

A Concise Guide to Organising a Public Event

Amber Valley Borough Council welcomes events in the Borough that enhance the quality of life of its residents and attracts visitors and tourism to the area.

In doing so, the Council recognises that along with the event organisers, it has a part to play in ensuring events are safe, considerate and successful and meet the objectives of the Licensing Act 2003 (where appropriate). This guidance is intended to assist event organisers on preparing for an event in Amber Valley and outlines your legal obligations.

The number and variety of events staged across the borough ranges from minor fun runs, outdoor fetes, country and craft shows and charity events to major gatherings, carnivals, sports events, outdoor entertainments, street celebrations, concerts and music festivals.

All such gatherings pose public safety issues for organisers, local authorities and the emergency services. Public safety must be integral to the organisation of an event. It is for that reason that this guide together with the **Event Management Safety Booklet** has been published to provide guidance for all stages of planning and organising of events safely.

In order to assist smaller scale events, this leaflet outlines the information in a compact format to encourage organisers to consider all issues. **It should be read in conjunction with the full Events Management Safety Booklet.**

The **Event Management Safety Booklet** contains a comprehensive list of all the information that is required. Depending upon the size of your event, some of the guidance sheets may not be relevant.

The full Event Management Safety Booklet, including appendixes and checklists can be downloaded from the Council website. www.ambervalley.gov.uk. There are also more comprehensive guides available from www.hse.gov.uk and www.thepurpleguide.co.uk

IMPORTANT – Disclaimer

The information and advice contained within, is intended to act as a guide for anyone wishing to plan and organise an event, raising awareness of the many areas that need to be considered. It is the event organiser's responsibility to ensure that any legal requirements or government guidance is adhered to. Amber Valley Borough Council will not be held responsible for the event or for any failure to comply with any legal requirement. Event's Organisers are advised to consult key agencies and organisations with any concerns you may have relating to a particular event.

PRE PLANNING THE EVENT

Detailed Pre Planning is essential to ensure that any event is successful and delivers a high quality event attracting an appropriate audience.

Where will the event take place?

Make sure that you have chosen a venue which is suitable for your proposed event. Consider the impact that the event may have on the local community and neighbours, and the accessibility of the venue, including car parking, access visibility and whether there is suitable access for emergency vehicles. Consider who owns the land and ensure that you seek the owner's permission. If the land belongs to Amber Valley Borough Council, request an application form via landscapeservices@ambervalley.gov.uk. Don't forget to check the cost of hiring the land and any conditions of use.

When will the event take place?

Consider the time of year that the event will take place, and if you are holding an outdoor event, consider the potential impact of adverse weather conditions. It is important to consider the surrounding area and times of the event.

Who will attend the event?

Is the event aimed at a particular group or types of people such as young children, teenagers, seniors or disabled? If so, specific facilities may be required to accommodate them or additional stewarding may be required to ensure safety standards are maintained.

What type of event will it be?

Decide on the type of activities to be held as these may affect the license you require or requires specialist facilities.

What type of specialist equipment will be required?

Do you need to purchase goods or employ contractors to bring these and do they require special safety measures.

What facilities are required?

The organisers must estimate the numbers of attendees to the event and consider its duration. This estimate is important as it is used to evaluate toilets and first aid requirements. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing, lost property and to ensure that the area is suitable and accessible for disabled people.

How long will it take to organise the event?

Give yourself as much time as possible to organise the event and promote this. The time required will vary based on size and scale of the event, but do consider that it is common practice for large scale events to take up to 12 months. Legal timeframes are in place and some licenses may take at least three months to be processed.

What is your event budget?

Event costs are ever increasing covering health and safety, traffic management, security, licensing, insurance and equipment. When planning your event ensure that your budget is realistic, taking time to obtain quotes to ensure that you are getting value for money. Ensure that you budget accordingly from the outset so that safety is not compromised, and remember to add in a contingency for unforeseen circumstance. If you are seeking external funding, grants and sponsorship, ensure that you recognise the timescales involved in making your application. Completing application forms can take a long time and awaiting their decision can also take a while to hear if you have been successful.

Organising your Event

Remember to write down and record key information as you go along in the form of an event planner.

