) Fire-fighting

- Provide equipment (eg, fire extinguishers, fire blankets) for putting out small fires throughout the site.
- Make sure that stewards know where the equipment is and how to use it. They should be told NOT to attempt to fight major fires.
- The Fire and Rescue Service should be called at once to ANY fire, however slight.
- Extinguishers should be provided on the following basis.
  - i) Carbonaceous materials -1 x 9 litre water per 210m<sup>2</sup> floor area
  - ii) Electrical risks (minimum) -1 x 2 kg carbon dioxide
  - iii) Vending Units (minimum) -1 x 2 kg dry powder and one fire blanket.

#### l) First Aid

- The first aid provision needs to be suitable for the number of people expected to attend and for the type of event.
- For higher risk events with a young audience or large concerts, an **NHS Ambulance and Officer** may be required to attend, in addition to your own selected medical provider.
- In large crowd events a **qualified medical practitioner** may also be required to attend-
- Make sure that the basic services for first aid are always available. At smaller events, indoor markets/jumble sales, etc, a **qualified first-aider** should be present and an area suitable for first aid treatment, including a supply of fresh water, be available.
- A voluntary first aid society can be asked to provide a First Aid Post, staffed by **qualified first-aiders**.
- The recommend minimum number of first aiders at small events where no special risk are considered likely is 2 per 1000 for the first 3000 attending. No event should have less than 2 first aiders.

- The requirements for larger events should be assessed using the information contained within the HSE publication **The Event Safety Guide**
- The first aid post should be clearly signposted and provided with easy access for spectators and an ambulance at all times. Where an ambulance is required, a parking area should be provided close to the first aid post with a clear exit from the site.
- Make sure that all persons assisting at the display know where the first aid post is, and, where appropriate, the identity of the first-aider.

#### m) **Stewards**

- Provide an appropriate number of adequately trained stewards for the security and control of the site and the attending public. They should be aware of emergency procedures, which may include access/egress, fire, injury, difficult/unruly members of the public.
- The number of stewards needed may be calculated by considering each of the separate tasks to be covered (i.e., staffing entrances and exits, controlling access to attractions/activities, general crowd control, patrolling public areas, securing unauthorised areas, securing hazards, car parking duties, etc.). This calculation is related to your risk assessment.
- If the event is to last several hours, extra stewards should be available to allow others to take meal breaks, etc.
- Stewards should be advised not to be intoxicated during the event.
- See appendix 7 for further details.

#### n) **Control Room**

For large events consider setting up a control room on the site to:

- Monitor the event, giving an early indication of any problems.
- Control any incidents.
- Direct resources to deal with any problems, and
- Act as a base for any communications systems.
- Provide a focus point for any public concern.

The control room should be constantly staffed during the event and provided with a telephone (preferably a fixed line).

#### o) **Communications**

- Provide personal radio/telephone contact between the Event Safety Officer and senior stewards and any other people responsible for activating the contingency arrangements.
- Locate the nearest telephone box, provide access to a telephone or provide a mobile phone.
- Remember that in an emergency situation mobile telephone networks can become overloaded and thus ineffective.

**p) Public Address**

- Consider providing a public address system for announcements and instructions to staff and the public.
- For smaller events a portable loudhailer may be sufficient. Larger events may require a system with an emergency power backup.

**q) Staff Safety**

- **Cash handling** - There is always a risk of criminal attack when handling cash in any amount. Consider not using moneybags to store or move money, only keeping small amounts of cash on site and constantly change routines. Think about the routines and security arrangements for staff who are handling cash, many of whom may be unfamiliar with this role.
- **Late finish** - If the event is to finish late, make sure that all staff can get home safely and that they do not have to wait alone at bus stops, stations and/or travel alone. Consider arranging taxis for staff where public transport will be a problem.

**r) People with Disabilities**

- Provide facilities wherever possible to enable people with disabilities to gain access, see and take part in the attractions and activities.
- Make sure that the ground conditions in public areas and access pathways are suitable for people with disabilities, as well as families with toddlers and pushchairs.
- Locate toilets accessible by disabled persons close to their place of activity or viewing platform. Make sure that facilities are clearly signposted, lit and protected by stewards from unwanted attention.

**s) Toilets**

- Provide an adequate number and type of toilets for the number of people expected, including provision for people with disabilities. Practice suggests a high ratio of female toilets. Seek further advice from the NHDC Environmental Health department.
- It is best to use toilets that are connected to mains services, but temporary units may have to be provided.
- Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event
- Provide direction signs to indicate the location of the toilets and provide adequate lighting, where necessary, if the event continues into the evening.
- Consider the need for additional washing facilities for certain activities e.g. exhibits of livestock.

**t) Information Point, Lost Children and Lost Property, etc**

- Provide a location where enquiries can be made about lost children, lost property and for information about the event. This could be in the Control Room.
- Consult the Police about protocols for dealing with these issues.
- At larger events provide site maps at the entrance and around the site with signs indicating the other activities, attractions and facilities.

**u) Barbecues and Hot Food Outlets**

- Barbecue hazards include the use and storage of fuel, (eg, gas bottles), naked flames and hot components. Safety barriers may be required.
- Guidance notes and advice on all aspects of food hygiene at the event can be obtained from the NHDC Environmental Health department

**v) Water**

- Be aware of the risk of dehydration to event participants and staff, particularly in the summer months on hot days. Consider making free drinking water available on site.

**w) Waste Management**

- One event can generate a lot of rubbish so provide an adequate number of rubbish bins around the site where they will be most required.
- Make arrangements to regularly empty the bins, and to satisfactorily dispose of the rubbish at the end of the event.
- If the event is in a public place then consult NHDC Environmental Services for advice on rubbish control. One persons rubbish can become another persons weapon.

**x) Community Safety**

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

## SECTION 4 - PREPARING YOUR EVENT MANAGEMENT PLAN (EMP)

The EMP is a set of acceptable proposals and documents that when implemented would indicate that an event is likely to be effectively managed. It is designed to ensure improved communication and co-ordinated procedures between the Event Organiser, North Herts District Council, the Emergency services, Herts County Council or other relevant organisations both in relation to normal working conditions and if a major incident was to occur.

The Event Management Plan should contain:

- Management arrangements for the Event
- Gridded Site Plan/Temporary Structure Plans/Fixed Structure Plans
- Risk Assessment Plan
- Management and Contingency Arrangements (including Evacuation Plan)
- Any other relevant documents/information

What do each of those contain?

### 4.1 Management Arrangements

Details of your arrangements for dealing with the following areas (if applicable) and the identity and qualifications of those responsible for each.

