

Events Toolkit

A Guide to Organising Events in Bath & North East Somerset



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Introduction

Bath and North East Somerset Council welcomes and encourages high quality events throughout the year that will appeal to different ages and demographics; regularly hosting a varied calendar of events ranging from large festivals and sporting events to niche cultural attractions and small community events. The area has much to offer event organisers; in addition to strong transport links, there are a wealth of high quality venues including historical buildings, sports grounds and award-winning parks.

This guide has been designed to support you in the process of organising a public event in the Bath and North East Somerset area and highlight considerations you will need to make before submitting your Event Management Plan, and working in conjunction with the [Events Policy](#). It is the event organiser's responsibility to establish that all of the necessary arrangements are made to ensure the event runs smoothly.

It is important to start planning your event as soon as possible, as a rough guideline you should begin planning at least 6-12 months in advance of the event date.

What do You Need to do?

If you are planning an event in the Bath and North East Somerset area, even if it is on private land, you should notify the events team by e-mailing event@bathnes.gov.uk

To undertake an event on council owned land (such as parks or open spaces), you will need to:

- Read the [Events Policy](#), check for conflicting events on the [Outdoor Events Calendar](#) and see [Timescales for Planning an Event](#).
- Complete an [Event Application Form](#)
- Return this to the [Events Office](#) with a comprehensive [risk assessment](#) and proof of public liability insurance for the event

Once the Events Office has approved your event and location, you will then be asked to:

- Submit your [Event Management Plan](#), sign the land hire agreement and [pay the appropriate fee](#).

Failure to do so in the appropriate timescales may mean licences are not granted in time which could put the event in jeopardy. As a rough guideline, you should allow the following timescales to submit your initial event application form:

Size of event (Number of people attending)	Event form submission
Major event	12 months
Small event	3 months

Please note: submitting the event application form does not imply full consent to deliver the event

For reference purposes for this guide, the scale of an event is defined as follows:

Small event

A small event is one where the total number of attendees at any one time (including participants, staff and spectators) is less than 500. However, if the event fits one of the criteria below it may be classed as a major event and will be sent to the SAGE Chair for consideration.

Major event

A major event is one that is held outdoors and which:

- Lasts more than three hours and the total number of attendees at any one time (including both participants and spectators) is 500 or more, or
- Includes one or more activities which are sufficiently risky as to require additional assistance above what is normally expected (e.g. water-based competitions)
- Is likely to have significant impacts on public safety, traffic and parking as well as environmental considerations such as noise and pollution.

What is the SAGE?

The Safety Advisory Group for Events (SAGE) is made up of representatives from various bodies in the Council and its partner agencies such as the police, fire and medical services. It gives free advice on health and safety issues to event organisers, and normally only deals with major events (as defined in the 'What do you need to do' section), but may also advise on other events as and when it considers it necessary.

The SAGE deals with events on a case-by-case basis. Following contact with the Council regarding your event, the Events Office will notify the SAGE Chair about the event who will then arrange a SAGE meeting if required.

The meeting is held four to six weeks before the event takes place. At least one week before the meeting, the event organiser must send the Events Office a copy of their Event Management Plan. This is then circulated to members of the SAGE for their consideration. At the meeting, the event organiser gives a summary of the event and highlights key parts of the Event Management Plan. Then the members of the SAGE ask questions and give advice on their area of expertise. Minutes are circulated following the meeting and the event organiser completes any outstanding actions and sends any additional paperwork to the Events Office for circulation.

You are not legally required to consult the SAGE. However, consultation with the SAGE is strongly recommended and failure to do so may leave you open to criticism should something go wrong.

Although the SAGE does not have its own enforcement powers, some individual members can stop an event if they have serious concerns about it. For example, in certain circumstances, the Fire Service can serve a notice prohibiting the use of the event site.

If an event is to be held in a public park or on the highway, the SAGE can recommend that the Council revokes the land hire agreement or permission for a road closure. You can contact the SAGE on 01225 396056 or by emailing event@bathnes.gov.uk

Things to Consider

The success of any event is always dependent upon adequate pre-planning. By addressing the answers to why, what, where, when and who early on, you will be able to make more informed decisions during the event planning process.

Why

It is worth asking this question at the very beginning as sometimes the answer may not be immediately obvious. By identifying the why, it will help your organising committee to establish the core values of your event. The core values will then help you to design your event and develop the 'who' and therefore 'what' elements that will form the basis of the event programme.

What

You need to decide what it is that you will present at your event. Your core values will provide direction here, and knowing who your target audience is will help you identify what elements should be included. Consider your target audiences' interests and what will attract them to, and excite them about your event.

Where

Considerations when deciding on your event location include: accessibility and existing infrastructure, proximity to a hospital, community impact, transport, car parking, ground conditions and current facilities such as toilets. It is also worth considering your venue in terms of your target audience; is the location easily accessible to them? See the Location section for more information.

When

Consider your event date in terms of some of the following: other local events, day of the week, if your opening times suit your audience and the likely weather conditions at that time of the year. This will inform other areas of event planning and measures that you may have to put in place i.e. lighting in the car parks.

Who

This is one of the most important points to consider in your pre planning process. Identifying the 'who' will come from your 'why' and the core values of the event. Your 'who' may also mean you need to give special consideration to facilities such as toilets, first aid, water, food and drink. The needs of different groups such as young children, teenagers, and the elderly or disabled people (and what proportion of your audience they will make up) will have a significant impact on the access arrangements and the services you provide such as baby changing facilities etc.

Identifying these factors early in the planning process will help organisers to determine the timescales to plan the event, the licence/s required and whether your event will require the involvement of SAGE (See SAGE introduction below and refer to Appendix 4 for further info.)

HANDY TIP: Start your planning as soon as possible in order to allow yourself plenty of time to get the relevant licences and permissions in place. It is always much easier to have everything in place long in advance of an event rather than trying to chase up things at the last minute which are often beyond your control!

Location

When thinking about a location for your event, consider its suitability in terms of accessibility, the audience attending, licensing requirements, proximity to a hospital, transport links, current infrastructure etc.

Events on the public highway

Events held on a public highway will require traffic management, which could involve road closures or certain restrictions. By public highway we mean any pavements, walkways, roads, verges or pedestrian areas in Bath and North East Somerset. To hold an event on the public highway, permission to close the road must be obtained from the Council's Traffic and Safety Team in consultation with Parking Services. The event organiser will need to submit a Traffic Management Plan indicating proposals, with plans where appropriate. This is effectively a summary of all actions proposed and must be signed off three weeks in advance of the SAGE meeting.

A formal road closure may not be required in certain circumstances (such as for smaller events which affect a cul-de-sac rather than a through road for example), however, all traffic management proposals must be approved by the highways department. It is important that advice is sought at the earliest possible planning stage to ensure provisions can be made.

