

Plymouth Events Safety Group

Public Event Safety Guidance for Organisers



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Requirement

Organisers of all major events maybe invited to attend an Event Safety Group meeting prior to NS after the event.

This document will is subject to annual review by the Event Safety Group to ensure it is current, reflects best practice, and is fit for purpose.

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Part 1 Introduction

What is the Events Safety Group (ESG)?

The Events Safety Group deals with safety at public events. It should not be confused with the Safety Advisory Group (SAG) which is a statutory body dealing with safety at sports grounds.

The core members of the Events Safety Group (ESG) comprise senior officers from all the emergency services working in the city of Plymouth (Police, Fire and Rescue Service, Queens Harbour Master and the Ambulance NHS Trust), Council Services (Highways, Building Control, Public Protection, Civil Protection Unit and Health & Safety) and the local NHS provider, NHS Plymouth.

When dealing with operational issues the Chair of the Group may also invite people who can contribute to the discussion e.g. event organiser, licence holder, emergency planners, public transport providers, city centre manager.

ESG's main objectives are:

- To promote high levels of safety and welfare at events by giving advice
- To promote good practice in safety and welfare planning for events
- To ensure events cause minimal adverse impact on the local population and surrounding infrastructure

Its purpose is to meet regularly to consider forthcoming events and to give advice to organisers. All comments and observation made by ESG are advisory. It has no statutory compulsion and organisers are under no obligation to submit information, attend ESG meetings, or follow ESG's advice. However, each of the constituent members have their own regulatory role and may exercise their powers independently. A list of the main contacts can be found in Appendix 1.

ESG is not a licensing panel. More details about licences and consents can be found in the appendices.

What is an Event?

Typical examples of events ESG would look at include:

- Air shows
- Firework displays
- Open air entertainment including concerts, music festivals, theatre, opera and historic re-enactments
- Processions, marches and carnivals
- Sporting events (other than those falling into the SAG remit)
- Fetes, fairs, circuses etc.
- Trade shows
- Car/caravan shows and similar
- Firework displays
- Street parties
- Charity stunts
- Religious events

Risk Factors

Entertainment events vary enormously in size, character and other factors such as hazards and risk. In this guidance ESG has set out broad themes applicable to most situations. Naturally this also means that organisers of very large or complex events may need to also seek more specialist advice elsewhere. Our hope is that through this guidance you will be put on the right track with some basic principles and point you in the right direction if you need specialist guidance. Whether you are organising a community fete or a three-day pop concert with laser lighting, we hope this document will be of assistance to help you with proper planning and along with effective management to make your event safe.

Part 2 Early Planning Stage

Pre-Planning

Detailed pre-planning is essential to ensure your event is safe and successful. The following needs to be considered at this very early stage:

Where – Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.

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

Who – Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained. Set a realistic maximum number who can attend. If it is appropriate, print numbered tickets to be sold and distributed through named contacts.

What – Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged. Be prepared for gatecrashers.

Specialist Equipment – Will the activities require the use of any specialist equipment such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person.

Legal obligations/responsibilities – The Event Safety Guide HSG 195 (the ‘purple guide’) states that the organiser, who must be a nominated/named individual has overall responsibility for the event including any effects on the adjacent public highway. A traffic management plan should be drawn up and agreed with the Local Authority Transport and Highways Department. Road Traffic Regulation (Special Events) Act 1994 details that the Local Authority Transport and Highways Department have legal responsibility. This is further reinforced by Traffic Management Act 2004.

Codes of Practices – For larger events you will need to comply with national guidance particularly the *Code of Practice for Outdoor Events* published by the National Outdoor Events Association and the HSE’s *The Event Safety Guide* (see Appendix 2 for list of useful publications).

Welfare Arrangements – Estimate the number of attendees to the event and consider its duration. Toilet requirements should be based on these estimations. Permanent toilets will need to be checked for adequacy and maintained during the event. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost and found children, missing persons, baby changing and lost property.

First Aid and Medical – Provision – As the Event Organiser you will need to carry out a medical risk assessment, taking into consideration such things as the activities, the numbers, types and age groups attending, accesses and egress, the site and structures, Health, Safety and Welfare issues. Provision of adequate numbers and types of resource (e.g. First Aiders, Ambulances, Paramedics etc.) should be based upon published guidance, especially the Event Safety Guide (“Purple” Guide). Many organisations provide medical services but you must ensure that the organisation you choose is competent, well trained and able to meet the demands of the Event. Medical provision for the event should not rely upon the normal provision made by the statutory NHS Ambulance Service for use by the General Public (i.e. “999”

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system). The use of General Practitioners in the local area to cover as first aid stations should not be undertaken. All first aid and health care provision should ensure minimal impact on the local services.

Permissions and Consents – Make sure you know what consents and licenses you need including alcohol, public entertainment and road closures. Get all the application forms together and work out a timetable and find out whom they need to go to. See Appendix 11 – Licensing requirements and Appendix 8 – Road closures for further guidance.

Part 3 Detailed Planning Stage

Bring everything together by recording the detailed planning for immediately before, during and after the event (the appendices in part 4 of this guide gives more information on some of these topics).

Committee

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

Liaison

Contact the emergency services and the Council about the proposed event as soon as possible. Decide what additional information is required regarding specific activities and make contact with the local authority and/or the relevant organisations.