Management Issue	Key Actions	Responsible Person
Organiser/Licensee		
Deputy/Assistant to above		
Health and Safety (Event Safety Officer)		
Security		
Stewarding		
Fire safety		
Medical/First Aid		
On site traffic management		
Food safety		
Communications		
Crowd management		
Lost children		
Lost/found property		

Sanitation		
Water provision		
Waste management		
Electricity supply		
Lighting		
Structures/tents		
Public information		
Emergency liaison		
Event control		
On-site welfare		
On-site information		

The above management matrix can be downloaded for your use. See Appendix

## 4.2 Gridded Site Plan

Preparing a site plan is beneficial for ALL static events and should show the following details:

- Access and egress points for contractors, vehicles and pedestrians
- Emergency Exits and Exit Routes
- Emergency Services access and egress points and routes through the site
- Emergency Services Rendezvous Point/holding area
- Toilets
- Water points
- Food and drink locations
- Car parking areas
- Ticketing points
- First Aid/medical provision points
- Information Point
- Any relevant additional information
- Style of Plan
- For small community events a clearly readable, non-scale plan will suffice.
- Site plans should be divided into grid squares, marked alphabetically, from the left on the horizontal and numerically from the bottom on the vertical.
- The size of the squares should be relative to the site size and divide the site into equal areas that be easily identified in the event of incident
- Site plans will be drawn with the top marked as towards magnetic North

### Example

In the event of an incident happening in the area containing the marquee it can be given as a map reference B2

## North

3	Parking			Toilets
2		Marquee		
1	Entry			Exit
	A	B	C	D

If making a scale plan please do not forget to write the scale on the drawing.

Note: Management Plans deal with 'normal' circumstances on site, while Contingency Plans (see following) cover any incident or set of circumstances that endanger or have the potential to endanger public safety and are beyond the on-site resources ability to manage.

### **4.3 Contingency Plans**

The following should be documented:

- Method of contacting Emergency Services
- Location/staffing of any Incident Control Room (including Event Safety Officer and Security/Stewards Liaison Officer))
- Communication system
- Public announcement and alerting procedures (important to avoid panic)
- Evacuation Plan (covering part evacuation, total evacuation and abandonment of the event.
- Initial Fire Fighting response
- Initial Medical response
- A clear statement of when and how, during an incident, control is transferred between the Organiser and the Police
- Emergency Services Liaison Officer (to meet and brief Emergency Services at Emergency Services Rendezvous Point)
- Press Liaison Officer

### **4.4 Other documentation**

This would include copies of Food Hygiene Training Certificates from food vendors, Insurance Certificates from fairground attractions.

#### **4.5 Statement of Intent**

The Statement of Intent, requested by the police, identifies the division of responsibilities and the command procedures necessary in the event of an emergency. This will generally be needed only for large events or for those that raise particular safety or planning issues.

The document, signed by the Event Organiser and the Police, may also contain agreements to be fulfilled in relation to the declared or anticipated Event Management Plan.

**IS ALL THIS NECESSARY?**

**AS A RESPONSIBLE MEMBER OF THE COMMUNITY OF NORTH HERTFORDSHIRE YOU ALREADY KNOW THE ANSWER - 'YES'.**

## SECTION 5 - LICENSING AND ENVIRONMENTAL HEALTH

### 5.1 Licensing Act 2003

The Licensing Act 2003 established a new licensing regime, which came into effect in November 2005. Three new licences - a Premises Licence, a Personal Licence and a Club Premises Certificate - will replace the five existing types of licence.

North Hertfordshire District Council is the 'Licensing Authority' under the terms of the above Act. It is required to carry out its licensing function within its borough boundary, in consultation with the responsible authorities in respect of all licensable activities which include:

- a) the sale by retail of alcohol,
- b) the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club,
- c) the provision of regulated entertainment, and,
- d) the provision of late night refreshment

The Licensing Authority has a duty to determine premises and personal licence applications and undertake enforcement activity, and in doing so promote the four licensing objectives of:

- a) the prevention of crime and disorder,
- b) public safety,
- c) the prevention of public nuisance; and
- d) the protection of children from harm.

For further information and whether you require a licence please refer to

[www.north-herts.gov.uk](http://www.north-herts.gov.uk) or

[http://www.northherts.gov.uk/uploads/documents/licensing\\_act2003\\_guidelines.pdf](http://www.northherts.gov.uk/uploads/documents/licensing_act2003_guidelines.pdf)

### 5.2 Food Safety

Events may take place over a number of days requiring the storage of considerable quantities of food for long periods of time. Such events may be something out of the ordinary for even the most experienced caterer and event organiser.

In food safety, there are 4 golden rules:

- i) Choose foods that can be cooked and served safely.

- ii) Use staff who know what they are doing and who can demonstrate good practice of personal hygiene and use the proper equipment.
- iii) Manage cleaning and disinfection to the highest standards
- iv) Store perishable foods at 8°C or below

## 1. The Foods

- Keep menus simple and only put on foods that can be handled safely.
- If foods cannot be stored, cooked and served safely - don't use them.
- Do not serve any salad dressing, sauce or pudding made with uncooked egg.
- Serve foods that do not require refrigeration - for example apple pie, cheddar type cheeses or fruit salad - in order to reduce storage problems.

### 2a. Storage and cooking - cold food, buffet dishes, cream dishes

- Hire extra refrigeration equipment as necessary. High-risk foods should be refrigerated at 8°C or less until ready for service. Keeping food cold is a priority.
- Make a list of all the cold foods to be used, then work out if there is sufficient refrigerator space to store them properly.

### 2b. Storage and cooking of food that will be served hot

*Can you handle what you propose to do?*

- Has the cooking equipment to be used sufficient capacity for what you propose to do?
- Ensure that foods can be cooked safely where core temperatures must reach at least 75°C.
- If food is to be served hot, is there suitable and sufficient equipment capable of keeping food above 63°C?
- Ensure that burgers and dishes made with minced meat, and stuffed/rolled joints are cooked thoroughly to a core temperature of 75°C or hotter? There should be no 'pink bits'.
- Are there means for checking temperatures? Who will carry out the checks?
- The preparation of raw and cooked food must be kept separate at all times to prevent cross contamination.
- Are there separate boards and knives?

### 2c. Cooling hot food/Cooking to serve cold or to reheat

- Hot food must be cooled to room temperature within 1½ hours of cooking so that it can be put in the refrigerator for storage. Can this be achieved?
- If food is to be reheated it must be kept refrigerated until this takes place. The food must then be reheated quickly to 75°C or above. Can this be achieved?

- Are there means for checking this?
3. If you are intending to use contract caterers or mobile food units ensure that they are registered with their own Local Authority and can demonstrate that they are trained in food hygiene.

Contact North Hertfordshire District Council - Environmental Health for further guidance on dealing with caterers.