Consider the following key points regarding an event on the public highway:

- If you are planning on holding an event on a public highway, make this clear in your application
- All requests for road closures must be received at least eight weeks prior to the event - for major events we would expect six-twelve months' notice
- A temporary Traffic Regulation Order costs £150 (standard charge) plus any fee's for additional design support with the Event Traffic Management Plan, advertising and any additional parking suspension fee's, so this will need to be taken into consideration as part of the event budget
- Organisers should check the highways roadwork's interactive mapping system <http://roadworks.org/> to ensure their event does not clash with other events or road works in the vicinity
- The organiser should inform all local residents and businesses affected by the event at least one month prior to the event
- Advance warning signs must be placed on the affected roads for a minimum of two weeks prior to the event and appropriate closed signs for the duration of the closure Any signage on the public highway requires specific approval from the highways authority, regardless of whether it is a temporary direction sign
- Applicants should also ensure that the road is returned to the condition it was given prior to the event i.e. all litter or debris must be removed from the highway
- Consideration of the impact on the public transport network should also be given. If your event requires a road closure or will impact on the highway or public transport infrastructure. The event organiser should consult with Public Transport (see [Appendix 2](#) – Contact Details)

Events on council owned land

Events held on council owned land will be liable for a land hire fee. Application fees are set annually and include a discretionary discount for charitable or community events. There will also be a deposit bond to be paid in advance of the event, which will be returned if no rechargeable costs are incurred. See the [Fees and Charges for Land Hire](#) for current prices.

An application will not be accepted unless the organiser has taken out adequate public liability insurance, with a minimum cover of £5,000,000. The organiser must also be able to show that a risk assessment appropriate to the scale of the event has been undertaken.

Applications to use public land will be determined by reference to the following criteria:

- The suitability of the event to the proposed location
- Whether the proposed event will conflict or compete with other activities taking place at or around the same time
- The need to allow reasonable intervals between events, to allow the land to recover and/or limit the impact of noise on local residents
- The organiser's past record of event management
- The social, economic and environmental impact of the proposed event. Detailed guidance on this is provided in Defra's '[Sustainable Events Guide](#)'. Event organisers are strongly encouraged to address this component before making a formal application. Factors to consider include, but are not limited to:
 - i. Transport. Any large event is likely to lead to additional traffic on the roads as people travel to and from the venue. Measures should be put in place to reduce the use of cars and encourage alternative means of transport. These could include providing a shuttle bus service or publicising public transport routes.
 - ii. Waste management and recycling. The Council strongly supports the principle of "reduce, reuse and recycle" and event organisers must keep to a minimum the proportion of litter and waste or refuse going to landfill site.
 - iii. Energy use and CO2. Bio-diesel powered generators, wind or solar power should be used wherever possible. If renewable sources are not available, modern and well maintained generators will be the most energy efficient option.
 - iv. Social wellbeing. Events may bring additional benefits to the community, whether by raising money for charity, promoting a good cause, or encouraging neighbours to get to know one another.

More details about the Bath and North East Somerset Council controlled green spaces and their potential uses can be found in the 'Events Policy' – [Appendix 4 – Events on Council Controlled Land](#).

Events on private land

Please notify the council's events office as soon as possible, even if you are holding an event on private land. A major event planned to be held on private land may have an impact on the infrastructure of the wider area and may require on street traffic management to ensure safety for

the public entering or exiting the highway. Organisers need to consider traffic impact and include this in their event management plan. There could also be licence implications and, for major events, consultation with SAGE may be required.

Creating an Event Management Plan

Think of this as a complete guide to your event. Approach the event management plan with a view that if the main event organiser is unavailable, someone else could pick the plan up and run the event. This will inform you of the level of detail required. It is at this stage of the planning process that you will need to ensure you have enough knowledge and expertise to manage your event safely and effectively. It may be necessary to seek advice from the Events Office about council owned land, or the public protection team to ensure that you have all the information you need and that you are not proceeding without necessary permissions and licences.

Once your event application form has been through the initial consultation process, the SAGE will require you to submit your event plan.

Your event plan should include:

- **Title of event**
- **Event Contacts**
- **Staffing**
- **Organisational Matrix**
- **Event Schedule**
- **Programme of Activities**
- **Method Statements**
- **Licensing**
- **Communications**
- **Medical Provision**
- **Fire Safety**
- **Emergency Procedures**
- **Crowd Management**
- **Transport Plan**
- **Risk Assessment**
- **Risk Assessments from Contractors**
- **Site Plan**

Does the event plan satisfy the description above, i.e. that someone with no prior knowledge of the event could pick up the plan and know all the necessary elements from reading the plan?

There is a sample [Event Management Plan](#) available here. If you require any further information or support to write your event plan, please get in touch with the Events Office at event@bathnes.gov.uk

Staffing

Site owner

- The owner must liaise with the event organiser to ensure that the premises have safe access and egress and that plant and substances provided for use are safe and without risk to anyone using the venue.
- It is the site owner's responsibility to ensure that a visitor will be reasonably safe to use the premises for the purpose required by the hirer.

Event organiser

- It is essential that where a group are organising an event they appoint a person with overall responsibility for it. This person will be responsible for co-ordinating the relative roles of all those involved in its organisation, and the final delivery of the event.
- It is crucial that promoters, production companies, event organisers and contractors are clear as to the legal responsibility that each may have in relation to compliance with health and safety legislation and arrangements for security of the event.
- They must provide an event plan, which explains the programme and main features of the event and precautions in place to ensure its complete safety.

Safety Officer

- A Safety Officer is a person whose sole responsibility is to look at the proposed activities and assess the likely harm to others.
- They would look for ways to control any risks. The Safety Officer would ensure that the control measures identified in the risk assessment are being complied with both in the planning stage and during the event.
- The person should ideally be someone who understands the principles of risk assessment and who would view the proposed activity from purely a safety aspect. This will assist organisers in identifying potential hazards in the planning stage.
- The Safety Officer must report any issues to the Event Organiser.
- Organisers should have a **competent, named person** who is responsible for safety at every event. For larger events, there may be a need for a dedicated Safety Officer.

Contractors, sub-contractors and self-employed workers

- A contractor is anyone that has been hired to carry out work or provide services that is not an employee or the organiser or owner.
- Contractors in turn may hire other sub-contractors to carry out part of the work for which they have been contracted.
- Self-employed people have duties to ensure that anyone who is affected by their work is not exposed to risks to their health.

Each has a responsibility to liaise with other contractors on site and organise the work so that the overall safety of the event and the preparation for it is paramount. They have responsibilities to:

- Produce a health and safety policy
- Assess the risk to workers and others affected by their activities

- Inform employees of risks to their health and safety
- Train their employees
- Provide correct personal protective equipment for employee
- Make suitable arrangements for employees while working on site
- Check the competence of sub-contractors that are hired by them
- Provide information to other employees and self-employed people working on site
- Consult with experts in relation to hazardous items in the event, e.g. fireworks
- Provide copies of the risk assessments to the event safety officer
- Ensure they have correct levels of insurance.

Are your staff/stewards aware of their roles and responsibilities?

Stewarding and Security

It is the event organiser's responsibility to ensure there are enough stewards to cover the size of the event. Stewards are responsible for the safety and care of attendees and act as agents of the organisers, carrying out decisions made by the organisers as the event proceeds through a clearly defined chain of command.

Their roles will also include the implementation of the event contingency plans. These are a set of plans and actions to cope with any likely occurrence, emergency or not, and must be compiled in advance by the event organiser.

You will need to ensure enough identifiable stewards are in place to cater for the site, size and nature of your event. It is imperative that stewards are adequately briefed as to their roles and responsibilities. It is not the role of the police to provide stewarding at events, nor to provide training to steward personnel. All designated security staff must be appropriately SIA trained - more information can be found at www.sia.homeoffice.gov.uk

For every event, you should consider:

- How the public attending will be managed
- How working areas, for example production compounds or backstage areas, will be secured
- How an incident will be controlled
- How many security staff you will require (considering location, weather conditions, timings, types of entertainment, audience profile)
- Where your security staff will be located
- What hours your security staff will be employed
- Have the key personnel been identified? E.g. Event Organiser, Safety Manager, Chief Steward, Stewards
- Have trained, briefed and clearly identifiable stewards been appointed?