Establish a committee and appoint key roles

When organising and delivering events, it is a good idea to establish an Event Committee or working group to spread the workload. Within this all members should have specific responsibilities identified including an overall Event Organiser who will manage the organisation and planning of the event and act as a contact with all the organisations including the Borough Council and Police. An Events Safety Coordinator should also be identified who will be responsibility for overall health and safety of the event.

For small scale events a committee may be deemed unnecessary, but it is still important that a designated person is in place with responsibility for Events Organisers and Events Safety Coordinator.

Where members of the public are to attend an event, responsibility for public safety rests with the organiser(s) and may extend to the owner of the property or land where such events are staged.

Notification of event - Talk to key organisations and agencies

Notify the Regulation Unit at Amber Valley Borough Council as soon as you have decided to hold the event. Steve.Haslam@ambervalley.gov.uk Telephone: 01773 841308. They will advise as to what information they require from you and when it should be available. You should do this at least two months before the event, but for major events you should register your intentions 9-12 months in advance of the event.

This allows enough time for you to satisfy the Authority that you have identified the risks involved in your event and you can demonstrate that suitable and sufficient control measures are to be put in place at the event to protect public safety. If left too late, officers may not be satisfied the appropriate controls will be in place which may compromise your event or parts of the event.

Establish whether you require specific licenses’?

It is important that you remember that certain activities common to many events are licensable by law. The event organiser must ensure that all relevant permissions and licenses are in place for the event. The main licensable activities are associated with the supply of alcohol and with regulated entertainment – which includes activities such as the exhibition of a film or performance of live amplified music.

If you are holding an event in unlicensed premises, in accordance to the Licensing Act 2003, you may need to apply for a Temporary Events Notice (TEN). This is only required for events that last less than 168 hours with less than 500 attended. If the event does not meet these criteria, then a Premises License will be required.

Some town centre street locations and parks have premises licences in place which allow specific activities, subject to terms and conditions. These include:

- Parks: Alfretton Park, Crossley Park - Ripley, Heanor Memorial Park, Belper River Gardens, Crays Hill Pavillion - Swanwick
- Ripley - Market Place, Grosvenor Road and Oxford Street
- Heanor - Market Place and Market Street

Contact Landscape Services to find out more and book your event into their calendar. LandscapeServices@ambervalley.gov.uk Tel: 01773 841542.

- Belper - Market Place, Coppice Car Park, Campbell Street, Strutt Street, Chapel Street, Bridge Street and King Street Premises Licenses are held by Belper Town Council.

See Part Four of the Events Management Safety Booklet for a full list of licensing requirements, including how to apply for a Premises License (Licensing Act 2003) or a Temporary Events Notice. Contact the Borough Council Licensing Section 01773 841605 for guidance and ensure that all relevant permission and licenses are obtained.

Legal Requirement

Legislation and guidance exists to ensure, amongst other things, the safety of spectators, performers, staff and the public. Many organised events held outdoors and in public places require either a licence or permission from the local authority to formally facilitate a means of safety control. Some events may not have licensable activities or need permission or may be excluded by legislation, for example religious gatherings and pleasure fairs. This does not however exclude them from their legal responsibilities and the need for good planning and preparation.

Corporate Manslaughter and Corporate Homicide Act 2007

The Act introduced a new offence that came into effect April 2008. An offence will now be committed by an organisation 'if the way in which its activities are managed or organised a) causes a person's death, and b) amounts to a gross breach of a relevant duty of care owed by the organisation to the deceased'. Organisations must ensure that management of health and safety is robust.

What Insurance is required?

Public Liability Insurance is required for all events on Borough Council land. The Council will request to see proof of this in the form of a valid insurance certificate. With regard to the level of insurance cover, this must be a minimum of £5 million limit of indemnity and it is the event organisers' responsibility to make sure that this is in place. The Council will also require copies of the relevant cover for all event contractors and performers. Depending on the nature of the event and size, the Council may increase the level of insurances required.