### **5.3 Health Act 2006 - Smoke Free Regulations**

- Event Organisers will need to consider the Health Act 2006, and the associated Smoke-free Regulations when planning an event. All temporary and fixed structures with a roof, which are either a workplace or to which the public have access that have less than 50% of the perimeter area open to air will be deemed a "smoke-free" place. If this is a structure such as a marquee, any sides (or doors and windows) that can be closed are taken to be so for the purpose of the calculation. Such structures will require the statutory A5 no smoking sign at customer entrances, and a no smoking sign only if there is a separate staff entrance. These signs do not need to be attached to the structure, but need to be un-obstructed by doors and windows, so any person entering can clearly see not to smoke inside.
- The person in control of the premises or structure, is responsible for the signage and for ensuring that smoking is not permitted in a smoke-free place. The Organiser will need to ensure that there is sufficient management control so that if a person is observed smoking in a smoke-free place, they will be directed to a place that they are permitted to smoke in. If the person refuses there should be a way of dealing with the individual, much in the same way as a drunk or disorderly customer would be.
- Failure to display the correct signage is an offence which may result in a Fixed Penalty Notice (£200) or a prosecution (max £1000) per offence. Failure to prevent smoking in a smoke-free place is an offence which the person in control of the premises / event may be prosecuted, for which the maximum fine is £2,500 upon conviction. If a smoker is witnessed smoking in a smoke-free place by an enforcement officer, they may also receive a Fixed Penalty Notice (£50) or be prosecuted (max £200) per offence.

## SECTION 6 - NOISE PREVENTION AND BEING A GOOD NEIGHBOUR

### 6.1 Impact on Local Community

Amplified music and other noise associated with events can cause significant problems and produce complaints to the police that tie up valuable resources.

### 6.2 Firework Displays

Firework displays can cause considerable nuisance, distress and danger to those who have not been advised of, or considered in, the planning of an event. Displays should finish as early as possible and in most locations the use of 'mortar shells' and similar high noise fireworks is not generally considered appropriate. Insufficient awareness by the community of such noises can result in the Police receiving well intentioned reports of incidents of explosion to which they must commit resources in response.

You should also bear in mind the proximity of North Hertfordshire to London Luton Airport and other airfields and provide the Civil Aviation Authority with a minimum of 28 days notice of fireworks or similar displays. They will advise on the related legislation based practices that must be followed to ensure public safety. Consultation must also take place with London Luton Airport Air Traffic Control prior to the event and on the day of the event. If you are employing a professional to provide your firework display, this should be considered as part of the risk assessment produced in relation to their activity. This action is important for the Police in helping assure the safety and availability to the community of the Police's Air Support Unit helicopter.

*The Police may seek assurances from you regarding what steps have been taken to minimise the impact your event may have on the local environment.*

### 6.3 Neighbourhood Noise Courtesy Checklist

Things to do:

- Make one person responsible for dealing with all noise issues.
- Consider the timing of your event and the impact it will have on neighbours.
- Let neighbours know about your event and tell them what to expect.
- Be considerate about how loudly music is played, particularly late at night.
- Keep windows and doors closed.
- Bass level noise is the most intrusive: lowering the volume of the bass will help to reduce how far it carries.

- Some neighbours could be working or sleeping, try to encourage guests leaving late to leave as quietly as possible.
- How many people are you expecting?
- Be reasonable and try to negotiate through any problems.
- Gatecrashers can spoil an event and cause rowdiness, so try to control tickets and the entrance to your event.
- If a 'statutory noise nuisance' is caused, the Local Authority is obliged to serve an Abatement Notice on the organiser or person causing the nuisance. Failure to comply with the Notice could result in prosecution and a heavy fine and/or the seizure of the amplification equipment.

## SECTION 7 - HEALTH AND SAFETY AT YOUR EVENT

*Remember that each event is unique, the place, the people and what you are doing. So you are in the best position to make decisions which ensure the safety as well as the success of the occasion.*

### 7.1 Things to do:

- Form a group to help you plan the event and to identify potential hazards.
- You should appoint a competent Event Safety Officer whose role is to oversee all aspects of Event Safety and to liaise with the Emergency Services. They should work closely with any Police supervisor in attendance at the event.
- This advice applies equally to static site situations and mobile ones such as carnival processions and parades.
- Additional health and safety precautions may be required to deal with proposed events or entertainment that are unusual or potentially dangerous. For further advice refer to North Hertfordshire District Council, Environmental Health.
- Seek volunteers to be in charge of specific tasks (examples are shown below).
- Carry out a risk assessment of each area, detailing the risks, who may be harmed and the measures to minimise the possibility of injury. A competent person should do the risk assessment and record the significant risks in writing.

### 7.2 Things to consider:

- Who is attending the event? Have they any special needs which will need consideration - e.g. as access to fire escapes?
- Crowd Control: Set a realistic maximum number who can attend (this may be limited if the event requires a Premises License). Be prepared for gatecrashers. If it is appropriate, issue numbered tickets to be sold or distributed through named contacts, but remember these can be easily forged. Supervise the event to prevent crushing. If you are using door supervisors you may need to discuss this with the Licensing Officer.
- Emergency escape: Identify means of escape (if necessary contact the Fire and Rescue Service for advice). Ensure that fire escapes are well signposted & lit, and kept clear of obstructions, both inside and outside. Control any parking to ensure access for emergency vehicles.

- Emergency lighting: At small events torches may be sufficient, but large events will need standby or continuously operating generators. Ensure earthing rods are used where applicable.
- Electrical safety: Consider the entire installation and seek expert advice. If the event is outside, consider whether it could be run off a lower voltage via a transformer? Use a residual current device (RCD) especially outside or in a damp or wet environment.  
This is particularly important for musical instruments, microphones, etc. (you cannot use an RCD where a sudden loss of power could be dangerous, for example, on lighting systems or moving machinery).  
Use proper electrical connectors and avoid insulation tape or other temporary measures. Locate electrical leads safely to prevent tripping hazards.
- First Aid: If possible, try to have trained first-aiders at your event and have a first aid kit available.
- Manual handling (lifting & carrying): Assess the venue and the tasks involved in creating the event. What will need to be moved and how will you do it? Will there be awkward, heavy items such as beer barrels or marquees?

*Think about...*

*The load* - is it heavy, slippery, or uneven in weight or shape?

*The task* - where is it going? Up or downstairs/into a tight space?

*Who is doing the work?* Are there enough people? Their age, sex, strength and fitness should all be considered. Whenever possible use aids and equipment - such as sack barrows - to help with the job.

- A consideration often overlooked is the potential onset of adverse weather, resulting in poor ground conditions and creating an instant danger to vehicle and pedestrian traffic. You should consider providing a four wheel drive vehicle or tractor to assist participants whose vehicles are affected, and a wheel wash to prevent transfer of mud from the site to the highway. The employment of professional private contractors to undertake vehicle parking and on site management could relieve you of much work.
- At the smaller events it may be sufficient to use your own Traffic Controllers provided they receive appropriate and adequate training for their duties.
- Traffic direction on private land within the site can be undertaken by anyone, but we recommend that persons under 18 years of age should not be used for that purpose. All Traffic Controllers within a site should wear brightly coloured reflective jackets for their own safety. It should display their responsibility clearly in writing.

- Be aware that an accident resulting from an act or omission (including lack of training) could result in a civil action being pursued against you as the Event Organiser.
- An effective means of communication is vital in order to co-ordinate the activities of the officials and inform the participants of safety related issues. An Event Control Point is recommended from where radio, telephone and public address systems can be monitored and controlled.