Site Plan

Draw up a formal plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

Emergency Plan

A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, Primary Care Organisation, Acute hospital and the Local Authority Emergency Planning Officer and create a planning team to coordinate all potential major incidents and how you would deal with them. You will also need to consider who will manage the emergency and liaise with the Emergency Services should an emergency occur. You will also need to ensure that all those involved in the event are aware of the Emergency plan and what to do. The ESG may organise a tabletop exercise to test your Emergency Plan prior to the Event.

Temporary Structures

Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide: where this equipment is to be obtained; who will erect it; and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependent upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers. The standards for lighting, emergency lighting, ingress/egress remain the same for temporary and permanent structures. Organise any special consents you may need from the Council.

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Risk Assessments

Your risk assessment will be the key document to ensuring the safe planning of your event. It involves a careful examination of each attraction within an event and recording the significant findings. See Appendix 3 for or further information – a template form F1 to record your findings is also provided). Follow these basic steps and try not to over-complicate the assessment:

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether any existing precautions are adequate or whether more could be done
- Record your findings
- Review your assessment and revise as necessary.

Fire Risk Assessments

The Regulatory Reform (Fire Safety) Order 2005 (the Order) replaces previous fire safety legislation and places a requirement on the “Responsible Person” to carry out a Fire Risk Assessment (FRA) for their premises (which includes, by definition, any place, tent or movable structure).

The Order specifies that if the premises (or event) are licensed then the FRA must be recorded.

It is permissible, under the Order, for the Responsible Person to employ another “competent person” to carry out the FRA on their behalf but, to still retain responsibility for it.

The FRA must focus on the safety in case of fire of all “relevant persons” and should pay particular attention to those at special risk, such as disabled persons, those with special needs and children. It must also include consideration of any dangerous substances on the premises.

The FRA will help you identify the risks that can be removed or reduced, and to decide on the nature and extent of the general fire precautions you need to take. It will also provide details on what measures you have put in place, or what actions you have taken to mitigate the effects of hazards that cannot be removed or reduced (for further guidance see Appendix 3A).

Catering

If you are using catering contractors you should obtain a copy of their menu and list of prices to ensure that it suits your event. Plymouth City Council holds a register of approved catering units you may wish to consider (see Appendix 10 for further information).

Stewards

The event risk assessment (see Appendix 3) should identify the minimum number of stewards required. Stewards must be fully briefed on all aspects of the events and be able to effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager (**N.B.** Only the Police or a accredited person (see Traffic Management Act 2004 for details) has the authority to regulate traffic on the public highway). See Appendix 9 for further information.

Crowd Control

The type of event and the numbers attending will determine the measures needed. Consider the number and positioning of barriers, stewarding and the provision of a public address system(s).

Numbers Attending

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

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First Aid and Medical Provision

Medical Services are extremely busy and should be booked well in advance of the Event. Ensure that the Medical Services provider has a “Duty Order” detailing the operation of services for the event and a Contingency Plan for Major Incidents. These Plans may require validation and approval by the NHS Ambulance Service. See Appendix 4 for further information.

All Medical Service providers will need to be registered with the relevant nation body and have undertaken the necessary due diligence. Remember all first aid and medical provision should ensure minimal impact on the local services.

Lost and Found Children

Plan for a lost and found children’s point. This area should be supervised by appropriately trained people (CRB check for staff working with children). Written procedure for handing over children to adults should be available.

Provision for those with Special Needs

Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

On-Site Traffic

Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It is best practice to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.

Off-Site Traffic

Unplanned and uncontrolled access and egress to a site can result in a serious incident. Traffic control both inside and outside the site are the organisers responsibility and a comprehensive Traffic Management Plan should be drawn up and agreed with the Local Authority Transport and Highways Department which will include the necessary Traffic Regulation Order (TRO)

Road Closures/Diversions

Any functions that require a road closure or diversion may need a Road Closure obtainable from the council (see Appendix 8). You will need to submit your application a minimum of 12 weeks prior to the event.

Public Transport

Consult with the Traffic Manager to establish if existing services will be adequate or possible alteration of existing services. This will form part of the Traffic Management Plan.

Contractors

All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

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Performers

Ensure all performers have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them well in advance and ensure they will comply with your health and safety rules and event plan.

Facilities and Utilities

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barbed to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

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. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

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.

Manual Handling (Lifting and 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... Is it heavy, slippery, and 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, fitness should all be considered. Whenever possible, use aids and equipment such as trolleys for the job.

Potential Onset of Adverse Weather

Resulting in poor ground conditions 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 recent 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.

Consider the placement of campsites, attractions on sites that flood etc, the Environment agency can provide advice.

Contingency Plans

Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be move to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

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Clearing Up

Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site.

Timescale

Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required and special permission could take time. You may need to allow time for any licenses needed to be granted. The earlier planning commences the better, as a minimum you should allow 12 weeks. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

Event Plan

Draw up and maintain a comprehensive event plan. This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Part 4 Day(s) of the Event

Final Preparations

A walk through inspection of the site should be carried out immediately prior to the start to identify any potential hazards and to check out communications are working. You may also want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. Form F3 is provided as an example checklist you may wish to use and retain as a record. Brief all staff so that they fully understand their duties and responsibilities. Just prior to the event carry out a detailed safety check including:

Routes

Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.

Siting

Make sure that all facilities and attractions are correctly sited in accordance with your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.

Signage

Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, fire points, information and lost/found children points and other welfare facilities such as toilets and drinking water. Remember that only previously approved signage may be used on the highway.

Vehicles

Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

Structures

Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.

Barrier

Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

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Stewards

Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification. Make sure the communication systems work.

