Roles and Responsibilities when organising your event
Depending on the size and the location of the event, various authorities and agencies will be involved in the process of applying for permission to hold the event or undertake various activities. You will also need the permission of the landowner to hold the event on that land. If the event is to take place on council land you will need to obtain permission to use the land from the council. See Part 3.
Different Business Units within Amber Valley will be involved directly in assessing an events legal compliance. These include:

- Licensing Unit which deals with licensing applications.
- Regulation Unit which deals with Public Health, Health and Safety and Food Safety issues.
- Environment Unit which deals with noise control, nuisance and waste control.
- Landscape Services deal with application to hold events on Council land.
- Legal Services deal with applications to hold markets or car-boot sales.

The above have the following roles:

1.1 To assess the suitability of the controls to protect public safety at the event. This is primarily done through the events Risk Assessments.
1.2 To provide advice and guidance to event organisers.
1.3 To prohibit activities that will cause nuisance, harm or danger to members of the public.
1.4 To undertake site inspections, pre, during and post event as necessary.
1.5 To licence events and attach appropriate licence conditions where necessary to ensure secure the licensing objectives.
1.6 To attend meetings and contribute to the development of the Emergency Plan for the event.
1.7 To give permission to hold certain events to hold them on Council land.

www.ambervalley.gov.uk
Tel: 01773 570222
If your event is to attract more than 3000 attendees, the Safety Advisory Group will be advised and consideration will be given to the requirement of developing an Emergency plan by the Group itself with the aid of other enforcement agencies (see below). However if there is not to be such a plan drawn up by the SAG, the organiser must draw their own emergency evacuation / incident plan.

In addition, below are examples of other representatives who may be consulted or asked to join the Safety Advisory Group subject to the nature of the event:

- Property Owners (on whose land the event will take place)
- DEFRA
- Trading Standards
- Health and Safety Executive
- Environment Agency
- Countryside Commission
- Transport operators
- British Transport Police (if appropriate)
- Security and stewards representatives (if appropriate)
- Traffic Management Consultant
- Voluntary groups, the military and other service providers

The Safety Advisory Group coordinates interested parties, typically made up of representatives from:

- Amber Valley Borough Council
- Derbyshire Police
- Derbyshire County Highways (Traffic Management)
- East Midlands Ambulance Service NHS Trust
- Derbyshire Fire and Rescue Service
- Emergency Planning Division
- Community Representative / Elected Member
The objectives of the Safety Advisory Group are:

1. To ensure, as far as possible that the key objectives of the Licensing Act 2003 are fulfilled. For the purpose of this guide, the scope of the key objectives include:
   a) Law and Order. Any UK law enforced by the Derbyshire Constabulary
   b) Safety. Includes the occupational health safety and welfare of anyone at work including voluntary workers, the safety of the public and fire safety.
   c) Nuisance. Any legislation enforceable by Environmental Health or the Environmental Agency in respect of waste and pollution.
2. To keep a written record of all meetings whether formal, informal or preliminary, to clearly note recommendations agreed at Event Emergency Planning Meetings and note actions arising from those meetings.
3. To ensure that agreed contingency plans for dealing with emergency situations at events are developed and maintained.
4. To ensure that all event organisers appoint a person who is responsible for overseeing the effective implementation of the necessary safety arrangements for their event. For ‘large events’ a formally appointed ‘Event Safety Manager/Advisor’ will be required, who can demonstrate competency throughout the planning of the event and who will be responsible overseeing the implementation of all safety aspects of the event. In the case of ‘large events’ this person must have no other conflicting duties.
5. To assess the suitability and sufficiency of the Event Safety Management Plan provided by the Event Organiser.
6. To advise the Event Organiser of any deficiencies discovered whilst carrying out the assessment of the Event Safety Management Plan and advise on the necessary remedies.
7. To monitor implementation and compliance and hold daily de-briefs during ‘large events’ with the Event Organiser.
8. To hold a thorough post event debrief and make recommendations as necessary.
9. To draw up an Emergency Plan.
10. To host Safety Advisory Group Meetings.
11. It may be necessary to hold more that one multi-agency meeting depending upon the nature of the event. Subgroups of the Safety Advisory Group may be required to look at specific aspects of the event. These groups will be required to report back to the Safety Advisory Group.