## APPENDIX 1

### ADVICE FROM NORTH HERTFORDSHIRE DISTRICT COUNCIL

#### 1. Events in General

Whether your event is to be held on North Hertfordshire District Council owned land or privately owned land you must obtain permission for its use. NHDC has its own Event Application Form attached to this Safety Guide. Permission to use the land is normally granted in written form and may stipulate particular conditions, these conditions must be adhered to in order for the permission to remain valid.

We suggest that if your Event involves a fun fair, you consider using a fun fair operator whose activities and equipment have been subject to official scrutiny.

Consideration must be given to local residents as fun fairs for example can produce noise pollution.

The locating and operation of attractions such as 'bouncy castles' and their ancillary equipment are subject to specialist safety requirements and Organisers should seek the advice of North Hertfordshire District Council.

Plan site access of any Emergency Service that may be required to attend.

Plan to safely evacuate all or part of the site in case this should be required due to an emergency situation.

When planning any event that involves the sale or supply of alcohol and/or regulated entertainment, as well as late night refreshment, consideration must be given to the regulations of the Licensing Act 2003.

Regulated Entertainment falls into the following sections:

#### Entertainment

A - Performance of a Play

B - Exhibition of a Film

C - An indoor Sporting Event

D - A Boxing or Wrestling Entertainment

E - Performance of Live Music

F - Playing of Recorded Music

G - Performance of Dance

H - Anything of a similar description to that falling within sections E, F or G

## Entertainment Facilities

I - Making Music

J - Dancing

K - Entertainment of a similar description to that falling within sections I or J

The Provision of Regulated Entertainment is defined as:

- Entertainment for members of the public or a section of the public;
- Entertainment for members of a club which is a qualifying club in relation to the provision of regulated entertainment, or for members of such a club and their guest; or
- In any case not falling within the above two points for consideration and with a view to profit.

Entertainment Facilities are defined as:

- The premises on which the entertainment is, or entertainment facilities are provided or are made available for the purpose of enabling the entertainment concerned to take place.

Late Night Refreshment is defined as:

- The supply of hot food or hot drink to members of the public, or a section of the public, on or from any premises, whether for consumption on or off the premises between the hours of 11.00p.m. and 5.00a.m.

For events where the maximum number of people likely to attend at any one time is fewer than 500 it may be appropriate for a Temporary Event Notice to be applied for. The only licensing objective that applies to Temporary Events is:

- The Prevention of Crime and Disorder;

It is for this reason that the only responsible authority that can make a representation to a Temporary Event are the Police.

For larger events where the maximum number of people will be greater than 500 then a Premises Licence will need to be applied for and the applicant must consider how he/she will address all four licensing objectives, namely:

- The Prevention of Crime and Disorder;
- Public Safety;
- The Prevention of Public Nuisance; and
- The Protection of Children from Harm.

The Responsible Authorities concerned with the Licensing Act 2003 are:

- Police
- Fire

- Weights and Measures Authority
- Environmental Health
- Planning
- Building Control
- Child Protection Unit

The applicant must make full use of the consultation period (the 28 days following an application for Premises Licence) to consult with Responsible Authorities to avoid the need for a hearing to take place.

For the sale by retail of alcohol there are many myths about circumstances where a licence is not required at an event, such as raffle tickets in exchange for alcohol and a glass of wine to anyone with a ticket at a ticketed event. In most cases the alcohol is being sold, even though not directly. The only circumstances where a licence is not required is where the alcohol is being given away **free of charge** to **anybody** (whether they have a ticket or not).

Similarly with regulated entertainment there are several circumstances when a licence is not required, the most common being for music. If the music can be classed as 'background music' then there is no need for a licence. A clear example of this is a CD or tape being played in a restaurant at a low volume when people are eating.

If you are unsure as to whether a licence is required or not then contact the licensing department of your local authority for advice. However be aware that there is a notice period for all applications prior to an event, so don't leave things to the last minute!

## 2. Concerts and Similar Music Events

This document may not provide Event Organisers with sufficient information to plan a safe event of this nature. You are strongly advised to refer to the contents of the Health and Safety Executive book - 'The Event Safety Guide'. Large events of this nature require considerable organisational expertise.

The Organiser must make a realistic assessment of the nature of the Event particularly in relation to the anticipated audience size and profile. As part of the overall risk assessment this will help guide you through the planning process.

The Event Organiser should provide the anticipated audience with the correct information regarding the entertainment they expect to see. There is no merit in raising the expectations of the audience beyond the Event Organisers' ability to deliver the package. In short, 'Do not make promises that cannot be fulfilled'.

Organising outdoor concerts (includes those under canvass or temporary structures) is a completely different operation from those contained within a pub, club or hall. Take into account your own limitations in terms of organisational ability, experience and financial considerations.

It is vital when seeking to promote such an activity that the Event Organiser engages in the planning process at the earliest opportunity. *If they fail to do so they will face immediate objection by Police to any application for a Premises Licence until such information indicates that the planning is sufficient to address public safety issues.*

When making use of an existing licensed premises it is essential to consult with licensee to be sure that all licensable activity is carried on in accordance with the existing premises licence. If any activities will be carried on outside of the existing premises licence then it will be necessary to obtain a Temporary Event Notice for the premises from the local authorities licensing department.

Temporary Event Notice applications must be received by the local authority ten clear working days before the event. The ten days does not include the day of the event, nor does it include the day that the notice application is received by the local authority. Applications for events that are not received ten clear working days before the event will be rejected and the event will only be allowed to take place without the provision for the sale by retail of alcohol, the provision of regulated entertainment and the provision of late night refreshment.

## **APPENDIX 2**

### **ADVICE FROM HERTFORDSHIRE CONSTABULARY**

#### **1. General Advice**

The responsibility for the safe management of participants and patrons attending and any other people affected by the event lies at all times with the Event Organiser.

Hertfordshire Constabulary fully supports community and public events and endeavours to offer advice and guidance in the planning process wherever possible. Officers will be deployed to facilitate religious and cultural events providing all relevant legislation and risk management has been adhered to. Officers will not be supplied to regulate traffic for sporting or stunt type events on the highway. In all other circumstances, police officers will not generally attend events on anything other than a casual basis unless a special services agreement has been arranged by the event organiser and the Police Event Planning Department.

If the organiser has entered into a special services agreement with the Police, a document known as a "statement of intent" will be drawn up which will clearly identify the roles and responsibilities of the police and the Event Organiser.

Event Organisers applying for any type of license must fully complete the section relating to how they intend to fulfil the four licensing objectives. Unless a special services agreement has been entered into, Event Organisers should refrain from referring to Police Officers attendance as control measures. Instead, references may be made to the number of stewards available and other steps taken to minimise risks.

#### **2. Events requiring road closure or traffic regulation**

It is the view of Hertfordshire Constabulary that the county's roads are generally unsuitable for organized events, which, wherever possible, should be held away from moving traffic.

Although Police Officers are empowered to halt traffic or close roads in order to respond to incidents, detect crime and offences and enforce the law, they have no universal power to close roads and halt traffic to facilitate a public event on the highway. In the case of events that require roads to be closed, it is invariably the case that road closure orders, made by the appropriate authority, will be required.

In the case of processions and similar events, requiring full or partial road closures, the local district or borough councils make such orders.