Lighting

Check all lighting is working, including any emergency lighting.

Public information

Make sure the public address system is working and can be heard in all areas.

Medical cover

Make sure that medical cover is in place with the correct number of staff required.

After the Event

Site Condition

After the event, another inspection should be carried out to make sure nothing has been left on the site that could be hazardous to future users. This inspection should also identify any damage, which may have been caused during the event. If any structures are left overnight, ensure they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.

Accidents

If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the landowner. All serious accidents and dangerous occurrences must be reported to the HSE. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place. Keep a copy of all completed accident forms available for Council Officers.

Claims

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

Debrief

After the event organise 'a debrief' so that any lessons learnt can be noted.

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Appendix 1 – Key Contacts

NAME	FUNCTION	CONTACT DETAILS
Devon and Cornwall Police	Core Policing	Events Planning Officer Crownhill Police Station Budshead Way, Plymouth PL6 5JHT PlymouthOpsPlanning@devonandcornwall.pnn.police.uk Tel: 01752 751304
SW Ambulance Service NHS Trust	Public Safety for First Aid & Medical	Westcountry House Abbey Court Eagle Way Sowton Ind Estate Exeter EX2 7HY publicrelations@swast.nhs.uk Tel: 01392 261500
Devon & Somerset Fire and Rescue Service	Fire Protection Public Safety for Fire Fighting	Western Command Glen Road Plympton Plymouth PL7 2XT plymouthfs@dsfire.gov.uk Tel: 01752 333600
Health & Safety Executive	Health & Safety Advice	Ballard House West Hoe Road Plymouth PL1 3BJ www.hse.gov.uk Tel: 0845 345 0055
Plymouth City Council	Traffic Management & control Transport Highway Closures	Plymouth Transport and Highways plymouth.watchman@amey.co.uk Tel: 01752 668000
	Food Safety	Food Safety Team public.protection@plymouth.gov.uk Tel: 01752 304141
	Public Safety and Nuisance Premises	Environmental Protection public.protection@plymouth.gov.uk Tel: 01752 304147
	Licensing for Entertainment & Alcohol Street trading	Licensing Unit licensing@plymouth.gov.uk Tel: 01752 304141
	Health & Safety	Environmental Health public.protection@plymouth.gov.uk Tel: 01752 304141
	Civil Protection	Civil Protection Unit civil.protection@plymouth.gov.uk Tel: 01752 305536
	Parking	Parking Unit parking@plymouth.gov.uk Tel: 01752 304021
	Hire of the Plymouth Hoe	Events Team events@plymouth.gov.uk Tel: 01752 307024/7172
	Hire of Plymouth Public Parks	Parks Department parks.services@plymouth.gov.uk Tel: 01752 304840
	Hire of City Centre areas	City Centre Company citycentre@plymouth.gov.uk

There may be other agencies you need to contact dependent on the circumstances of your particular event.

Appendix 2 - Recommended Reading

TITLE	AUTHOR	ISBN
The Event Safety Guide HSG 195 (The 'purple' guide)	HSE Books	9780717624539
Code of Practice for Outdoor Events	National Outdoor Events Association	02086698121
Managing Crowds Safely HSG 154	HSE	9780717618347
5 Steps to Risk Assessment	HSE Books	INDG163W/EREV2
The Guide to Safety at Sports Events (The 'green' guide)	Stationary Office	0117020745
Fire Risk Assessment: Open Air Events Guide	Department for Communities & Local Government	9781851128235
Fire Risk Assessment: Large Places of Assessment	Department for Communities & Local Government	9781851128211
Fire Risk Assessment: Small and Medium Places of Assessment	Department for Communities & Local Government	9781851128204
Working Together on Firework Displays HSG 123	HSE Books	9780717661961
Giving Your Own Firework Display (How to run and fire it safely) HSG 124	HSE Books	9780717661626
Temporary Demountable Structures; Guidance on procurement, design and use 1999	Institution of Structural Engineers	
The Charity and Voluntary Workers Guide HSG192	HSE Books	9780717661855
Security at events – SIA Guidance on the Private Security Industry Act 2001	SIA	

There is also a useful HSE website to search for relevant books on, which is www.hsebooks.co.uk/

All HSE publications are available from HSE phone 01787 881165 or online at www.hsebooks.co.uk/

Publications from the Department for Communities & Local Government are available to either view or to download free-of-charge from the website www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/

The above is not an exclusive list and you should seek specialist advice on the circumstances of your particular event.

Appendix 3 - Event Risk Assessment

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided.

Identifying the Hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. Examples of things that should be taken into account include:

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

Identifying Those at Risk

For each hazard identified, list all groups of people who may be affected for example: stewards, employees, volunteers, contractors, vendors, exhibitors, performers members of the public (including children, elderly persons, expectant mothers, disabled persons), local residents and potential trespassers.

Areas to consider

The following are examples of areas to consider:

- Type of event
- Potential major incidents
- Site hazards including car parks
- Types of attendees such as children, elderly persons and the disabled
- Crowd control, capacity, access and egress and stewarding
- Provision for the emergency services
- Provision of first aid
- Provision of facilities
- Fire, security and cash collection
- Health and safety issues
- Exhibitors and demonstrations
- Amusements and attractions
- Structures
- Waste management

Assessing the Risk

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

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

Further Action Necessary to Control the Risk

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

- Remove the hazard
- Prevent access to the hazard e.g. by guarding dangerous parts of machinery
- Implement procedures to reduce exposure to the hazard
- The use of personal protective equipment
- Find a substitute for that activity/machine etc

Record the Risk Assessment Findings

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference and use. You could also refer to other documents you may have, such as manuals, codes of practice etc. Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented. For further guidance check the www.hse.gov.uk website.