A security and stewarding schedule, including the name and references of the provider and a deployment plan, must be included in your Event Management Plan.

In addition, depending on the size and nature of your event, you may be asked to submit the following:

- Adequate additional security measures such as CCTV surveillance
- A comprehensive Employee List, which may be subject to Police checks
- Contact details for the previous authority which licensed the event / event organiser for reference (if applicable).
- A schedule of the previous six venues visited, to investigate if the local Police or Licensing Authority recorded any incidents.

Policing

There is a public perception that police permission is required to hold events on the public highway. In fact, the police have no authority to either approve or ban such events and police powers to regulate traffic for planned events are extremely limited.

However it is important to give the police advance notice of the date, time and venue/route of any procession and give the police notice of any such variation of these details. Failure to do so may constitute a criminal offence, as would failure to comply with any changes, conditions or prohibitions imposed by the police on processions or assemblies.

The police may make contingency plans to deal with potential public safety issues as a result of any event taking place, and take any action deemed necessary to resolve any public disorder issues that occur. For road events such as parades and processions you will need to create your own traffic management plan which the highways department and the police agree with.

Avon and Somerset Constabulary (ASC) form an integral part of the SAGE and will advise on all applications as part of the advisory committee.

The police have no responsibility for marshalling or providing event security at your event so this will need to be factored in during the allocation of appropriate stewarding resources to effectively manage the event.

In addition to dedicated event security, ASC may stipulate a requirement for policing cover, which could involve PCSOs (Police Community Support Officers), or a more substantial deployment plan. Event organisers need to be aware that it is likely that the police will charge for any involvement in the event itself, should they be required. Early discussion (through the SAGE or Events Office) is advisable.

Health and Safety

As the event organiser, you have a duty of care to all members of the public, employees and contractors that are attending and working at the event. It is your responsibility to ensure that health and safety legislation is adhered to by all staff; from your senior management team, through to event staff, contractors and sub-contractors. The implications of any negligence are very serious, ranging from major fines to imprisonment.

This is a legal obligation that requires you to adhere to a reasonable standard of care while performing any acts that could foreseeably harm others. Safety must be your main consideration before, during and after your event.

Upon submission of your Event Management Plan, you will need to ensure that you have developed processes for managing health and safety. If you are meeting with SAGE you will need to ensure that all documentation is available for consideration alongside the EMP.

Health and safety documentation will include the following:

Risk Assessments

No matter what size your event is, a risk assessment is a worthwhile exercise – and in many cases, is a legal requirement.

A risk assessment is a careful examination of what could cause harm to people at your event, so you can weigh up whether you need to take steps to lower the risk. All events will be different and have different health and safety issues.

As the organiser you carry the overall responsibility for the safety of the public and employees working at the event. Risk assessments are not difficult to do – you just need to be aware of these terms:

Hazard – this is anything that has the potential to cause harm (e.g. electricity, obstacles, crowds, food, vehicles moving on site, manual handling activities).

Risk – this is the chance that someone could be harmed by the hazards you identify. The risk can be *low, medium or high*.

The five steps to a risk assessment should be followed and record all of your findings in writing.

- Step 1 – Identify the hazards
- Step 2 – Determine who might be harmed and how
- Step 3 – Consider the risks and whether to take extra precautions
- Step 4 – Record your findings
- Step 5 – Review and revise

[Click here](#) for more detailed information and a risk assessment template

Fire Risk Assessments

It is a legal requirement that the person responsible for the event must make a suitable and sufficient assessment of the risks of fire at the event. Under the Regulatory Reform (Fire Safety) Order 2005, you must create a fire-safe environment in and around your event, including temporary structures such as tents and marquees.

The Fire Service recommends that you keep your fire risk assessment separate from your general risk assessment, but you can use the same template (see Appendix 5) provided you go into sufficient detail.

More information about [fire risk assessments](#) can be found online. Alternatively, you can contact the Avon Fire and Rescue Service on 0117 926 2061 for advice.

- For more information, visit the [Health and Safety Executive's Event Safety Guide](#)
- For smaller events, the [Chief Fire Officers Association](#) has some simple checklists for food concessions and/or market stalls.

Matters that must be considered to comply with the Regulatory Reform (Fire Safety) Order 2005 are:

- How and where is a fire most likely to start?
- Can the risk be eliminated or reduced?
- How will the fire be detected?
- How will the alarm be raised?
- What is the evacuation procedure?
- What fire-fighting equipment is required?
- Do all stewards and event personnel know what to do in the event of a fire?
- What procedures are in place for calling the fire brigade?

Licensing

Will I need a licence?

You will need a licence if you want to do any of the following at your event:

- Sell alcohol (including giving it away as part of the ticket price or in exchange for a donation).
- Serve hot food or drink between 11.00pm and 5.00am
- Provide regulated entertainment to the public or a section of the public. This is categorised as the provision of 'regulated entertainment in the presence of an audience' that includes:
 - Performance of a play
 - Live music
 - Exhibition of a film
 - An indoor sporting event
 - Boxing or wrestling entertainment
 - Performance of live music
 - Playing of recorded music
 - Performance of dance
 - Providing facilities for making music, dancing

- Similar activities to the above
- Provide regulated entertainment (such as live music) with a view to making a profit, even if the profit will be given to charity

First, check with the owner of the land/building where you want to hold the event; they may already have a licence you can use. If you need to get your own licence, for events that do not exceed 499 people at any one time (including staff and contractors), and last no longer than 168 hours (i.e. seven consecutive days) you may be able to apply for a Temporary Event Notice (TEN).

For events exceeding 499 people, and/or 168 hours, a Premises Licence must be obtained. As a general rule, you will be expected to submit your Temporary Event Notice **at least** ten full working days before the event (after this time it will be considered a 'late ten' for which there is no obligation for it to be dealt with, therefore causing the potential cancellation of your event).

If your event falls outside of these requirements i.e. 500 or more people attending, the event will require a premises licence. The application process for a premises licence is much more complex than that of issuing a TEN; therefore event organisers should start the process **at least 2 months** prior to the event date.

If you are using a live band or music that is copyright protected, you may also need to obtain a licence from the performing rights society. Visit <http://www.prsformusic.com> for more information.

You may also require additional licences if you intend doing any of the following activities:

- Selling food or goods on the public highway
- Charity collections
- Lotteries.

Event organisers are responsible for ensuring they have the appropriate authorisation in place to cover the activities they are proposing to carry out. Events on private land will still require licences if the event is not a private party. For [further information](#) or to obtain the relevant application forms, contact the Licensing Team on 01225 477531 or e-mail licensing@bathnes.gov.uk.

Insurance

Event organisers must ensure that they have the appropriate level of insurance cover to indemnify them against any civil litigation. The type and level of insurance required depends on the event you are organising and the risks involved.

If the event is on Council property you will be required to have public liability insurance to a level appropriate to your event as a pre-requisite of your application. As a minimum we would require cover of at least £5 million, however for larger, higher risk events you may want more.