In the case of sporting or music events and larger forms of public entertainment, requiring full or partial road closures, the local highway authority makes such orders.

In either case the police are notified of any application for a road closure order and given an opportunity to object to such an order being made. We will not routinely object to the making of such orders, but reserve the right to do so if, in our view, the event is clearly unsafe, poorly planned, or causes unreasonable levels of inconvenience to the general public.

It is therefore important that an application for a road closure order is accompanied by an accurate plan, depicting roads to be closed, diversion routes, signage to be used and any other equipment to be deployed.

### **3. Marches and Carnival Parades**

It is your responsibility to risk assess the activity.

A march or parade is extremely vulnerable when forming up. Preoccupied participants tend to forget safety and wander into the road. If the event is to assemble/disperse on a road then you should contact the highways authority about getting a road closure order and supporting signage to protect your participants from other vehicles.

Consider the danger and disruption caused by coaches and cars delivering participants to the assembly area, which must be suitable for that purpose in both size and location. Off-road assembly areas are the safest and participants will benefit from access to refreshment and toilet facilities.

Why hold your event on a road when off-road sites such as parks, schools, playing fields and sports arenas are much safer?

Coaches and cars should travel in advance of the march/parade and by a different route, to collect at an off-road, suitably sized and safe dispersal point from where people can immediately depart in safety.

Appoint responsible Stewards who should wear high visibility and reflective tabards, or similar, that clearly identify their function.

You must give Stewards appropriate and adequate training in their role and fully brief them prior to the commencement of the event. Keep records of what you do and say - there may later help protect you from litigation.

Where pedestrians participate, carnival routes should be restricted to a reasonable distance as toilet and refreshment facilities are few and far between.

It is the Event Organisers responsibility to make sure that all vehicles taking part are roadworthy and have the necessary insurance cover for the use to which it is being put. Will lorries, floats and other large vehicles in your procession, have problems because of their size or weight? This information can be obtained from the highways authorities.

It is undesirable, dangerous and often illegal for persons to be allowed to travel on open backed vehicles or trailers. It's great to keep up traditional community activities but we all must strive to maintain the highest standards of public safety. Some structure should be securely attached that gives people a measure of protection and something to hold on to. Vehicle platforms affected by rain, foam sprays or other liquids can cause passengers to slip and fall. Rain protection should be provided and participants discouraged from activities that could produce such risk.

Overhanging trees, wires, decorative lights, banners and other structures are a danger to people exposed on the back of open vehicles. You must make arrangements for dangerous overhead structures to be removed. You may need to re-plan the route to avoid the danger.

A safety Steward should be appointed for each vehicle responsible for the safety of persons on that vehicle.

Where a procession involves vehicles with pedestrians, entertainers or dancers in between, then special regard must be taken of personal safety. Mixing these elements is dangerous and should be avoided. If that is not possible, then allow sufficient space between the pedestrians and vehicles to ensure that no collision occurs. Stewards should separate the pedestrians and vehicles and have an effective means of communicating problems and directions to participants, other Stewards and vehicle drivers. Remember that drivers are often operating in conditions of reduced visibility. If a mixed parade is stopped to allow a performance by participants between vehicles, they should be separated and protected from the vehicles by substantial metal barriers. Better still, put all the pedestrians at the front of the parade where they are separated and also dictate the overall speed.

Cash collectors should remain on the footpath, clear of all vehicles and not cross the line of the moving procession. They should also be clearly identifiable as official collectors.

Ensure that there is a substantial, highly visible vehicle at the head and rear of the procession. (At the head to advise the public of its presence and at the rear to afford some physical protection from collision).

A communication link in the centre of the procession is useful to warn of large gap or vehicle breakdowns.

Event Organisers must seek to ensure compliance with the law in relation to all activities within their influence, including the use of fireworks from vehicles and the possession of substances or weapons.

Suitable stopping points should be located so that the carnival can re group if this proves necessary.

It is advisable to have an ambulance or at least some form of medical facility with the parade in case of emergency.

The emergency services must have access to accident and emergency sites within the parade and the area that it effects.

If the parade is to pass along narrow streets consideration should be given to suspending parking on at least one side.

In restricted areas, where there may be reduced separation of the public and the parade, consideration should be given to creating a suitable and substantial dividing barrier. The minimum provision should be a barrier of breakable, high visibility, weatherproof tape.

If the route is likely to interfere with local bus services the Event Organiser must give sufficient notice to Hertfordshire County Council Passenger Transport Unit.

Bear in mind that any event on a public highway involves a significant amount of risk and that Hertfordshire Constabulary does not consider the roads in the county to be suitable for such use. This risk does not dissipate merely because the route is not on a main arterial road, is marshalled or accompanied by Police. It is the responsibility of the Event Organiser to continually consider and address the issue of participant and public safety.

#### **4. Charity Events/Stunts**

Any application the Police for resources or advice relating to these types of activity will receive a response indicating disapproval and that such events should be held off the highway. If the Event Organiser persists in pursuing their original course, then in the event of a related accident or other emergency, the Police will make it known that such advice was given from the outset.

#### **5. Road Races and Fun Runs**

Routes should be carefully examined and selected, relative to the volume of participants.

Age and ability should form part of your assessment e.g. runners of similar ability are likely to run in tight groups and thus increase the potential for pinch points.

Suitably authorised traffic diversions or road closures help avoid a potentially lethal mix of vehicles and runners/pedestrians. If this is not possible then suitable substantial barriers or at least a high visibility weatherproof tape cordon should be placed between participants and traffic. Any tape cordon should consist of two horizontally parallel tapes separated by a sufficient sterile area to remove any risk of crossover related accident. Road pins, metal stakes or wooden posts must not be driven into verges or footways as these may damage utility cables or pipes.

Where minor roads join major roads and those major roads form part of the route, the minor roads should be closed with the appropriate authority (see above) by means of substantial suitable barriers. It is not sufficient to merely control a junction by use of a Steward with no back up protection. Stewards are not permitted to stop or regulate traffic.

Account should be taken of commercial and other premises along the route. There is little point in taking protection measures by barriers and Stewards along the route only to find that vehicles from car parks, hotels, businesses and houses can access the route without control during the event and create immediate danger to the occupants and event participants. Remember that what you are doing affects other peoples' rights.

Organisers should establish whether any other events e.g. weddings, funerals, church services are taking place along the route and that planned road works do not coincide with the event date.

The timing of the event is crucial to safety. Peak traffic times and the hours of darkness must be avoided. In addition to safety and separation barriers, Event Organisers should ensure that supplementary information regarding the activity and its management is posted to warn approaching motorists. Information must be clear and afford sufficient notice to prevent drivers becoming confused and thereby creating another danger.

No unauthorised barriers, obstructions or signs can be placed on the highway.

Organisers should take advice on the provision of medical assistance for participants and include it in the risk assessment.

Marshals and runners should not at any time interfere with the free flow of traffic. Participants should use available footpaths.

If the route enters another police area then further consultation should take place with those responsible for its policing.

## **6. Walks**

Risk Assess the activity.