The above is not an exclusive list of considerations; you will need to set out your Risk Assessment dependent on the circumstances of your particular event.

Appendix 3A – Fire Risk Assessment

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled quickly, effectively and safely or that if a fire does occur and grow, to ensure that everyone in your premises are able to escape to a place of total safety easily and quickly.

To ensure that any fire safety matters that arise will always be addressed effectively, the easy identification of the “Responsible Person” is imperative.

Planning

It is of fundamental importance to appreciate that planning for effective fire safety for an open air event, site or venue should start at the same time as the planning for all other aspects of the proposed event.

What is a fire risk assessment?

A fire risk assessment is an organised and methodical look at your premises and/or event, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:-

- To identify the fire hazards
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements policies are necessary to ensure the safety of people in your premises if a fire does start.

Although the event organiser may be the Responsible Person for the event, individual traders, vendors, exhibitors etc may have / should have already carried fire risk assessments for their activities and these assessments may be incorporated into the fire risk assessment for the event if deemed “suitable and sufficient” by the organiser.

There is a number of guidance documents available giving comprehensive advice on fire risk assessments for events. These documents are listed in Appendix 2.

The generic approach to fire risk assessments is commonly referred to as “the five steps”:-

1. Identify fire hazards
Sources of ignition, fuel and oxygen
2. Identify people at risk
In and around the premises or especially at risk
3. Evaluate, remove, reduce and protect from risk
Evaluate the risk of a fire occurring & the risk to people from fire
Remove or reduce the hazards
Remove or reduce the risks to people
Detection & warning
Fire fighting
Escape routes, signs & notices
Lighting
maintenance
4. Record, plan, inform, instruct and train
Record significant findings and action taken
Prepare an emergency plan
Inform and instruct relevant people, co-operate & co-ordinate with others
Provide training
5. Review
Keep the assessment under review and revise where necessary

Appendix 4 - First Aid and Medical Cover

The Event Safety Guide (HSG 195) specifies the definition of a First Aider as:

“A ‘First Aider’ is a person who holds a current certificate of first-aid competency issued by the three voluntary aid societies (or certain other bodies or organisations); St John Ambulance, British Red Cross Society or St Andrew’s Ambulance Association”. The first aider should have prior training or experience in providing first aid at crowd events. **Note:** The completion of a ‘Health and Safety at Work’ or four day ‘First Aid at Work’ course does not necessarily qualify a person as competent to administer first aid to members of the public”. Unfortunately the guidance is not specific about what “certain other bodies or organisations” means. It also specifies that:

First Aiders, ambulance and medical workers should:

- Be at least 16 years old and not over 65 years old
- Have no other duties or responsibilities
- Have identification
- Have protective clothing
- Have relevant experience or knowledge of requirements for first aid at major public events
- Be physically and psychologically equipped to carry out the assigned roles.

Also, first aiders under 18 years old must not work “unsupervised”. First Aid at Events is not about having “a mate who does a bit of first aid, equipped with a box of plasters”, nor is it necessarily having the company First Aider, appointed under the Health and Safety (First Aid) Regulations 1981, providing services to members of the general public, unless they are competent and comfortable to do so. Public First Aid is a very different scenario to the workplace. First Aiders should not have other jobs to do as well – for example stewarding or security, although that does not stop stewards or security personnel from being first-aid trained. The question one must ask is if the first aider is doing first aid, who is doing the other job that was assigned to that person. First Aiders need to be equipped to do the job and have access to a facility in which they can work. Consider Patient confidentiality and dignity. The best advice is to approach a recognised body that provides such services.

The above is not an exclusive list of considerations; you will need to set out your First Aid and medical cover dependent on the circumstances of your particular event.

Appendix 5 - Missing and Found Child Procedure

Accommodation

Provide a highly visible and signed Lost Children Point that is weatherproof. It should also be secure, with no direct access to the general public, separate from first aid area, having dedicated toilets and a collection point that is separate from where there are other children being cared for.

Staffing

All persons looking after children have enhanced CRB check and training in child protection awareness. At least one person should also have 2 years relevant experience in looking after children. All staff must receive briefing and written instructions relating to emergency procedures in case of evacuation. A minimum of two people are required to staff the lost children area at any one time – a team of three will allow rotation to give sufficient cover over a long time. Child protection awareness training, all staff should have attended a course that includes information on:

- Safeguarding and promoting the welfare of children
- Defining abuse and neglect
- Myths and realities in child protection
- Signs and symptoms of physical sexual abuse emotional neglect
- Helpful responses when a child confides – what to avoid and protecting your self.