For events held on non-Council land, the land owner or your trade body will provide guidance of the level of insurance cover you will require. It is essential that Public Liability Insurance is in place and recommended that this is a minimum of not less than £5 Million. The certificates of insurance must be presented to the Enforcement Officers of the Council when requested, and / or the Safety Advisory Group for inspection where they are involved. The insurance will be checked to ensure that it will be valid during the period of the event and that the level of indemnity is sufficient and will be expected to be of a minimum limit of indemnity of £5 million for events attracting over 3,000 people.

Public Liability Insurance must cover:

- Cancellation
- Postponement
- Abandonment
- Public liability
- Event property

Do I require Planning Permission?

Events are usually temporary in nature and therefore are unlikely to require Planning Permission. However, if you intend to display advertising banners, Advertising Consent may be required. If you wish to apply for advertising consent, please contact 01773 841571

All advertising material displayed must comply with the Town and Country Planning (Control of Advertisement) Regulations 1992 and Section 132 of the Highways Act 1980. Please note that the displaying of advertising signs on the highway or affixing them to structures, trees or works on the highway requires express consent from the council.

Car Boot Sales may require Planning Permission - Please view

<http://www.ambervalley.gov.uk/leisure-and-culture/car-boot-sales-and-temporary-markets.aspx>

Do you require a road closure for your special event?

If you require a road to be closed, please contact the Legal Team at Amber Valley Borough Council on 01773 841662. We will then carry out the necessary consultations with the police, emergency services, bus companies, Royal Mail, the Highways Authority and any other organisations. If there are no issues following the consultation, we will make an Order with any conditions and notify you of our decision. We usually require at least six weeks' notice.

Develop an Event Plan

Site Plan: Draw out a site plan identifying the positions of all the intended attractions and facilities. Plan out and designate the entrance and exit points into the site, identify pedestrian routes and vehicle access and emergency evacuation paths. Plans should be drawn to a scale of 1:100, unless written agreement has been obtained from the Licensing team.

Public Address (PA) Site Plan: If the location of your event has set licence conditions relating to noise and your event incorporates any amplified sound e.g. recorder music, live music and announcements then a separate PA Site Plan should be developed that identifies the location and orientation of any activities that incorporate Public Address or Sound Systems.

Emergency Plan: A formal plan should be established to deal with any emergency situations should they arise during the event. The detail required will depend on the size of the event and will dovetail into the Risk Assessment.

Traffic Plan: You may require a traffic management plan for larger events and consider movement of traffic for all events. For events on council land, vehicles should be removed from the site during the event, and speed restrictions imposed during set up and break down.

Safety Officer, Risk Assessments & Health & Safety

A suitably competent person should be appointed to act as the Safety Officer for the event. (This appointment does not absolve organisers from their statutory responsibility for public safety). The Safety Officer should be suitably trained and/ or have experience or knowledge of safety matters appropriate for the event having regard to the size and nature of the event and the possible level of risks. Personal experience and knowledge may be adequate for a small indoor event.

During the event a Safety Officer or a nominated deputy should be on site, easily identifiable as the Safety Officer e.g.; by wearing a high visibility fluorescent jacket or bib and be easily contactable. They should not be engaged in any other duties or activities that would prevent this responsibility being carried out and have the means to communicate with the people responsible for activating any part of the contingency arrangements.

Risk Assessments

Risk assessment is a careful examination of what is likely to cause harm to people (members of the public, participants and employees including voluntary workers) posed by the site or activity, and to set out the means by which the risks may be eliminated or minimised.

Risk Assessments should be carried out for all events and it is a legal requirement to undertake and document them where 5 or more employees are working at an event.

You should visit the site or venue to identify specific hazards and aim to eliminate or minimise these. You should consider Fire Risk and any regulation that applies to your activities, for example where amplified music is to form part of the event, a Noise Assessment should be carried out to ensure that the legal limits of noise exposure are not exceeded.

Hazards are defined as being anything with the potential to cause harm e.g. a dangerous item or substance, condition, situation or activity. Risk is the likelihood of the realisation and extent of a hazard. In a risk assessment, the likelihood that harm will occur from a hazard and its severity should be considered and then measures built into the event to prevent harm from occurring.

First Aid Provision at the event

An appropriate level of first aid and medical provision should be present at the event site. The extent of this will depend upon the size and nature of the event. With this in mind you should contact appropriate services and refer to Part 1 of the Event Safety Management Guidance.