Consider the physical limitations of participants. There is little point in selecting a route that few can complete.

Why use roads? In most cases this type of event can be conducted along footpaths, bridle-ways, playing fields or sports arenas.

Remember to get a permit if you are making cash collections.

Plan toilet facilities, refreshment stations, medical facilities and collection of tired or injured persons.

Fancy dress can add to the fun element of the day. It can also result in fatigue, especially in hot weather. People should be encouraged to dress suitably and Stewards briefed to recognise the signs of stress and dehydration.

Consider the environmental impact of the event. Plan to remove empty drinks containers and any other litter.

The start and finishing points generally result in a substantial number of persons and vehicles congregating in one area and creating a hazard. These locations should be at a substantial, off road place such as a school or park with provision to em-bus

or de-bus participants in a safe and controlled environment. These areas themselves will need consideration in your risk assessment.

### **Cycling, Treasure Hunts and Motoring Events**

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

## **APPENDIX 3**

### **ADVICE FROM HERTFORDSHIRE HIGHWAYS**

#### **1. Events on Roads**

If you intend holding an event which may involve closing the road, may interfere with the normal passage of traffic or pedestrians on the road/footpath you must first contact the North Hertfordshire Highways on the telephone number given. It may be necessary to obtain a Road Closure or other Traffic Regulation Order for you to carry out any sort of event on public roads or footpaths.

These orders can possibly take up to six months to obtain and can incur substantial costs as there are legal formalities and statutory requirements to follow, so apply in plenty of time. The Hertfordshire Highways will advise you of the necessary procedures.

Hertfordshire Highways work closely with the Police on matters concerning public roads and you should read carefully the section in this pack dealing with the Police advice on events associated with the highway.

#### **2. Notifying Events on the Public Highway**

As a matter of policy, the Police do not encourage events on the public highway as it is considered that the roads in Hertfordshire are unsuitable for such purposes. Although people participating in events do so voluntarily, a heavy responsibility for their safety is placed on the Event Organiser, and thus the Safety Advisory Team are anxious that the dangers involved are made known to all concerned. Whilst the Safety Advisory Team wish to support the community and charitable organisations in their activities it is hoped that Organisers will consider adopting alternative safe means to achieve their objectives. If an event is held against this advice and a related accident or other emergency occurs, the Safety Advisory Team will make it known that this advice has been given from the onset. The Safety Advisory Team may, however, in the interest of public safety, continue to provide advice and possible assistance.

Where you seek to promote an event on a public highway you should as a first step notify such intention to the Hertfordshire Constabulary Road Resource Management Unit which manages road issues county-wide.

They will identify whether your plans will clash with any others and give initial guidance on road related issues.

You must also contact Hertfordshire Highways who co-ordinate all activities on the highway network to ensure your event will not clash with planned roadworks or other on street events previously authorised.

If, on receipt of the responses from the Police and Highways you intend to pursue the plan you must provide details to North Hertfordshire District Council who will share the information locally via the Safety Advisory Team.

If the Event requires a road closure or traffic diversions then authority must be obtained from the Highways who will consult with the Police for opinion on the suitability of your plans. If the authority is granted an agreement must be reached between you and the Police as to the responsibility for the acquiring, placement and collection of signs and equipment. It may be advisable for you to contract a private company to provide the approved signs. The placement of 'No Waiting' cones is for exceptional circumstances only, the police do not provide cones to be placed by the general public. The police have no authority to place cones where there are pre-existing waiting restrictions.

Remember if you are in any doubt at all, Hertfordshire Highways number for advice. It is against the law to do certain things on public roads and footpaths and the penalties can be severe, not only from criminal prosecution, but also the possibility of civil action should someone suffer as a result of your failure to take the proper precautions.

## APPENDIX 4

### ADVICE FROM HERTFORDSHIRE FIRE AND RESCUE SERVICE

1. **Means of escape, safety from fire, emergency lighting, fire alarms and extinguishers are covered in the other sections of this guidance.**

In the case of an incident at your event, the Fire Service will require the following:

- A clear concise and accurate call to the Fire Service (via 999 or for mobiles 112) stating the circumstances of the incident and any additional information which may be helpful (i.e. Calor gas involved).
- A responsible person to meet the fire appliance and to liaise with the Officer-in-Charge (who sits in the front left-hand seat of the appliance).
- Good access: Fire appliances are large vehicles that require a wide berth. Access and egress needs careful consideration prior to and during the Event as part of the Event Plan.
- Water supplies: Fire appliances carry only a limited supply of water which may need topping up from a hydrant which must be accessible and readily identifiable by the organiser (i.e. not covered by a vehicle or structure).
- Fire Hydrants must be clearly identified on site plans and access to these must not be restricted in any way.

## **APPENDIX 5**

### **1. ADVICE FROM YOUR AMBULANCE AND PARAMEDIC SERVICES**

The East of England Ambulance Service (EEAS) has responsibility for providing an emergency ambulance service for the geographical area covered by the North Hertfordshire District Council.

EEAS will expect to be a member of any inter-agency planning team and will also act as a point of contact for the NHS in general and Voluntary Aid Societies, e.g., St Johns Ambulance or British Red Cross Society.

A senior officer nominated by EEAS will be able to offer advice and guidance to organisers and promoters on the first aid/ambulance/medical implications and consideration of their particular event. This advice will cover, for example, the number of first-aiders, first aid posts and ambulances which should attend an event. Such guidance will be drawn from appropriate publications and/or national recommendations.

Ambulances are large vehicles which require a wide berth. Frequent access and egress to possible incidents occurring at an event is likely and therefore a firm access route and hard standing is required to facilitate the Ambulance Service in carrying out their duties. Organisers must therefore give careful consideration to these points prior to and during the event as part of the Event Plan.

EEAS will also expect to be a party to any on-site or off-site emergency plan associated with the event.

## APPENDIX 6

### FLYPOSTING AND OUTDOOR ADVERTISEMENTS AND SIGNS GUIDE

#### 1. Introduction

This guide sets out the responsibilities of the public and the brief duties of the Council for managing and enforcing fly-posting and outdoor advertisements and signs.

Fly-posting is displaying an advertisement without consent. You must ensure that you have the relevant landowners and Council Planning Department's consent.

It is illegal to fly-post on private or Council land (which includes local authority highways land and street furniture), permission is required from the landowner. Fly-posting is an offence, which is immediately open to prosecution, and to the removal or obliteration of any fly-posting material. Under the Anti-social Behaviour Act 2003 it became an offence to affix posters without permission, deface streets with slogans, damage property either by painting, writing on or deface by any means, obliterate a traffic sign or paint or affix things to structures on a highway.

Outdoor advertisements and signs must be in line with the Town and Country Planning (Control of Advertisements) Regulations 1992 and action will be taken if a breach is made. Anyone who displays an advertisement or uses an advertising site or knowingly permits someone else to do so, without the consent required, is acting illegally.