For training and more information contact Plymouth Safeguarding Children Board's, Windsor House, Tavistock Road, Plymouth PL6 5UF Telephone: 01752 307535

Care Guidelines

- Children should not be left in the sole care of one person
- No food or drink, except plain water should be given to children in case of allergies
- The person claiming a child should complete a form to include their name and address and show relevant form of identification

Found Child Procedure

Upon finding a child the following procedure should be implemented:

- Police/stewards should make immediate contact with the lost children point in case the parent/guardian is there, to advise that a child has been found
- The child is then to be immediately escorted by a steward/Police officer to the lost children point
- A form must then be completed in the presence of the steward/Police officer to detail where the child was found
- Details of the child are to be forwarded to Event Control (via mobile phone or radio)
- Event Control must request a message to be relayed over the PA system. (No details of the lost child should be relayed over the PA system without the permission of the Police officer in charge)
- Event Control should also issue details to all Police/stewards regarding the lost child in case they are contacted by a parent/guardian
- Parents/guardians claiming the child should show a form of identification (A photo driving license, passport or correspondence showing their name and home address) before the child is released. In the event of any uncertainty, it will be the responsibility of the Police to determine if the child should be allowed to go with the person who is claiming them

Public Event Safety Guidance for Organisers

Missing Child Procedure

- If a missing child report is made to Police/stewards then they should contact the lost children point to ascertain whether the child is there.
- If the child is there then parents/ guardians should be directed or escorted directly to the lost children point.
- If the child is not there then parents/guardians should be directed to the lost children point to complete a missing child form with a description of the child.
- Details of the missing child should then be forwarded to event control (via mobile phone or radio)
- Event Control should then issue a message to all Police/stewards so that they can remain vigilant. No details of the lost child should be relayed over the PA system without the permission of the Police officer in charge.
- Any Police officer/steward finding the lost child must contact the lost children point immediately. The child must then be escorted immediately to this point.

The above is not an exclusive list of considerations; you will need to set out your missing and found child procedures dependent on the circumstances of your particular event.

Appendix 6- Fatalities

Although it is extremely unlikely, there is always the possibility that, a person attending or taking part in an event may die unexpectedly. Initially the response to a report of a person who has collapsed will be to send first aid and inform the event organiser immediately. In the event that a person has died further action will become necessary.

- An ambulance must be called immediately
- The Police must be informed and attend the scene
- The HSE must be informed
- Take Police advice on continuing or cancelling your event

The above is not an exclusive list of considerations; you will need to consider your response dependent on the circumstances of your particular event.

Appendix 7- Insurance

As the event organiser you will need to arrange insurance cover to indemnify yourself against civil litigation. This is referred to as 'Public Liability Insurance'. The normal minimum cover should be £5million. Seek expert opinion about your particular needs which may necessitate a greater figure. Ensure your contractors and performers have their own insurance cover. If you are part of a national charity or a voluntary group, contact your headquarters. You may already be insured or have access to discounted rates.

The Council is not able to offer Public Liability Insurance for events arranged by members of the public or other organisations. Zurich Municipal, through their Community Insurance Centre (CIC), can offer Charities, Communities and Voluntary Sector Organisations valuable advice to enable these organisations to meet their risk management and insurance needs. They can be contacted by telephone 0845 600 3184 or via their website at:

www.zurich.co.uk/Municipal/YourSector/communityorganisations/charities.htm

Consider contacting a specialist insurance broker to arrange the coverage and amount of insurance cover well in advance of the event. Different policies may come with conditions which may be difficult to meet in practice and you should take this into account. If you require a Road Closure Notice, you will need to arrange a minimum of £5 million Public Liability Insurance and must indemnify Plymouth City Council against all third parties. The Council will require proof of this cover in advance.

Consider taking out an insurance policy against bad weather. This is available from specialist brokers and can pay out if bad weather forces cancellation before the event is declared open. Before you sign any policy, read the small print and check that all your liabilities are covered.

The above information is given as a guide. You should seek specialist advice as to the type and levels of insurance cover required for your particular event.

Appendix 8 – Road Closures and Traffic Management

Any organiser proposing an event on or adjacent to the public highway must consider the traffic management and road safety implications at a very early stage. Examples of such events would be street parties, parades, carnivals, road races or any event likely to attract large crowds that may overspill onto the public highway.

As the Highway Authority, Plymouth Transport and Highways has a duty to ensure the safe and efficient operation of the network for all road users. To provide the Council with enough information to judge the likely impact of the event on the highway network event organisers are required to provide as much information as possible at an early stage.

The information you provide will allow Transport and Highways to give you the relevant direction and guidance in terms of:

- Highway Licences, Notices and Permits
- Street Works Coordination – road space booking and diversion routes
- Temporary Traffic Regulation Orders (TTRO) – road closures
- Parking
- Traffic Control
- Public Transport
- Road Safety

Notification of your event should be submitted a minimum of 6 months before the event. The earlier it is submitted, the better we can help to ensure your event runs smoothly, without accident or incident.

How to contact us

In order to discuss at the earliest opportunity if your event will have any Highway implication please contact us on the following email address:

plymouth.watchman@amey.co.uk

Or post to following address:

**Plymouth Transport and Highways
Floor 10
Civic Centre
Plymouth
PL1 2AA**

Alternatively, you can leave details of your event with our call centre on the following number:

Tel. 01752 668000

On receipt of the details of your event a Highways Officer will call you back as soon as possible to discuss the next steps.

The above is not an exclusive list of considerations; you will need to set out your traffic management plan dependent on the circumstances of your particular event.

Appendix 9 - Contingency Planning

Event organisers should consider the planning and management for emergency situations which require resources beyond the norm as part of their risk assessment – no matter how unlikely they are to occur

What types of emergencies should be considered?

There are well known disasters that have occurred at major sporting and recreational events such as the Bradford Stadium Fire (1985), Hillsborough (1989) in County Durham an Inflatable arts structure took off in a gust of wind with 20 people inside (2006) and the collapse of barriers in Birmingham City Centre as JLS switched on the Christmas Lights (2009). There can be other events that can overwhelm your event, large or small, e.g. a horse bolting through a crowd, a tent catching fire or unseasonable weather causing large numbers of casualties due to exhaustion or exposure.