Lost Persons Procedures

During the event, you will need to have facilities in place for lost persons. This is an important factor irrespective of the size of the event and may also act as a central meeting point for groups or families who become separated. During the event, if you or one of the stewards discovers a lost person, help to reassure them and do not leave them unattended.

Safeguarding Children and Vulnerable Adults

It is essential that you consider the welfare and protection of children and vulnerable adults at any event. Ensure that you have correct procedure in place and a qualified person to take control of this aspect. Derbyshire Country Councils Safeguarding team will be able to offer further advice.

Establish whether you require temporary structures?

Depending upon the nature of the event, you may require some temporary structures. Typical examples include staging, seating, tents, marquees and stalls. It is important to decide where this equipment will be obtained and ensure that you always receive quotes to guarantee value for money. Ensure that the supplier is reputable and has experience of supplying the equipment you require. Consider who will erect the structures' and what safety checks will be required. Make sure that within your site plan you indicate the location of the structures and consider the movement of people and crowds crush points. Ensure that all equipment is properly certified and insured, and obtain copies of these in advance, for example: consideration such as fire retardant certificates for marquees and safety certificate for fairground rides. Remember that you should prepare for bad weather or strong sunshine.

Decide whether you need any catering facilities

Ensure any caterers have been registered by their local authority. You can check their food hygiene and pricing information to ensure that they are in line with your audience needs. You may also wish to check their rating at www.food.gov.uk/ratings. If the business does not appear on the website it may be that they are not in fact registered and it may be illegal for them to trade at your event. Contact the Regulation Unit for further advice. Telephone: 01773 841335

Will you need stewards/Marshals at your event?

Stewards/Marshals at events are in place to ensure the safety of the audience. They should be fully briefed on all aspect of the event including crowd control and emergency arrangement. They should be fit, active, and competent and aged not less than 18. Please refer to Part 1 Event Safety Management Guidance for information regarding the duties of the stewards and suitability.

Communication

It is vital that all stewards are clearly identifiable to the public and that they can effectively communicate, both with fellow stewards and to people attending the event. Mobile telephones may be suitable to communicate on a one to one basis; however communication by radio allows communication simultaneously to all stewards.

Crowd Control Measures

The type of events and numbers attending will determine the measures needed. Consideration will need to be given to the numbers and positioning of the barriers, and the provision of a Public Address system. Consider the safety of the people on site during the event, plus the safety of visitors, staff and contractors during set up and break down. You will also need to consider the type of queuing system you will adopt at the event. You will need to make plans for where the people at your event site will go if the event needs to be evacuated.

How many people do you expect to attend?

Establish the number of people that the site can safely hold and consider how you are going to restrict access. E.g. Ticketed access. This capacity may be reduced depending upon the activities planned, and infrastructure of the site.

Have you made provision for disabled attendees?

Specific arrangement should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event, in line with the Disability Discrimination Act.

What security measures are in place?

Depending upon the nature of the event, specific security arrangement may be necessary, including arrangement for securing property overnight. Cash handling and safety of those handling money on site should also be considered.

Does the event involve working with contractors?

Ensure that you are satisfied with the ability of contractors to carry out identified work and duties by seeking personal references and consulting with lists of approved workers. Ask contractors for a copy of their safety policy and risk assessment, and satisfy yourself that they will perform the task safely. Always ask for a copy of 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 ensure that they are aware of the duties and work you expect from them.

Does your event involve traders?

Car boot sales and market stalls may require authorisation from Amber Valley Borough Council. Please view <http://www.ambervalley.gov.uk/leisure-and-culture/car-boot-sales-and-temporary-markets.aspx> or contact 01773 841662. Make sure that any traders are operating legitimately and are not contravening sales legislation. Goods should be genuine, (not counterfeit) and legislation such as the restricted sales of alcohol and sale of knives to minors should be met.

Do you require facilities and utilities at your event?