All events advertised on posters, placards, signs or stickers (Jumble sales, fete's, car boot sales, markets and auctions) must be on private property, usually on land where the advertised event is to be held, if exceeding the specified size, permission from the landowner and also consent from the Planning Department must be sought. Some advertisements, eg. charity, fair/circus have deemed consent under The Town & Country Planning (Control of Advertisements) Regulations 1992, but they are not exempt from committing an offence of affixing fly-posters to structures on a highway or on land without permission.

#### **Outdoor advertisements and signs**

There are many different types of outdoor advertisements and signs. Some examples of advertisements, which may not require planning consent (if under the specified size requirements), include:

Advertisements by public bodies (i.e. bus or rail timetable, display of Byelaws).

Small notices or signs displayed on the premises or building to which the notice or sign relates (i.e. street number or house name).

Temporary notices or signs advertising a forthcoming event or short-term use of the advertisement event (i.e. estate agents signs, sale of goods or livestock on the land it relates which is not normally used for commercial purposes, building work on site or charitable events) on private land with permission.

Advertising boards, do not require a licence as yet. If you wish to display an Advertising Board, then it must be on private land (which is not paved for which the public have access) and you must inform the Enforcement Officers who will inspect the site for suitability. Complaints regarding A-Boards must be referred to the Town Centre Manager until the NHDC policy is in place. Obstruction of the highway should be reported to the Police.

Advertising a fair/circus is exempt from planning control (depending on the size). However, you must inform the Planning Department 14 days before putting up any signs and state the exact site locations on the signs. You must have the landowners permission. You must not have them placed/attached to street furniture. The signs must be removed within 7 days after the event. Failure to remove or if the signs are placed on street furniture with result in Enforcement Officers taking action.

Advertisements on forecourts of business premises are exempt from planning control (depending on the size). A forecourt does not include the area of pavement in front of business premises which forms part of the highway.

You must check to ensure advertisement consent under The Town & Country Planning (Control of Advertisements) Regulations 1992 is not required (consent will be required if the advertisement exceeds the permitted size). Permission from the landowner must be granted. For more information, please contact the Planning Department.

## **Duties and Responsibilities**

### **Public**

You must have permission from the landowner.

You must apply for consent from the Planning Department if the advertisement or sign does not have deemed or express consent under The Town & Country Planning (Control of Advertisements) Regulations 1992.

You must not place or affix posters on any structures on the highway or highway land (includes street furniture, road signs and grass verges).

Advertisers and entertainment venues/promoters must utilise legal alternatives to promote entertainment such as local radio, press and magazines.

All permitted advertisement/signs must be removed immediately after the event (within seven days for Circus/Fair).

You must comply with the standard conditions for permitted outdoor advertisements.

If unsure of what you can display, you must check with the Planning Department to confirm.

### **Enforcement Officer's**

Enforcement Officers will remove or obliterate any illegal fly-posters immediately, when the advertiser is not identified. If the advertiser is just named, signs will be removed and disposed immediately as we have no storage facilities and it may be a lengthy process trying to investigate and locate the address details to send out the two day written notice.

If the advertiser is identifiable, two days written notice must be given by the Council of the intention to remove or obliterate the fly-posters. Written notice will only be given if the fly-posters identify a named person/advertiser with an address or a telephone number. Signs must be taken down immediately by the advertiser once notified, before the two days has expired. Failure to do so will result in the signs being removed and disposed by Enforcement Officers. Enforcement Officers may give warnings for the first offence of fly-posting (if minor) and a Fixed Penalty Notice may be served of £75 per sign may be charged if removed by the Council. If this is a repeat offence, offenders may be liable to be prosecuted and fined up to £2,500 and the Council may also seek to recover court costs. If the advertiser is identified but the fly-posters are placed/attached to street furniture they shall be removed and disposed immediately as they are likely to cause an obstruction or a danger.

If fly-posters/advertising boards and signs are found over two metre square Enforcement Officers will pass onto the Planning Department to investigate and check if consent has been granted and to take any action.

If licensed premises are found named on fly-posters, then the Enforcement Officers will take action and may also inform the Licensing Department to take any action necessary.

Enforcement Officers are working to educate the public on the offence of fly-posting and other environmental crimes. Our website has recently been updated which gives advice and information on many environmental issues

### **Planning Department Officer's**

The Planning Authority is responsible for the day-to-day operation of the advertisement control system under The Town & Country Planning (Control of Advertisements) Regulations 1992, and for deciding whether a particular advertisement should be permitted or not. Applications for advertisement consent are decided in the interests of amenity and public safety. There is a right of appeal if advertisement consent is refused.

The Planning Department will check that business advertising signs and boards are on private land or frontage to which it relates and comply with The Regulations.

Advertising signs and boards on A-roads (including fields and grass verges) will be investigated and a letter will be sent out stating the regulations and that consent would not be granted if the advertisement harms the amenity of the area or is a danger to highway safety. You may be requested to apply for consent, otherwise offenders may be prosecuted for an offence in the Magistrates Court.

The Planning Authority has powers to define Areas of Special Control of Advertisements (which includes Conservation Areas) with a stricter control, The Planning Authority also has the power to take discontinuance action against advertisements which normally have deemed consent, to remedy a substantial injury to amenity or danger to public safety.

### **Licensing Department Officer**

For licensed premises that, prior to 24<sup>th</sup> November 2005 held a Public Entertainment Licence there was a special condition upon the licence referring to fly-posting which stated:

*Special Condition 3*

*No fly-posting of events to be advertised outside of the licensed premises*

This condition was carried over to all Licensed Premises when the Licensing Act 2003 came into force. However the condition could have been removed from the licence if during the transitional period the licensing authority received an application to vary the premises licence to remove the condition or at any time in the future such a variation was granted.

*Advice will be given and action will be taken against a named venue, which is a licensed premise advertised on fly-posters as it is in breach of the licensing rules.*

## APPENDIX 7

### 1. EVENT STAFFING

The Event Organiser should ensure that all persons engaged on duty either directly or indirectly by them within the site:

- Are responsible, fit to deal with physical requirements and active.
- Do not consume or be under the influence of alcohol or other drugs.
- Do not leave their point of allocated duty (except in pursuit of public safety)
- Remain calm
- Be courteous towards all those with who they have contact
- Co-operate in full with any legal requirements of the Emergency Services or North Hertfordshire District Council Officials.

All persons working on behalf of the Event Organiser should wear throughout the event high visibility and reflective clothing that denotes their individual roles and bears individual identification.

The Event Organiser should ensure the accurate monitoring and recording of all persons within the event site and will make such information immediately available on request to the Emergency Services or North Hertfordshire District Council officials. Customer numbers must be available as separate from site staff numbers.

The Event Organiser's staff are responsible initially for matters of public order within the event site and for dealing with any disturbance by legal means.