Formal minutes of all meetings will be recorded, actions endorsed to named persons and circulated to all involved. Minutes will be circulated within five working days of each meeting.

Event Organisers will be required to attend meetings if an emergency plan is required. The purpose of the meeting(s) will be to discuss the proposal made for the event and conduct an assessment of the safety issues surrounding the event if there should be an emergency. An Emergency Plan is produced and distributed by the Safety Group and all emergency services receive a copy along with attendees of the Group. The emergency plan is NOT your Risk Assessment.
The following list gives details of the types of information necessary to be provided by the Event Organiser to facilitate full discussion of a proposed event at a Safety Event Group meeting:

- Details of organiser/prospective licence holder together with experience;
- Outline of the event to include maximum crowd numbers; licensable activities identified;
- How the Licensing objectives are to be met;
- Site plan/detailed drawings identifying structures, exits, lighting, WC’s, emergency routes, car parking, welfare for staff
- Site risk assessments if completed at that stage;
- Medical facilities, event control location;
- Details of the Event Safety Officer including details of the individual’s relevant training and experience pertaining to the role;
- The delegation of safety responsibilities
- Details of temporary structures including structural calculations;
- Fire safety/evacuation plan and risk assessment;
- Medical provision and siting;
- Communication plan;
- Provisions for disabled persons;
- Car parking, traffic management and control of indiscriminate parking;
- Stewarding arrangement;
- Crowd Management;
- Toilet and welfare provision;
- Medical support;
- Noise control;
- Electrical power generation, distribution and emergency supplies;
- Site cleaning – during and after event;
- Waste management recycling and disposal arrangements;
- Previous history of event;
- If a marquee, barn or similar structure is to be used, the following should be available:- size of structure, number and size of fire exits, flame retardation details of fabric, details of proposed emergency lighting, seating plan, details of cooking proposed within the structure
- Resources
- Other relevant information. (See HSG 195 The Event Safety Guide)

This may not be an exhaustive list; the information required will be dependent on the type of event.
A representative of DFRS will sit on the Safety Advisors Group. The role of the representative is to advise the event organisers on matters relating to the operational capabilities of DFRS and explain the process of the Fire Risk Assessment which is a requirement of the Regulatory Reform (Fire Safety) Order 2006.

A DFRS Fire Safety Enforcement officer may advise whether or not a submitted Fire Risk Assessment is suitable and sufficient.

A DFRS Fire Safety Enforcement Officer may undertake a site visit to the Fire Risk Assessment is being implemented.
Events, especially those of a commercial nature, should be capable of being carried through without the need for Police attendance. However, depending on the nature and size of the event, the Police may be involved in the scrutiny and planning process.

As part of the Safety Advisory Group process, the decision may be made that a Police presence is required.

The assessment of the necessity for Police attendance and action at an event will be based on the need to discharge the Police services core responsibilities which are as follows:

i) Protection of life and property
ii) Prevention and detection of crime
iii) Prevention or stopping breaches of the peace
iv) Traffic Regulation (within the legal powers provided by statute) and only if a Risk Assessment evidence Police attendance necessary
v) Activation of a contingency plan where there is an immediate threat to life, and co-ordination of resulting emergency service activities.

Normally Police involvement will be restricted to these core areas of responsibility. The level of Police resources committed to any event and the action undertaken will be proportionate to the assessment of risks pose by the event. Early discussion with the Police by event organisers is strongly advised.

Private marshalling and stewarding has become a recognised way in which events are supported. Please note that it is unlawful for stewards and marshals to direct traffic on the public highway.
THE ROLE OF EAST MIDLANDS AMBULANCE SERVICE (EMAS)

A representative of EMAS will sit on the Safety Advisory Group.

They advise on the provision of suitably qualified medical ambulance and first aid services for the event.

An EMAS manager may visit the event to liaise with the medical provider.

Their role is to minimise the effects of an event on the local NHS and EMAS services.
THE RESPONSIBILITY FOR THE SAFETY OF ALL PERSONS WORKING AT OR ATTENDING AN EVENT RESTS WITH THE EVENT ORGANISER AND INDIVIDUAL LICENCE OR NOTICE HOLDERS.

It is the duty of the Event Organiser to exercise overall control of the event, and to ensure all reasonable precautions, as agreed by the Safety Advisory Group, are taken to maintain the safety of the people at the event and ensure the event is run considerately and environmentally responsibly.