Where electricity, gas or water are to be used, detailed arrangements must be made to ensure that the facilities are safe. For instance, all portable electrical appliances should be tested for electrical safety and this information should be recorded. Any hired equipment should come with a certificate of electrical safety. All cables will need to be safely covered to eliminate any electrical and tripping hazards, and the potential impact of adverse weather conditions also needs to be considered. Electrical cables used outside should be appropriate for external use.

Any generators used should be fuelled by diesel, and surrounded by suitable fencing or barriers, to prevent unauthorised access by the public. The noise of the generator should be appropriate for the size and nature of your event. All generators used need to have a safety certificate provided by the supplier, and should be operated by people who are suitably trained. Ensure that the positions are correctly recorded on the site plan. If your suppliers are using Equipment Liquid Petroleum Gas (LPG) or you are having pyrotechnics or fireworks at the event, please consult Part 1 of the Event Management Safety Booklet for further information.

Water supplies for caterers and drinking must be safe. You may need to provide additional water to the site. Further advice can be obtained from the Regulation Unit.

Does your event include working with performers?

All performers should have their own insurance and risk assessments and the same considerations will apply as contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure that they will comply with your health and safety rules and Event Plan. Details of arts performers can be found on the www.artsderbyshire.org.uk website by searching the Find an Artist section or posting a call for opportunities and commissions. The site also includes more information regarding employing an artist and special safeguarding considerations to ensure children and vulnerable adults are kept safe whilst attending your event.

Music Licence

In addition, if you are playing live or recorded music during the event, please ensure that you have obtained the relevant venue permission or license from the Performing Rights Society (PRS) or Phonographic Performance Licence (PPL)

How are you going to clear up after the event?

Arrangement should be made for rubbish clearance and waste disposal, during and after the event. Waste should be recycled where possible.

How are you going to market and promote the event?

There are many ways to raise the profile of your event including contacting local newspaper, community websites and radio. Fly posting is not permitted. If you would like to feature your event on the tourism and culture websites please view www.visitambervalley.com and www.artsderbyshire.org.uk to upload your events.

Final preparation

Once all the events planning and organising are completed, Event's Organisers should check that the event can proceed safely.

Please refer to the Event Management Safety Guidance and follow the checklist, before, during and after the event.

- **Routes:** Ensure clear access to entrances and exits and ensure pedestrian access is clear.

- **Inspections:** Walk through the site and complete the check list, identifying any potential hazards.
- **Site Plan & Safety Equipment:** Make sure that all facilities are correctly located as demonstrated on your site plan. Ensure first aid and fire extinguishers are in place as appropriate and signage is displayed.
- **Structures:** Ensure all staging, seating, marquees and lighting have been erected safely and certification obtained. If there are any structures that have edges sticking out/cables that can cause damage/hazards, ensure these are protected and warning signs displayed.
- **Barriers:** Check securely in place and appropriate for purpose.
- **Stewards:** Make sure all staff are fully briefed and understand their individual and collective responsibilities. Ensure wearing correct clothing and are easily identifiable and are equipped. Make sure that they know where they should be on site.
- **Lighting & Public Address System:** Make sure working and can be heard in all areas.
- **Set Up Time:** Allow sufficient time to organise all facilities and activities associated so that the event can begin at its stated time.

After the event

Please refer to the Event Management Safety Guidance and follow the checklist ensuring that the following are addressed.

Site Condition: Following the final clear up, leave the site in good state of repair.

Accidents: Incident's should be dealt with as they occur and recorded. If an accident occurs the Event Organiser must report this to Amber Valley Borough Council and report incidents via the website www.hse.gov.uk/riddor . They should also contact their insurance company and provide details including names and addresses of witnesses, and supporting information such as photographs. An accident form should be completed and a copy sent to the landowner. If a person declares an intention to make a claim, it is important that you contact your insurer as soon as possible.

Evaluation: After the event, the organisers and working group should meet to discuss what went well and lessons learnt which can be used to improve the delivery of future events. Record the positives & negatives and include the numbers who attended. This information will be useful if applying for future grants and securing sponsorship and funding and to help improve future events.