The Event Organiser is responsible for ensuring that all persons working on their behalf are suitably and sufficiently trained and briefed prior to the commencement of the event, about their areas of responsibility, including, at least, as applicable:

- Roles and responsibilities
- Staff command and control
- Division of responsibilities between the Promoter and the Police
- 'Transfer of Authority' procedures and requirements
- Safety requirements
- Communication methods
- Partial and total evacuation
- Action in the event of fire or explosion
- Response to bomb threats
- Response to and management of disruptive elements
- Management of distressed, lost and injured persons

- On site traffic management
- Off site traffic management
- Assessment of crowd densities, problematic dynamics and signs of distress.
- Resolving access issues.
- Location of:
  1. Exits and additional Emergency Exits
  2. Evacuation routes and assembly areas
  3. First Aid points
  4. Disabled viewing/access
  5. Car and coach parking locations
  6. Car/coach/taxi/participant/equipment drop off and pick up points/routes, pedestrian pick up points and routes.
  7. Fire fighting equipment
  8. Lost/found property point
  9. Lost/found person point
  10. Meeting points
  11. Toilet facilities
  12. Information Point.
  13. Welfare Services
  14. Event Control.
  15. Emergency Liaison Centre.

## APPENDIX 8

### RECOMMENDED READING

The following publications provide additional information and advice on safety at events. You should ensure that you have the most up to date version.

5 Steps to Risk Assessment - HSE (Health and Safety Executive) -Available free

Guide to Fire Precautions in Existing Places of Public Entertainment and like Premises HMSO (Her Majesty's Stationary Office) (priced publication)

The Event Safety Guide - HSE priced publication

Fairgrounds and Amusement Parks - Guidance on Safe Practice -HSE (priced publication)

Safe operation of passenger carrying amusement devices: Inflatable bouncing devices - HSE (priced publication)

The Radiation Safety of Lasers Used for Display Purposes - HSE

Code of Practice for Outdoor Events -The National Outdoor Events Association (priced publication)

A Guide to Organising Safe Firework Displays (free from Local Authorities)

Working Together on Firework Displays -HSE priced publication

Managing Crowds Safely -HSE priced publication

Guidance on The Amusement Device Inspection Procedures Scheme (ADIPS) -HSE free leaflet

Electrical Safety for Entertainers -HSE free leaflet

Health and Safety at Motorsport Events -HSE priced publication.

Health at Open Farms -HSE free leaflet

Advice on these publications and copies may be available from the District Council and/or from:

HSE Books  
PO Box 1999  
Sudbury  
Suffolk  
CO106FS

Tel: 01787881165 Fax: 01787313995

**APPENDIX 9  
USEFUL CONTACT NAMES AND NUMBERS**

<b>ORGANISATION</b>	<b>LOCATION</b>	<b>CONTACT</b>	<b>TEL. NO.</b>
Hertfordshire Constabulary	Road Policing Unit, Police Headquarters, Stanborough Road, Welwyn Garden City, Hertfordshire AL8 6XF	Traffic Management Officer	01707 354200
Hertfordshire Constabulary	Eastern Area Headquarters Lytton Way Stevenage	Logistics and Events Section	01438 757000
Hertfordshire Fire and Rescue			01438 847300
The East of England Ambulance Service	Ambulance HQ, Hammond Road, Bedford MK41 0RG		01234 408999
North Hertfordshire District Council	Council Offices Gernon Road Letchworth Herts SG6 3JF		01462 474000
		Community Development	01462 474386
		Licensing	01462 474478
		Permits and Enforcement	01462 474370
		Food Safety	01462 474213/474414
		Noise Pollution	01462 474213/474615
North Herts Highways			01438 747320
Hertfordshire County Council Passenger Transport Unit,	PO Box 99, Hertford SG13 8TJ		01992 588643
Civil Aviation Authority, Directorate of Airspace Policy	CAA House 45-59 Kingsway London WC2B 6TE		020 7453 6599
London Luton Airport Air Traffic Control	Percival House, Percival Way, Luton LU2 9LY		01582 395152

## APPENDIX 10

### IN THE CASE OF EMERGENCY

#### PHONE 999 OR 112

- Ask the operator for the Emergency Service you require
- Don't worry if you require more than one emergency service, they liaise with each other
- Give a full and comprehensive address including any special access arrangements
- Highlight any details which might be important like number of participants involved
- Send a responsible person to liaise with the emergency services on their arrival

## APPENDIX 11

### EVENT PLANNING FORMS

The following forms are designed to help Event Organisers develop their Event Management Plans. They are referred within earlier sections of this Guide. Signpost to page - I'll do this when I do the contents page, once all changes are made

#### CHECKLIST

**Name of Committee Members**

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.....  
.....  
.....  
.....

**Name of Event Manager**

.....

**Name of Event Safety Officer**

.....

**Name others with responsibilities and specify same**

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**Name helpers and specify role**

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## 5. EVENT MANAGEMENT PLAN

Management Issue	Key Actions/Areas	Responsible Person
Organiser/Licensee		
Deputy/Assistant to above		
Health and Safety (Event Safety Officer)		
Security		
Stewarding		
Fire safety		
Medical/First Aid		
On site traffic management		
Food safety		
Communications		
Crowd management		
Lost children		
Lost/found property		
Sanitation		
Water provision		
Waste management		
Electricity supply		
Lighting		
Structures/tents		
Public information		
Emergency liaison		
Event control		
On-site welfare		
On-site information		

List the areas and issues applicable to your event site and facilities, and what you intend to do about them.

<b>Areas/Issues</b>	<b>How we will resolve</b>

## APPENDIX 12

### SITE CHECK AIDE MEMOIRE FOR EVENT SAFETY OFFICER

ITEM	CONSIDER	YES	NO
CROWD SAFETY	Are premises (or site) free from hazards?		
	Have all hazards already been considered in your risk assessment?		
ACTIVITIES	Are all activities/attractions/structures complete and adequately staffed?		
STRUCTURES	Are structures/seating sound and secure?		
	Are stairways, platforms and equipment guarded?		
	Are protective barriers or fences adequate and secure?		
ENTRY/EXIT	Do you have sufficient to deal with normal flow?		
	Do you have sufficient to deal with emergency evacuation?		
	Are all sufficiently staffed?		
OBSTRUCTION S	Are all circulation areas, stairways, escape routes and exits free from obstruction and unlocked?		
CROWD MANAGEMENT	Is your management system operational and communication systems all checked and working?		
STEWARDS	Are the required numbers of Stewards at their allocated places?		
	Have all the Stewards been trained?		
	Have all the Stewards been briefed?		
	Are they wearing their reflective jackets?		
ELECTRICS	Is installation complete/certified?		
	Are installations secure/protected?		
	Are the public separated from electrics?		
LIGHTING	Is normal and emergency lighting provided, in working order and lit (where necessary)?		
MEDICAL FACILITIES	Are there adequate facilities and trained medical staff on site?		
	Is there safe water drinking water?		
FIRE SAFETY	Is the fire fighting equipment in place and in		

	working order?		
	Is combustible material/rubbish being stored away from tents/structures?		
RUBBISH	Are there sufficient bins and arrangements for emptying?		
TOILETS	Are they clearly marked (including disabled provision)?		
	Are servicing arrangements sufficient?		
ROAD CLOSURES	Have they been approved, arranged and put in place?		
EMERGENCY ACCESS	Are the Emergency Services able to get to where they can help you?		

If you have answered NO to any questions then you must address the problem.