The key to planning is the **Risk Assessment**. You must try to consider the likely events and assess them but also consider the unlikely.

Points to Plan For:

1. Event Location – Consider the location of your event in relation to services and infrastructure that you may need in an emergency, such as electricity, telephones, water, shelter, proximity to hospitals and availability of Emergency Services. It is better to have them available or nearby.
2. Access, egress and sterile routes. Make sure you have agreed access routes for Emergency Vehicles to and around your event, ideally separate from access routes for the public.
3. Designate an Emergency Control Point. Designate a point where members of your event management team and the Emergency Services can meet in the event of an incident. Ideally this point should be under cover and have electricity and telephone access.
4. Designate a single point of contact to liaise with any Emergency Services. Emergency Services will deploy a coordinating officer to the scene. You should consider who would be the Emergency Services Liaison.
5. Brief your stewarding, security, contractors/stall holders and medical staff on procedures to be taken in the event of a significant incident. Brief them on what their role and actions are. Consider a test exercise prior to opening to the public.
6. Consider an evacuation plan. Consider where public and staff should assemble and evacuate to (e.g. an easily identifiable and accessible open space). Consider evacuation routes, signage and public address systems. Consider pre-prepared messages that are clear and will not alarm the public.
7. Security. Are there any VIP's who will require special planning and arrangements. Could your event be subject to any subversive action from an individual or group. If in doubt consider getting specialist advice from Police or a specialist event security consultant.
8. Consider specifying individual and organisational roles and responsibilities in an incident.
9. Consider the resources (equipment and people) at your event and how they can be utilised and managed in the event of an incident.
10. Plan for dealing with the media. If an incident occurs plan to deal with local or national media. Pre prepare factual information about your event which can be released immediately (e.g. type of event, number of years running, no of people attending).

Public Event Safety Guidance for Organisers

It should be stressed that whilst many of these actions may seem to be specific to larger events, correct planning and risk assessment should look at these issues even for small event. Organisers should consider a section on Major Emergencies as part of their overall Event Management Plan. It should also be shared with the Emergency Responders before the event.

The above is not an exclusive list of considerations; you will need to set out your contingency plan dependent on the circumstances of your particular event.

Appendix 10 - Food Safety

Events may be large so that even a very experienced caterer and event organiser may be dealing with something out of the ordinary. Events may also take place over a number of days requiring the storage of considerable quantities of food for longer than usually requiring additional refrigerated storage.

If you are intending to use contract caterers ensure that they are registered with their own Local Authority and can demonstrate that they are trained in Food Hygiene.

Mark the location of each of the food traders on a plan in advance. Knowing where food traders are operating gives Environmental Health staff visiting the site the opportunity to clearly identify each trader and give you feedback on any issues they may have,

Make Plymouth City Council Food Safety Team aware of the type of food traders you intend to use at the earliest opportunity. Food inspections are prioritised on a risk basis. Food traders that are preparing high risk foods or using specialist cooking methods score more on the risk rating system than those only handling wrapped produce.

Make adequate provision for all food traders to be supplied with potable water. It is a legal requirement for food premises to have a supply of potable water. They even need to be able to provide the traders with a supply if they don't have their own.

Estimate the amount of food waste likely to be produced and make waste collection and disposal provisions for the food traders operating at your event. If the caterers supply food in packaging then litter bins and litter picking will also need to be addressed.

For further guidance on Food Safety contact the Food Safety Team, Plymouth City Council, Plymouth PL1 2AA. Tel: 01752 304141. Information is also available on the Council's website www.plymouth.gov.uk/foodsafety

Some Final Thoughts

Four Golden Rules for Food Safety

- Choose foods that can be cooked and served safely.
- Use staff who know what they are doing and who can demonstrate good practices or personal hygiene.
- Manage cleaning and disinfection to the highest standards.
- Store perishable foods at 8°C or below

The Foods

- Keep it simple and only put on the menu what 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, and fruit salad to reduce storage problem.

Storage and cooking – cold food, buffet dishes, cream dishes:

- Hire extra refrigeration equipment as necessary. High-risk foods should be refrigerated at ideally 5°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.

Public Event Safety Guidance for Organisers

Storage and cooking of food that will be served hot

- Ensure that foods can be cooked safely, core temperatures must reach at least 75°C.
- Has the equipment to be used sufficient capacity?
- If food is to be served hot is there suitable and sufficient equipment capable of keeping food above 63°C?
- Ensure dishes made with minced meats, burgers, stuffed joints and rolled joints be cooked through to core temperature of 75°C? (“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?

Cooling hot food/Cooking to serve cold or to reheat

- Food must be cold within one and a half-hour of cooking so that it can be put in the refrigerator. Can this be achieved?
- If food is to be reheated it must be kept refrigerated until this takes places. The food must then be reheated to 75°C or above. Can this be achieved?
- How will the temperatures be checked and recorded?

The above is not an exclusive list of considerations; you will need to set out your food safety guidance dependent on the circumstances of your particular event.