Useful Numbers: Amber Valley Borough Council

- Main Switchboard: 01773 570222
- Landscape Services – To Book Council Land: 01773 841542
- Licensing Section: 01773 841605
- Environmental Services – Regulation Unit : 01773 841308
- Legal Section: 01773 841662
- Food Safety: 01773 841335
- Noise Control: 01773 841308 or 841315
- Trade Waste: 01773 841453
- Dog Fouling, Pests and Stray Dogs. 01773 841335
- Tourism & Culture Coordinator: 01773 814185. Email: tourism@ambervalley.gov.uk

www.ambervalley.gov.uk

Produced by Tourist & Culture Coordinator, Amber Valley Borough Council
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Planning & Organising Checklist

The checklist and associated timescales shown below are typically for any large scale events that require detailed planning. This is intended to act as a guide, the nature and size of the event will impact upon the length of time needed to plan and organise specific event.

Pre Planning (Up to 12 months in advance)

Task
Complete

Identify the site where your event will be held, dates and times and reserve the venue once you have confirmed that the event will go ahead.

Establish an event budget. Identify where any external funding will be obtained.

Investigate insurance requirements and review the terms and conditions of the venue booking.

Establish whether you require specific licences for your event.
e.g. Premises License, Ten Notice, PPL License, PRS license and make applications where necessary.

Organising (This could be between 6 to 9 months in advance)

Appoint an Event Organiser and Event Safety coordinator as a minimum.
Consider appointing a committee or working group.

Obtain quotes for Public Liability Insurance and obtain adequate cover.

Start producing the Event Plan, including Site Plan and Emergency Plan.

Talk to Police and relevant Highways authority if required. Identify if you need a formal traffic order.

Talk to key agencies such as Borough Council, Fire Service, Ambulance etc. informing them of your plans and seeking specialist expertise and advice.

Check availability of major hirers. I.e. PA Systems, welfare facilities, first aiders, generators etc. and performers who you would like to attend your event.

Confirming (this could be between 3 to 6 months in advance of the event)

Task
Complete

Confirm bookings of all contactors and performers and make them aware of insurance requirements.

Where appropriate, confirm that you have been granted relevant licenses

Confirm insurance for event.

3 months prior to the event

Raise the profile of the event through appropriate marketing.

If you require a formal traffic order under the Road Traffic Regulations Act ensure that you have completed and submitted the application.

Complete the event plan.

2 months prior to the event

Check that you have your risk assessment completed.

Make sure that you have established an events team that will oversee and manage the day of the event, including provision of stewards/marshals etc.

Ensure that you have a list of all external contractors/partners at your event. This should contain contact information.

1 month prior to the event

Inform all contractors and performers as to what time you require them on site on the day of the event. Obtain copies of their equipment safety certificates, PAT test certificates and Insurance certificates.

Check all other key items associated with the event.

Carry out enhanced promotion and marketing of your event.

Ensure that you have all the equipment needed.

Day of the event – Event Set Up

Task
Complete

Ensure that the site is set out as within the site plan. I.e. entrances, pedestrian routes, signage, toilets, control points etc.

Put up all signage where appropriate and ensure all cables and sharp edges are covered.

Complete Event Safety Checklist.

Ensure that all stewards and marshals have been fully briefed on their duties and responsibilities prior to the start of the event and are clearly identifiable.

Keep to the planned schedule.

During the event

Complete the Event Safety Checklist.

Post Event

Complete the site clear-up.

Complete the Event Safety Checklist.

Report any accidents to Insurer and Land Owner.

Carry out an evaluation meeting and complete the evaluation form/compiles a report.

Event Evaluation Form

Evaluation: After the event, the Event Committee should meet to discuss what went well and lessons learnt which can be used to improve the delivery of future events. Record the positives & negatives and include the numbers who attended. This information will be useful when applying for future grants and securing sponsorship and funding and to help improve future events.

1. How many people did you expect to attend the event?

2. How many people actually attended the event

3. What aspects of your event did you feel were successful?

4. Is there anything you would consider changing should you stage a similar event in the future?

5. Were there any accidents or incidents that occurred during the event? If Yes, provide details, including injuries, witnesses, detail all of remedial action taken.

6. What was the actual income/expenditure of the event, compared with your initial budget? You may find it useful to fully detail all costs incurred as this will assist you in planning future events

7. Did you meet your targets and expectations?