Public liability insurance covers injury to a third party or damage to third party property arising from its negligence. As a group you may want the security of knowing that if there are any allegations of that nature the insurance company will cover any costs of defending or settling a claim. It is also

important to check that any contractors have their own insurance including caterers, amusement suppliers and entertainers.

Depending on your event, you may also require employers liability, property and event cancellation insurance.

Residents

Ideally you should communicate your event details with all affected parties (local residents and businesses) during the early planning stages of the event to avoid any potential issues or problems. For major events, this process should begin at least six months before the event date and is usually done by delivering letters or leaflets to each address and contacting their residents' associations. [The Federation of Bath Residents' Associations](#) and the [Bath City Centre Action Group](#) have a list of residents' associations and their contact details.

Local residents and businesses have the opportunity to object to most applications so it is in your best interests to talk to them and address their concerns before making any application. The letter should include your name and contact details and explain what, where and when your event is taking place.

Communication with local parties is an important process that should not be neglected. If approached and delivered in the correct manner; it can reduce concerns and negative attitudes, take advantage of local knowledge (highlighting potential issues such as traffic), and often turn difficult individuals into advocates for the event if concerns are listened to and taken on board.

A short letter delivered to residents describing the event, and providing contact information is a basic requirement if your event has any of the following:

- PA systems, generators and/or staging
- High numbers of attendees (over 2000)
- Overnight equipment or a prolonged build break lasting several days
- Full use of a park – such as fencing and/or ticketing the site
- The need for a traffic management plan/coning order
- A licensed bar(s) operating past 22:00

'Immediate' residents are those that neighbour the park or open space and will be directly affected by the event taking place. Organisers are advised to mail drop additional properties further from the site based on the size of the event and its perceived impact on local residents. For further advice contact the Council's Events Office.

Once final plans have been submitted, particularly for larger events, consultation with immediate residents at least 8 to 12 weeks prior to the event is recommended. Failure to engage with the concerns of residents may invite criticism of the event. It is also beneficial to add your event to the [BANES Outdoor Events Calendar](#) by sending details to the Events Office.

Communication

It is essential that stewards and organisers are able to communicate effectively between each other, event staff, and the public.

For example, in the event of evacuation, an effective means of communication must be available. This must also include provision for communicating with deaf and hearing-impaired people who will need to be informed of the emergency by Sign Language or written instruction.

Communication systems such as radios, mobile phones and public address systems are useful during an event. Mobile phones are considered unreliable for major events; so two-way radios will be expected as a requirement.

In addition, major events will require an Event Control Point, from where all event operations and production can be centrally controlled. An event communications plan should be produced which will detail all systems, protocols, contacts and channels.

This will include:

- Location of the central event control point and details of who will staff it
- Details of radio system and the channels that will be used (i.e. for event staff, security, lost children, emergencies)
- Arrangements for communicating with the public in the event of an emergency
- Contact details for the event organisers and any other key members of staff

Venue plan

A full and detailed site map is essential for all event applications in order for BANES Council and the emergency services to consider the suitability of the site. Include a full, detailed site map which shows:

- Entry and exit points
- Emergency evacuation access routes
- Event control point
- Lost children's point
- First aid point
- All attractions (rides, caterers, stages etc)
- The location of generators / power / water etc
- All key distances / measurements
- The location of fencing / trackway plan if required
- Details of ground protection if required

This will assist the general management of the event and arrangements for any emergency.

You may want to create two versions of a site plan, one that you use at the site on the day to provide event participants with information and another that is just for the management team. Accurate site plans are very helpful when you are doing the site build as you are able to clearly direct people when they arrive on-site to their correct position. Site plans are also a useful tool in the event design process as you can plan how people will enter, interact with, and move about the site.

First Aid Provision

The level of [first aid cover](#) should be based on your risk assessment, the advice given in [The Purple Guide](#) and following consultation with the Ambulance Service and relevant voluntary groups.

The Medical Plan needs to state:

- Location of the first aid point
- Details of who will be staffing it and what qualifications they hold
- If there will be an ambulance on site, details of who will be providing it and where it will be located
- Details of any other medical provision
- Details of your public liability insurance cover

What cover will I require?

As with completing your risk assessment, you will need to consider the following in order to evaluate the cover required at your event:

- Location
- Event activities
- Audience demographic
- Duration of event
- Weather

You will also need to consider whether you require an ambulance on site.

Who can provide cover?

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. Well known organisations such as the British Red Cross and St John's Ambulance can offer staffing, alongside a number of other private providers. You will need to contact these organisations as soon as possible in the planning stages, as they can be very busy during the events season. At least 6 weeks' notice is recommended.

Please be aware that a First Aid at Work certificate is not adequate for providing cover at a public event. This is because the training is only intended to cover first aid to employees / staff in a place of work – which is a very different environment to an event in a public or outdoor space.

Even with adequate training, individuals providing cover will also need to consider their legal liabilities in case something goes wrong with the care they administer. Clinical negligence cover protects against this.

If your event is likely to attract a younger audience, your first aid providers will also need to be trained in paediatrics (the branch of medicine that deals with the medical care of infants, children, and adolescents).

For these reasons, it is best practice to employ a professional provider of first aid cover who will have all the necessary training and insurances in place.

Location of first aid

Best practice states that you should have a dedicated, clearly signposted First Aid point at your event. This should not be doubled up as a Lost Children's point, and staff should be dedicated to the role. This is due to the fact that if there were an incident at your event that required your First Aid staff to administer care, or transport a patient to hospital, you would have no remaining cover.

The location of your First Aid Point should be clearly accessible but not situated on a major thoroughfare or in close proximity to distracting event attractions, such as stages or funfair rides. You will also need to consider Emergency Services access in and out of your event, as outlined further in the Traffic Management section.

Transport Plan

A detailed, illustrated traffic management plan is an essential part of the Event Management Plan and should include the following details:

- Access and egress – Entrance and exit routes to/from the site, emergency exits (including details of signage and lighting), ground protection (if there is a likelihood of poor weather), any provisions to minimise congestion on surrounding roads
- Parking – Car parks, entrance and exit routes, signage, stewards, pedestrian walkways, lighting (if the event will take place in dusk or darkness), ground protection (if there is a likelihood of poor weather), any suspensions of existing parking bays. Beware of fields that may get boggy if it rains - you may need a tractor to help vehicles on and off the site and a road sweeper to clean any mud off the road.
- Road closures – Road closure locations, diversionary routes, barriers, signage, stewards, access for emergency vehicles. See Appendix 3 – Useful Contacts.
- Public transport – How the event will impact on local services, details of consultation with local providers

Managing Entry

If you will have a fenced event site or are aiming to charge an admission fee for your event, you will need to consider:

- How you will secure the site
- How you will accept payment / exchange tickets
- How you will monitor numbers and ticket sales
- If a queuing system will be required
- If a pass out system will be required
- How you will securely manage your cash
- What your terms and conditions of entry are (these should be displayed on the tickets where possible, as well as at the entrance to your event)
- Whether you require any admissions policies, for example, age restrictions or search policies.

Emergency Procedures

As part of the event planning process it is important to consider what you would do in the event of a health and safety related incident or emergency. Incidents that could require an emergency plan include:

- Severe weather conditions
- Equipment failure
- Loss of services and utilities
- Overcrowding
- Fire
- Bomb threats

Unfortunately there is no 'one size fits all' solution to the subject of emergency planning, as your plan will depend on the nature of the event, its location and the numbers attending.