Appendix 11 – Licensing Requirements

Licensable Activities

- Sales of alcohol
- The sale of hot food and drink between 11pm and 5am
- Provision of regulated entertainment

Types of license:

- Premise Licenses will be required to provide any of the licensable activities in a specific place. The 'premises' can be a fixed building, a temporary structure such as a tent or an outside space. Premise Licenses may be either granted on an open-ended basis (subject to an annual license fee), or may be granted for a shorter period for occasional events. It may be possible to have more than one premise license for a place. Where alcohol is also to be sold, a named premise supervisor who holds a Personal Licence to sell alcohol must also be designated.
- A Personal License to sell alcohol. Applicants will be able to apply for licenses providing they are over 18, possess a relevant licensing qualification, are free from specific criminal convictions and have not had a licence revoked within the previous five years.
- Temporary Event Notices (TENs) are required for short-term occasional events or temporary variations to Premises Licenses/Cub Premises Certificates providing the activity in question does not last for more than 96 hours, less than 500 people are present at any one time, and that no more than 15 days' activities are conducted at any one premises per year.

For further guidance on Licensing, contact the Licensing Unit, Department of Development, Plymouth City Council, Plymouth PL1 2AA Tel: 01752 304141. Information is also available on the Council's website www.plymouth.gov.uk/licensing

General Advice

- Apply early for any type of licence required – (minimum 2 months notice).
- Remember, you could be prosecuted if you do not have an appropriate licence for your event.
- If you intend to supply alcohol at your event, you will need to obtain a licence.
- Event organisers need to recognise the importance of managing sale and consumption of alcohol, and the effect it may have upon the control of your event, particularly in relation to young people. It is an offence to sell alcohol to anyone under 18.
- Any person employed at the event to control admissions, keep order, remove people causing disorder, or searching premises or people must be licensed by Security Industry Authority (SIA). The link for the SIA is:
http://www.the-sia.org.uk/home/licensing/door_supervision.htm

The above is not an exclusive list of considerations; you will need to consider your licensing requirements dependent on the circumstances of your particular event

Appendix 12 – Prevention of nuisance

You will need to be aware that there are four specific issues that cause public nuisance and need to be managed:

- a. Noise
- b. Odour
- c. Litter and waste
- d. Light pollution

Noise Nuisance

Amplified music and other noise associated with events can cause significant problems to neighbouring residents and cause them to make complaints to the Police and Council.

Neighbourhood Noise Checklist

- Make one person responsible for dealing with all noise issues. Consider who are you likely to disturb?
- Let neighbours know about the nature, timing and duration of your event and tell them what to expect by a letterbox drop, notices in local shops / community centre etc.
- Provide a contact telephone number to receive information / complaints from residents.
- Be considerate about how loudly music is played, particularly late at night.
- Keep windows and doors closed if the noise source is inside a building.
- 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.
- 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.
- Consider the timing of your event?
- Events may not be as well tolerated or acceptable if they run late or are particularly noisy. Please make every effort to talk to your neighbours, as this will reduce complaints.
- 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 the seizure of the amplification equipment and/or prosecution.

Firework Displays

Firework displays can cause considerable nuisance, distress and danger to those who have not been advised, 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. You should also bear in mind the proximity to Plymouth City Airport to an event site and provide the Civil Aviation Authority with a minimum of 28 days notice of fireworks, the use of lasers 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 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.

The above is not an exclusive list of considerations; you will need consider the prevention of nuisance dependent on the circumstances of your particular event

Appendix 13 – Employment of Stewards

The Organiser is responsible for matters of public order and the accurate monitoring and recording of all persons within the Event Site and to be in a position to make such information immediately available on request to the Emergency Services of Council Officials. They are also expected to deal in the first instance with any disturbance using legal means. It is usual for organisers to employ stewards, or security contractors, to assist them.

Any person employed at the event to control admissions, keep order, remove people causing disorder, or searching premises or people must be licensed by the Security Industry Authority (SIA).

Stewards engaged either directly, or indirectly, for duties associated with the event should:

- Be physically able to carry out the work.
- Not be under the influence of alcohol or other drugs.
- Remain at 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 Council Officials.

The organiser shall ensure stewards are suitably and sufficiently trained. Before an event they must be fully briefed by the event organiser about their specific areas of responsibility – this should include (where applicable):

- Roles and responsibilities
- Staff command and control
- Division of responsibilities between the event organisers 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 and off site traffic management
- Assessment of crowd densities, problematic dynamics and signs of distress.
- Resolving access issues.
- Location of: event control; exits; evacuation routes and assembly areas; fire fighting equipment; first aid points; disabled viewing/access; car and coach parking locations; drop off and pick up points for car, coach, taxi, participant equipment; lost/found property point; lost/found person point; meeting points; toilet facilities; information point; welfare services; emergency liaison centre.

The organiser should require all staff working at the event to wear clothing that clearly identifies them and their role e.g. T-shirt or jacket with the word Steward. They also must have personal protective clothing (e.g. hats, boots, gloves, coats) to deal with the possible range of weather conditions they will be working in (e.g. sun, rain, hail, snow). At events lasting several hours, duty rotas will be required, with time allowed for refreshment breaks. For evening events, torches may also be required.

The above is not an exclusive list of considerations; you will need consider the employment of stewards dependent on the circumstances of your particular event.

Appendix 14 – Inflatable Structures

If you are intending to have a slide, bouncy castle some other inflatable structure at your event you should ask the supplier to provide the relevant risk assessment(s) that they have carried out.

The safety of inflatable play devices depends on design, safe operation and maintenance & inspection.

Design

The design should have taken account of all relevant factors and be supported by design calculations. This will enable the safe operating parameters to be determined. A competent person should carry out this work.