The Event organiser must be able to demonstrate to the agencies an understanding of their roles and responsibilities and commitment to public safety. In the case of ‘Large Events’ the Event Organiser will also be required to demonstrate that they are competent or have ‘competent’ assistance for managing the event. A copy of the organisations structure with clearly defined roles and responsibilities with supporting Curriculum Vitae of Key Personnel such as the Event Manager may be required. A person’s competence can be described as having the mixture and balance of knowledge, experience, skills and if relevant, qualifications to do their work safely and without risks to health to themselves or others.
GETTING STARTED

1. Read the relevant sections of this Guide (i.e. Part 1 with Part 2, 3, or 4) and for large events see the Purple Guide at www.thepurpleguide.co.uk

2. As soon as you have decided to organise an event notify the Regulation Unit at Amber Valley Borough Council. You should do this at least two months before the event, but for Large Events you should register your intentions 9 -12 months in advance of the event. This allows enough time for you to satisfy the Authorities 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 will not be able to provide advice for you to follow which may compromise your whole event or parts of the event.

3. Check whether you need a licence for the event and apply within the correct time limit in the specified time period. Contact licensing@ambervalley.gov.uk Failure to apply for the required licence will result in formal action being taken against you, and/or your event not being permitted to run in part or in its entirety.

After notification

4. Start to complete your risk assessments and document your significant findings. You may also be asked to draw up an Event Safety Management Plan which will outline the organisation and arrangements to be in place to ensure delivery of the controls you have identified i.e. who is who and their competencies, who is doing what and when. You may need some assistance from a "competent person" to undertake this. A competent person is one who has the necessary skill, knowledge and qualification / experience in the field of work they are advising on. For large events it is not uncommon that an external consultant is used to assist in drawing up and monitoring risk assessments and safety arrangements.

5. Submit requested Risk Assessments and Event Safety Management Plan for assessment to the Regulation Unit at Amber Valley Borough Council. This should be done as soon as possible and no later than 28 days prior to the event. Failure to submit or make available the requested documentation for your event will result in a Statutory Notice being served on the responsible person(s) for the event. This will ensure the necessary documentation and measures are being taken to satisfy the authority that adequate controls are to be provided. This is to secure the health and safety of those attending, working and visiting the site. Failure to provide the requested information and satisfy legal requirements will result in a Prohibition Notice being served to prevent the event from occurring or parts of the event occurring.

6. You must attend the Safety Advisory Group Meetings if required. The Safety Advisory Group consider the wider public safety aspects of larger events – typically those where an attendance figure is 3000+ at any one time. If your event is one of these, the Group comprising all relevant agencies, develop and document procedures to enable a multi agency emergency response to an incident which require additional resources to those safety arrangements already in place. It does not replace the organisers own safety arrangements.
Pre-event

Site inspections by enforcement officers with the event organiser may be necessary leading up to the event with a final check before the event opens to the public or paying guests.

Relevant insurance, certificates of inspection, structural calculations and training records must all be available for inspection at all times during all phases of the event. It is in the interest, and the responsibility of the event organiser to ensure this information along with the Event Safety Management Plan is compiled and available to all those who require access to this information.

During the event

In many cases most small events will be provided with reactive support as required from the authorities. Enforcement officers will react to complaints and non-compliances brought to their attention by third parties.

Some large events may require the provision of an event control room, to house key personnel and their communication equipment from relevant agencies. This is to allow those personnel to monitor and co-ordinate safety and the appropriate responses to any incident, which may impact upon public safety at the event or in the wider area. The requirement and the location of an event control room will be determined in consultation with Safety Advisory Group.

Daily de-briefs between the organiser and the Safety Advisory members may also be required or necessary on ‘large events’.

Post event

A debrief meeting should be held by organisers to identify any learning outcomes for the next time the event is held. Minutes should be documented.

Amber Valley Borough Council or the Safety Advisory Group may call a de brief meeting aimed at being held within one calendar month of the event. The debrief meeting will be organised by the chair of the Safety Advisory Group or Regulation Unit. Its purpose will be to examine and review the success and failures of the event with a view to constructive and continuous improvement.

It is fundamental that any experiences either good or bad are shared between all involved so that future events of a similar nature can benefit from the experience. Internal agency debrief meetings must be carried out prior to the external debrief, in order that all issues are raised in the correct forum.