Your general risk assessment will help you to write your emergency plan, which should be discussed with emergency services before the event takes place. As a basic requirement it should include details on how you would:

- Alert and mobilize resources (e.g. emergency services)
- Communicate with staff, volunteers, stewards, security personnel and attendees
- Contain the situation and remove people from danger
- Treat casualties

- Deal with the non-injured
- Liaise with the emergency services
- Manage public information (e.g. media)

This should form the basis of your emergency plan, alongside an effective communications plan.

Emergency Evacuation Plan

An emergency evacuation plan should be drawn up by the event organiser in liaison with the SAGE.

The plan should provide arrangements for:

- Identification of key decision-making workers
- Stopping the event
- Identification of emergency routes and access for the emergency services
- People with special needs
- Identification of holding areas for performers, workers and the audience

Are all staff/stewards aware of the emergency evacuation plan?

Children

During your event planning process, you should consider your provision for children even if the event itself is not primarily aimed at children, as they may accompany adults. This should include appropriate baby changing areas.

If your event is not suitable for children, make sure you indicate this on any publicity materials (i.e. age restrictions) or if children attending must be accompanied by an adult.

Anyone directly dealing with children must be DBS checked (previously CRB) and cleared.

Lost Children and Vulnerable Adults

During any event that is attended by children and vulnerable adults, there is the potential for them to become separated from their parents or responsible adult. In accordance with the 2003 Licensing Act, you should give full consideration to how children and vulnerable adults will be protected during your event and to the safe management of lost children or vulnerable adults.

This should include preparation of a 'lost child' policy, submitted as part of your event management plan, which identifies arrangements for the safe care of lost children and vulnerable adults until they are reunited with their parent/guardian. There should be a clearly advertised collection point for lost children, supervised at all times with fully briefed workers. Such a point should be separate from the First Aid point and should have its own dedicated staff. You will need to supply the names, dates of birth and addresses of the employees/volunteers who will staff the lost children's point and details of their DBS checks. Please note; this list may be subject to police checks.

Ensure that lost children are not left in the sole care of a single worker. If there is a children's area on site, this will be the best place for the care of lost children. In some circumstances it may be necessary to make an announcement over the PA system. Take care to ensure that announcements do not refer to children specifically or give personal details, descriptions or names. If a child is reluctant to go with a parent or collecting adult seek a second opinion from the police. The parents or guardian's signature and proof of identity should also be obtained. Once a child has been reunited with their parent or guardian, inform stewards and police immediately if they have been involved and keep a record of all incidences.

How you will deal with lost children – where will the lost children's point be located and how will you make contact with the parents (e.g. PA announcements).

Temporary Structures

Temporary structures can be anything from marquees and grandstands to stages and podiums. You should choose an experienced and competent supplier, requesting the appropriate safety documentation from the company providing the equipment. This should include:

- Risk assessment
- Method statement
- Current public liability insurance
- Company health and safety policy
- Certificate of work completion

All structures should be:

- Capable of withstanding wind forces and bad weather conditions
- Erected by competent persons

Marquees should be:

- Situated at least six metres apart, have adequate emergency lighting and escape routes
- Inherently or durably flame-retardant (certificate of compliance may be required)
- Regularly checked for supporting poles, frames, guys, stakes and anchoring prior to the contractor leaving the site.

All temporary structures must adhere to The National Outdoor Events Association Code of Practice for Outdoor Events and the institution of structural guidance. All marquees erected on council owned property must CAT scan the area before inputting stakes.

As part of your event management plan, you should have the following information available:

- Details of any temporary structures that will be at the event, e.g. marquees, stages, lighting columns
- Loading calculations, for instance for safety barriers
- Details of the contractors who will be assembling and disassembling the structures
- Confirmation that the structures will not be used until a certificate of compliance has been provided by the contractors

Crowd Management

When dealing with large numbers of people at events it is important to consider how the crowd will behave and whether or not the crowd will need to be segregated from activities taking place at your event. For example, if your event included activities such as fire performances or a parade of vehicles, they would need to be segregated from members of the public, preferably using barriers.

Barriers can provide physical security, and prevent and restrict access to equipment and areas. You should always ensure that barriers are appropriate for their designated use, and are capable of withstanding any reasonable foreseeable loading.

Have you included the use of barriers in your risk assessment?
Have you measured the event area to ensure you have ordered enough barriers?

Funfairs and Inflatables

If you are planning to include amusements such as fairground rides, bouncy castles etc. you need to ensure they are approved for commercial use and that operators have the appropriate level of public liability insurance in place. Guidance on safety of inflatable devices is available at www.pipa.org.uk and guidance on the safety of fairground rides is available at www.adips.co.uk.

Have you asked for evidence of appropriate PIPA/ADIPS certification to ensure the amusements are approved for commercial use?

Accessibility

Considering accessibility is important for a number of reasons, including your legal obligations (under the Equality Act 2010), your attendance figures and potential revenue. This is an important part of your planning to ensure that you are not inadvertently excluding anyone from attending.

People you need to consider are:

- Wheelchair users
- People with mobility impairments
- Visually impaired people
- People who are hard of hearing
- Deaf people

- People with hidden impairments (e.g. speech)
- People with learning disabilities
- People with mental health issues

In many cases the needs of a participant may need to be considered on an individual basis to assess options and the potential to take part. What measures are suitable for your event will depend upon a number of factors such as; whether your event is indoors or outside, the length of the event and overall capacity of your venue. Elements to consider could include; training for stewards, suitable signage, access routes, accessible toilets, viewing platforms and viewing areas, British Sign Language Interpreters, captioning, touch tours and audio description – this is by no means an exhaustive list.

Once you've identified what measures you will put in place, it's then important to communicate this with your potential audience by including details of the event's accessibility in your promotional materials and on your website. Before deciding to attend an event, disabled people (and carers) will need to know certain accessibility information to enable them to make informed decisions about whether to attend such as:

- How do I get there?
- Is the venue served by public transport?
- Is there a taxi rank nearby?
- Where can people be dropped off or collected?
- Is the pedestrian route accessible for wheelchairs?
- How far do I have to walk to the venue?

Parking

- Are there designated accessible parking bays for blue badge holders? If so do these need to be pre-booked?
- Are there public car parks (Council, NCP etc) nearby? Are there designated bays for blue badge holders?

Are there any accessible toilets?

- Is there a changing places toilet at the event?
- Are these operated by RADAR key? If so, where can I obtain a RADAR key?
- If there are no toilets at the event, where are the nearest accessible public toilets?
- Signage
- Is there accessible signage directing people to and around the event?
- Information in alternative formats
- Will there be any British Sign Language information at the event?

- If there is a programme or other literature, how do people obtain a copy in Braille, large print, audio, or in other languages?

Refreshments

- If food is available, can this be blended on request?
- Are there sugar-free drinks for people with diabetes?
- Are there cups with handles or drinking straws available for people who find plastic cups difficult to hold?

Further advice and suggestions for improving accessibility can be found on '[Attitude is Everything's](#)' website.

**What are the access arrangements for people with disabilities?
Do you need additional facilities for deaf and disabled people?**

Food Provision & Safety

Maintaining food safety at events is more challenging than a normal catering environment, carrying a higher risk of causing food poisoning. This is due to food being stored, handled, prepared and served in unfamiliar settings, in greater than normal quantities and over a longer period of time.