Safe Operation

Key points to look out for are:

- Instability due to inadequate anchoring.
- Instability due to winds in excess of the maximum safe wind speed specified by the operator.
- Poor segregation of children; either overcrowding or lack of segregation with large more boisterous children and infants being allowed to use it at once.
- Poor supervision, lack of attendants, children being allowed to bounce on the sides/front steps or climb the walls.
- Details of the safe operation of play inflatables, including bouncy castles, can be found on the www.pipa.org.uk website.

Maintenance and Inspection

There are two voluntary schemes for the inspection and certification of inflatable play devices: The Amusement Devices Inspection Procedure Scheme (ADIPS) and the Performance Inflatable Play Accreditation Scheme (PIPA). Generally, inflatable's found at traditional fairgrounds and theme parks will have been tested under ADIPS while inflatable's found at galas, fetes, hired for domestic parties etc tend to have been tested under PIPA. Both allow operators to comply with their duties under health and safety law. If neither scheme has been used duty holders should be able to demonstrate that they have been taken equally effective measures to comply with their legal obligations.

An inflatable tested under either scheme should have a safety certificate issued by an independent examiner. Each certificate will have a unique number. If there is any doubt over the status of the certificate, it can be confirmed by contacting the ADIPS Bureau (0191 516 6381) or in the case of PIPA by (i) checking the tag number of the device against the database on the web site www.pipa.org.uk or (ii) by phone on 020 7340 6265.

The above is not an exclusive list of considerations; you will need consider the use of inflatable structures dependent on the circumstances of your particular event

Appendix 15 - Car Boot Sales and Street Traders

No licence is required for a Car Boot sale in Plymouth.

Street traders are required to have a licence. Street trading is defined as the selling or offering for sale of any article in the street. This includes food such as burgers, kebabs, doughnuts etc or other things such as jewellery, household items plus face painting, hair braiding etc

For further guidance on Licensing, contact the Licensing Unit, Department of Development, Plymouth City Council, Plymouth PL1 2AA Tel: 01752 304141. Information is also available on the Council's website www.plymouth.gov.uk/licensing

If you are trading in the City Centre streets you will need to contact the City Centre Company for permissions at citycentre@plymouth.gov.uk

The above is not an exclusive list of considerations; you will need to consider the above dependent on the circumstances of your particular event

Appendix 16 - Balloon releases

Balloon releases are banned from Plymouth City Council owned land; this is designed to protect land and marine animals.

Disclaimer:

Every effort has been made to ensure that the information in this guidance document is accurate but no legal responsibility is accepted for errors or omissions.

Appendix 17 – Safety inspection checklists

F1 - Before the event

Location

Site access/egress	Yes	No
Are entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff/stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>
Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>
Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>
Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>
 Site condition		
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are permanent fixtures in good conditions e.g. seats, fencing, signage etc?	<input type="checkbox"/>	<input type="checkbox"/>
Has vegetation been cut back, debris removed and the area made safe?	<input type="checkbox"/>	<input type="checkbox"/>
Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>
 Attractions/activities/structures		
Have all structures been completed?	<input type="checkbox"/>	<input type="checkbox"/>
Have all structures been inspected and approved by a competent person where required?	<input type="checkbox"/>	<input type="checkbox"/>
Are all activities/attractions sited correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>
Have all activities/attractions supplied evidence of insurance and health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are all potentially hazardous activities segregated and/or fenced as required?	<input type="checkbox"/>	<input type="checkbox"/>
Have temporary flags/ decorations been installed correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>
Have any unanticipated hazards been introduced?	<input type="checkbox"/>	<input type="checkbox"/>

The above is only general guidance and not an exclusive list.

Safety inspection checklist F2 - During the event

Location

Event provisions		Yes	No
Is fire fighting equipment in place?		<input type="checkbox"/>	<input type="checkbox"/>
Is lighting in place where required?		<input type="checkbox"/>	<input type="checkbox"/>
Have electrical supplies/equipment been checked/certified?	<input type="checkbox"/>	<input type="checkbox"/>	
Have toilets been provided where required?		<input type="checkbox"/>	<input type="checkbox"/>
Are first aid facilities in place?	<input type="checkbox"/>	<input type="checkbox"/>	
Is control centre in place and public address system working?	<input type="checkbox"/>	<input type="checkbox"/>	
Are adequate waste bins in place?		<input type="checkbox"/>	<input type="checkbox"/>
Are stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>	

Notes for Action:

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The above is only general guidance and not an exclusive list.

Safety inspection checklist F3 - After the event

Location

Exhibitors/attractions

Yes No

- Have all attractions been dismantled and removed?
- Have all exhibitors vacated the venue?
- Have all vehicles left the venue?

Temporary facilities

- Has all equipment been dismantled and removed?
- Have all structures been dismantled and removed?
- Have temporary markers such as stakes, ropes, flags etc been removed?
- Have all temporary electric installations been isolated and made safe?

Waste collections

- Has all waste been collected satisfactorily?
- Has all waste been removed from the site?
- Have all residue fire hazards been checked e.g. fireworks, bonfires?

Venue condition

- Has any damage to permanent facilities, buildings or the ground been reported?
- Has any damage been noticed during inspection?

Describe any problems briefly below

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Remedial action taken:

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Printed name of Inspector:

Public Event Safety Guidance for Organisers

Incidents/accidents

Yes No

Were any incidents/accidents reported during the event?

If yes please describe briefly below. (If there was personal injury, please complete accident report form and return to the council)

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Remedial action taken:

(please advise the council of any damage found and remedial action taken)

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Printed name of inspector

Signature

Date of inspection.....

The above is only general guidance and not an exclusive list.