Any professional caterers must be registered under the Food Safety Act 1990 and have received training in food hygiene; this applies even if food is being given away for free. An outline of the type of catering and facilities should be provided in advance of the event.

You should inform the Food Team if any food will be served, even if it will be free. For further information and advice, contact the Council's Food Team on 01225 477508 or e-mail public_protection@bathnes.gov.uk

Noise Control

A noise management plan should be produced for any event where there is a risk of noise nuisance. Implementing measures to minimise disturbance for nearby residents and businesses could help to reduce any impacts on your event and any future events in the same location (such as restrictions by an enforcement notice).

The noise management plan should identify all potential sources of noise nuisance, detail steps that will be taken to minimise the risk of nuisance and how complaints received before, during and after the event will be addressed.

Steps to undertake this would be to:

- Consider the location of your event, music and speakers carefully. Some locations i.e. hillsides, open areas and residential areas are not ideally suited to events where amplified music, bands or microphones are required
- Check whether there have been other events at that location that may result in heightened local sensitivity to noise intrusion
- Keep the music volume to within the boundary of your site if you are in a residential area and minimise the duration of the event. In general, noise beyond 11pm must not be audible beyond the site boundary
- Consult with all affected neighbours if noise cannot be contained and agree times and measures to mitigate sound including communication routes during the event for any public concerns
- If your event is a concert, appoint qualified noise consultants with experience of limiting off site noise, who can both minimise the off-site impact and demonstrate that you are meeting your license conditions.

An Event Information Questionnaire must be prepared and submitted to the Council's Environmental Protection Team at as early a stage in the planning of an event as possible, but:

- At least **two months** before the event for major events (500+ attendees),
- At least **one month** before the event for small events (less than 500 attendees).

This, along with a useful event checklist for noise control can be found in the guide, the '[Code of practice and guidance for control of noise from concerts and outdoor events](#)' which is available in the events section of the council website.

Animals

There are various animal welfare rules and risks associated with the use of animals.

To limit your risk be aware of the following:

- E Coli risk - all animals have E Coli in their gut and this is commonly transferred to yards fences and fleeces. E Coli infection can be fatal especially to young children.
- If your event involves petting of farm animals; reindeer etc consult and apply the following [guidance](#).
- Pets or fish as prizes – There is a concern that the welfare of pets offered as prizes are poorly protected. It is best to avoid this, but if not, you must ensure by law that arrangements are in place to ensure that no pet is issued to anyone under 16 without responsible adult present.

Fireworks and Sky Lanterns

Avon Fire & Rescue Service does not endorse the use of Chinese sky lanterns and would strongly discourage their use. The floating lanterns contain a naked flame which represents a significant fire risk to life and property when they come down to earth.

The law says you must not set off or throw fireworks (including sparklers) in the street or other public places and must not set off fireworks between 11pm and 7am. The exceptions are:

- Bonfire Night, when the cut off is midnight
- New Year's Eve, Diwali and Chinese New Year, when the cut off is 1am. If you plan on running an event involving fireworks, take into account the information about firework safety from <http://www.hse.gov.uk/explosives/fireworks/>

Contractors

As an event organiser, you may hire an independent contractor to plan, organise and manage aspects of the event. These contractors may in turn, sub contract tasks out to other businesses or individuals. The main advantage of using a contractor is the expertise that they bring and you only have to pay them to complete the job in hand, rather than hiring an employee on an ongoing basis.

When hiring external contractors, it is wise to take time to make sure that a written agreement exists which spells out the scope of the work, pricing, date and times required, constraints on how and when the contractor works, and any contingency plans. Along with ensuring the work is undertaken within this framework, this will also help to mitigate against risks of work not being completed on time or to the specification required. In addition, before hiring a contractor you should also ensure that they have the appropriate insurances and qualifications in place, such as recent DBS checks for those working with children.

Are your welfare facilities sufficient for the scale and nature of event?

Infrastructure Amenities' (Electricity, Water, Lighting & Toilets)

Ideally your event should use a mains electricity supply if possible, however depending on the site, generators may be required. All generators must be suitable for the required load and should be installed and maintained by a competent person, and a risk assessment must be provided. Keep the generator guarded with a barrier and store fuel away from structures and any combustible materials. Bear in mind, they can also be noisy so consideration will have to be made within your noise management plan by keeping them away from nearby properties or providing effective sound insulation.

If your event site has electricity, all electrics must be installed by a competent person. An electrical safety certificate must be provided to confirm the installation is safe and complies with the legal standards. All electrical appliances should be in good working order and electrical cables should be kept away from the public. The electrical system must have an electrical 'trip' such as a residual current device (RCD) that will switch off the supply if there is a fault – these devices save lives.

The provision of free drinking water is important at all events, and water tanks/hydrants may be required. The organiser must ensure that the water is of a drinkable quality.

If the event needs lighting, priority should be given to first aid points, toilet areas, pedestrian routes, car parks, information points, access and egress.

You are required to provide adequate toilets facilities for your event attendees, staff and contractors. When planning your toilet provision, consideration should be given to the location, access, duration of the event and type of facilities; including the provision for hand-washing facilities, maintenance, cleaning, lighting and signage.

As a general rule you should provide at least one toilet per 150 people attending, although this will depend on the type of event (see the table below to give more specific guidelines). For example this number would not be suitable for a wedding, however perfectly acceptable for a music event. Particular attention should be given to accommodating the needs of disabled people. Accessible unisex facilities should be made available on level ground without steps. Your toilet supplier will be able to advise on the types of toilets available and the number required. It is also beneficial to have a nominated person or team to supervise the toilets and carry out any necessary cleaning or replenishment.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males + 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males + 1 urinal per 175 males

Litter Collection

You will need to provide suitable waste receptacles and ensure arrangements are in place to clear up any litter around the event site. The Council is committed to reducing landfill and where possible, the organiser should provide suitable facilities for recycling as much litter as possible.

Arrangements must also be made for the removal of waste from the event site immediately after the event. The Council operates a commercial waste and recycling service and alternative waste and recycling companies can be found in local directories and via the internet. Any waste contractor or carrier used must be registered with the Environment Agency.

If you are using a contractor, it is your duty to make sure that you:

- Check the person can take it – ask them to produce evidence that they are registered with the Environment Agency to carry waste. If they can't do this, do not give them your waste
- Ensure the waste goes to a proper site

- Give the person a transfer note – this must include a description of the waste and signed by both of you. Keep copies of your transfer notes for a minimum of two years

To check if a contractor is authorised to carry waste, or to obtain a transfer note, contact the Environment Agency on 08708 506506 or visit www.environment-agency.gov.uk

Please note that costs may be incurred from the landowner if litter is not removed from the site and where an event is held on Council controlled land, it will be a condition of the land use agreement that the organiser must restore the land to Grade “A” condition.

By planning ahead, the event may benefit from cost savings, a reduced environmental impact and a cleaner, more pleasant site with positive publicity.

Have you recruited enough stewards and volunteers to help with litter collection during and post event?

Promoting Your Event

Once you have had your event form and risk assessments agreed by the SAGE you will want to start promoting it to get ticket sales underway and ensure you have good attendance.

Add your event on to any local or regional events listing sites which are also worth checking to find out if you are likely to clash with any other local events. This may also offer opportunities to work together for the mutual benefit of both events.

If you are planning a large-scale event, it would also be wise to liaise with Visit Bath if your event is likely to attract visitors from outside of the region. <http://www.visitbath.co.uk/>

Ensure you promote your event via social media platforms such as Facebook and twitter, and if your event is ticketed you can also advertise it via Event Brite at www.eventbrite.co.uk If your event is free they do not charge for their services, however if you are charging for tickets they will take a small cut of the ticket price.

If you want to hand out leaflets on the street to promote your event, you need to be aware that you are responsible for the litter that is dropped as a result of you handing out leaflets. You could face penalties for littering and it is therefore advised that you arrange for any dropped leaflets to be picked up. Another thing to remember is that you must not obstruct the public highway.

Has sufficient planning been carried out, and agreed prior to promoting your event?

Debrief

A debrief is an important part of the event management process to reflect on the successes and challenges of the event. If possible, you should undertake this with key contacts from staff, contractors and local services such as the council, police and fire. This helps the event to continually evolve and improve, addressing any concerns or areas for improvement for future events.

Appendix 1 - Planning an event

Think of your event:-

- Why are you doing it? What is your aim and output?
- Consider the size of the event and lead in time
- Where will it be? Who owns the land?
- When will it take place? Could it clash with other events?
- How will you deliver it? people, money, contractors, promotion etc

Make a request:-

- If using the highway or footpaths, submit an event form
- If using Council land, submit an event form
- If on private land with significant numbers of people and or has music or sale of alcohol, submit an event form
- Once your event form has been submitted it will be sent to the SAGE for consultation and recommendations and agreements will be made

Finalise the details:-

- Produce your event plan
- Assess the risks
- Produce a time line of all activities from the start of set up until the last item is completed on the close down
- Identify your team leaders and the tasks they need to do. Identify all tasks in the time line.
- Draw up a site plan and route map
- If using Council land, you will need to gain approval to use it and you may be required to sign a Land Hire Agreement
- Identify and confirm insurance requirements
- If you are having a charitable street collection, apply for your license early. Without this you cannot collect.
- If there is live music for a fee or sale of alcohol, submit your Temporary Event Notice (TEN) or Premises License early. A Premises license requires three months' notice and a TEN requires at least ten working days.
- Communicate with residents
- If closing roads identify a Traffic Management provider and agree a plan with the SAGE
- Identify any vehicles that need access and agree dispensation
- Confirm any toilet, gate or access arrangements

Six weeks to go:-

Gather your insurance, event plan, time line, traffic management plan for road closure, and if required land licence. Return to the Council and meet with the SAGE.

Four weeks to go:-

Event confirmed
Traffic Order produced

One week to go

Pre site inspection (if required)

Appendix 2 - Safety Advisory Group for Events (SAGE)

What is the Safety Advisory Group for Events?

The Safety Advisory Group for Events (SAGE) is made up of representatives from various bodies in the Council and its partner agencies. It gives free advice on health and safety issues to event organisers.

The SAGE will normally only deal with major events. A major event is one which:

A major event is an organised public activity that includes **one or more** of the following:

- Involves 500 or more people (including both participants and spectators)
- Is held outdoors, on public or privately owned land
- Operates on a regular or one off basis
- Lasts for more than 3 hours over one or more days
- Involves risk from the activity which warrants additional assistance and intervention above what is normally expected to ensure a safe and successful event

However, the SAGE may advise on other events as and when it considers it necessary. The Group also inspects Designated Sports Grounds (under the Safety at Sports Grounds Act 1975) and Regulated Stands (under the Fire Safety and Safety at Places of Sport Act 1987).

How does the Safety Advisory Group for Events work?

The SAGE deals with events on a case-by-case basis, but the process usually works like this:

- The event organiser contacts the Council to tell us about the event.
- The SAGE Coordinator arranges a meeting between the event organiser and the SAGE. The meeting is normally held around two months before the event takes place.
- One week before the meeting, the event organiser sends the Coordinator a copy of his/her Event Management Plan. This is then circulated to members of the SAGE for their consideration.
- At the meeting, the event organiser gives a summary of the event and highlights key parts of the Event Management Plan. Then the members of the SAGE ask questions and give advice on their area of expertise.
- After the meeting, the Coordinator circulates the minutes.
- The event organiser completes any outstanding tasks and sends any additional paperwork to the Coordinator for circulation.

How can I prepare for my meeting with the Safety Advisory Group for Events?

- Invite any of your consultants or contractors who might be able to help answer questions. This could be the site manager, health and safety advisor, head of security etc.
- Prepare an Event Management Plan. It's your responsibility to write the plan, but individual members of the SAGE can answer any questions you may have.
- Send the event management plan to the SAGE at least one week before the meeting.
- Don't be nervous! The SAGE is there to support you to run a safe event. They will help identify any issues you may have overlooked, but they are not trying to catch you out.

Do I have to consult the Safety Advisory Group for Events?

You are not legally required to consult the SAGE. However, consultation with the SAGE is strongly recommended and failure to do so may leave you open to criticism should something go wrong.

Although the SAGE does not have its own enforcement powers, some individual members can stop an event if they have serious concerns about it. For example, in certain circumstances, the Fire Service can serve a notice prohibiting the use of the event site.

If an event is to be held in a public park or on the highway, the SAGE can recommend that the Council revokes the land hire agreement or permission for a road closure.

Who are the members of the Safety Advisory Group for Events?

The core members of the SAGE are: Bath & North East Somerset Council, Avon and Somerset Police, South Western Ambulance Service Trust (SWAST) and the NHS Foundation Trust.

According to the event, other Council teams may be recruited to the SAGE for specialist advice. These may include: Corporate Health and Safety, Traffic and Safety, Emergency Management Unit, Transportation and Highways, Environmental Protection, Parking Services, Licensing, Food Safety, Building Control, Neighbourhood Services, Property and Legal Services Planning Services and Health and Safety at Work.

How can I get in touch with the Safety Advisory Group for Events?

You can contact the SAGE on 01225 396056 or by emailing event@bathnes.gov.uk

Appendix 3 – Risk Assessments

No matter what size your event is, a risk assessment is a worthwhile exercise – and in many cases, it's a legal requirement.

A risk assessment is simply a careful examination of what at your event could cause harm to people, so you can weigh up whether you need to take steps to lower the risk. If your event is in a regular venue (such as a community hall or nightclub), it's possible that the management will have their own risk assessment, but you may still want to complete your own because the hazards may be different for your particular event.

Risk assessments are not difficult to do – you just need to be aware of these terms:

Hazard – this is anything that has the potential to cause harm (e.g. electricity, obstacles, crowds, food).

Risk – this is the chance that someone could be harmed by the hazards you identify. The risk can be *low*, *medium* or *high*.

Now follow these five simple steps and record all of your findings in writing:

Step 1 – Spot the hazards

Plan your event on paper, then think about the hazards relating to the individual activities and any equipment that will be used. If you can, it helps to walk around the venue as you do this. It's a good idea to get another person to do the same thing – they may spot things that you have missed. Think about:

- Slipping, tripping or falling hazards (e.g. loose carpets, unsecured cables)
- Moving parts of machinery (e.g. fairground rides)
- Any vehicles driving onto site
- Electrical safety (e.g. use of any portable electrical appliances)
- Manual handling activities (e.g. members of staff or volunteers moving heavy items)
- Poor lighting, heating or ventilation
- Hazards created by specific activities (e.g. fire risk from cooking demonstrations)
- Storing and serving food (e.g. chilled items being left out of the fridge for too long)
- Temporary structures such as stages, lighting towers, marquees etc
- Any other hazards that you may find

Step 2 – Decide who might be harmed and how

For each hazard identified, list anyone who may be affected and how they may be harmed. Don't list individuals by name, just list groups of people. For example:

- Employees / contractors / volunteers
- Vendors, exhibitors and performers
- Members of the public
- Disabled people
- Children and older people

Step 3 – Work out the risks and decide whether to take extra precautions

For each hazard, write down the precautions that are already in place to minimise the risk of someone being harmed. For example, if there are cables running across the floor, are they already secured so people won't trip over them?

Taking into account any existing precautions, decide whether the risk for each hazard is high, medium or low. For example:

- **High:** An unsecured bouncy castle being used by young children in adverse weather conditions.
- **Medium:** A display of animals in a roped off area.
- **Low:** A band performing on a raised stage.

For each risk, consider whether it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Consider whether you can do any of the following:

- Remove the hazard altogether, e.g. by prohibiting vehicles from driving on site during the event.
- Prevent access to the hazard, e.g. using barriers to prevent people getting close to a tall stack of speakers.
- Use personal protective equipment, e.g. giving members of staff earplugs if they will be exposed to loud music.
- Find a substitute for that activity/machine etc. e.g. hiring a different bouncy castle – one which can be safely secured to the ground.
- Take any other steps to reduce the risk level of the hazard, e.g. using stewards to manage audience numbers and prevent overcrowding.

Step 4 – Record your findings

Make sure you record all your findings from steps 1-3. For small, low risk events, this can be done on a very simple template, like the one provided on the next page. Larger events will require a more detailed record but can follow a similar structure.

Step 5 – Review and revise

It's likely that the risk factors will change and new hazards will present themselves during the planning stage, so you should treat your risk assessment as a work in progress and regularly review it, making amendments where necessary.

A risk assessment template can be found [here](#)

Appendix 4 - Community events guidance

Street parties and fêtes are a traditional part of British life and are a great way to get to know your neighbours and build strong communities.

The top tip for arranging an event is to start early! Try to make plans a couple of months in advance, and get in touch with the relevant Council departments as early as possible who will be happy to help.

What sort of events does this guidance apply to?

This is about the sorts of street parties and fêtes that groups of residents get together to arrange for their neighbours. The main differences between these events and larger public events are listed below:

Street parties and fêtes	Larger public events
For residents/neighbours only	Anyone can attend
Publicity only to residents	External publicity (such as in newspapers)
No licence normally necessary if music is incidental and no alcohol is sold	Insurance needed
Self-organised	Professional/skilled organisers
Closure of residential roads only – apply for road closure at least 6 weeks before the event	Closure of major roads/through routes/bus routes – apply for road closure at least 10 weeks before the event
Public liability insurance optional - organiser must accept responsibility for possible claims if public liability insurance is not in place	Public liability insurance mandatory

Small, private street parties and fêtes are very simple to organise and generally do not include activities that need a licence, such as selling alcohol or providing certain types of entertainment.

Where do I start?

Start by getting in touch with the Events Office. You don't have to know all the details of your event yet - just give us an idea of what you'd like to do. Our officers can then give you free, personalised advice on how to proceed.

Contact the Events Team at event@bathnes.gov.uk or on 01225 396056.

I want to have a street party - can I close my road?

You can apply for a road closure if the road is purely residential, i.e. not a main road, a through road or a bus route. You need to submit your application no later than 6 weeks before the party. Access to the closed part of the street must be maintained at all times for emergency vehicles, but it's okay to place items such as tables and chairs in the road as these can be easily moved.

You need to consult everyone who lives in a house or runs a business which will be affected by the road closure; it is your responsibility to make sure they are aware of the proposals and are happy with them. For further information on road closures, or to obtain an application form, contact the Traffic and Safety Team on 01225 395386 or transportation@bathnes.gov.uk.

Our waste and recycling collections are due to take place on the same day as our street party – what should we do?

If your waste and recycling collections are on the same day as the street party, they may not be able to take place if the road will be blocked before the collectors arrive. Contact the Council to

discuss alternative arrangements for the collection and then let local residents and businesses know what you have agreed.

To ask about waste/recycling collections, contact Council Connect on 01225 394041 or councilconnect@bathnes.gov.uk

Will I need a licence?

You will need a licence if you want to do any of the following:

- Sell alcohol (including giving it away as part of the ticket price or in exchange for a donation)
- Serve hot food or drink between 11.00pm and 5.00am
- Provide regulated entertainment (such as live music) to the public or a section of the public
- Provide regulated entertainment (such as live music) with a view to making a profit, even if the profit will be given to charity

First, check with the owner of the land/building where you want to hold the event; they may already have a licence you can use. If you need to get your own licence, you might be able to use a Temporary Event Notice (TEN) or apply for a Premises Licence. Event organisers are responsible for ensuring they have the appropriate authorisation in place to cover the activities they are proposing to carry out.

For further information, or to obtain an application form, contact the Licensing Team on 01225 477533 or licensing@bathnes.gov.uk.

Do we need to do a risk assessment?

Yes, but don't be daunted - weighing up risk is something we do every day. When crossing the road, we look at the traffic and decide whether it's safe to cross. If it is, we do it; if it's not, we might wait for a bigger gap between cars or walk to a zebra crossing. This is what we mean by 'risk assessment' – taking simple, common sense steps to make sure nobody gets hurt. See Appendix 3 for more information on Risk Assessments.

Do we need a permit to serve food?

No – as a private party, you don't need special permission unless you're serving it after 11pm.

For advice on preparing and storing food safely, contact the Public Protection team at public_protection@bathnes.gov.uk.

Can we hold a raffle?

A raffle can be a great focal point for your event and will let you raise money for charity or to cover your costs. You don't need a licence for this so long as you only sell the raffle tickets during the event and the value of the prizes doesn't exceed £500.

If you want to sell tickets before the event, or your prizes are worth more than £500, contact the Licensing Team on 01225 477533 or licensing@bathnes.gov.uk for advice.

Will we have to clean up afterwards?

Yes, you will need to clean up after yourselves, especially if you're holding a street party. It's your street, your party, so keep your local area clean and tidy. Let people know in advance what time the event will finish and have a section set aside for bin bags and recycling.

Encourage people to take their own waste home and recycle as much as possible through our collection services. As an alternative to this, you could arrange for a member of the organising team to take separated bags to one of our Recycling Centres. See page 29 for more information regarding litter collection.

What if my event doesn't count as a 'small, private street party or fête'?

Events that don't fall into this category can take considerably more planning and organisers are responsible for ensuring the event is safe and legal.

Go back to page 5 to work out what category your event falls into

Other advice to make sure the party goes with a bang

Spread the word around your neighbours – a friendly visit or a colourful leaflet through the door is a great place to start. Share out the jobs with anyone who wants to help; there's a whole wealth of skills out there waiting to be harnessed.

Consider arranging some activities to liven things up and get people mingling. What about a tug-of-war, face painting for the kids, root vegetable carving, or a scavenger hunt? The sky's the limit!

If your event is outdoors, have a backup plan in case it rains. Gather together umbrellas/parasols/tarpaulins and keep them on standby, or find a covered venue to resort to if needs be.