Courtesy of The Lincolnite

Lincolnshire Event Safety Partnership

safe events across the county

Courtesy of Lincolnshire Live

EVENT ORGANISER HANDBOOK
2022 / 23

VERSION 13

Lincolnshire's Resilience Forum

PREPARING FOR EMERGENCIES

Lincolnshire Event Safety Partnership – Lincolnshire County Council

© Crown copyright. All rights reserved. Lincolnshire County Council

CONTENTS

LESP MISSION STATEMENT **3**
INTRODUCTION **4**
Tell us about your event 4
What happens next? 4
WHAT IS A SAFETY ADVISORY GROUP **6**
LESP's COMMITMENT TO YOU: **7**
WHICH ORGANISATIONS ARE REPRESENTED ON LESP? **8**
EVENT ORGANISERS CHECKLIST **9**
Up to one year prior to your event 9
9 months before your event 9
6 months before your event 10
3 months before your event 10
6 weeks before your event 10
One month before your event 11
The Day before the Event 11
The Event 11
Day after the Event 11
EVENT TEAM **12**
Event Manager 12
Safety Advisor 12
Stewards, Security Staff & Marshals 12
PLANNING PERMISSION **14**
LICENSING **14**
HIGHWAYS **16**
RISK ASSESSMENTS **18**
What is a risk assessment? 18
Why do I need a risk assessment? 18
INSURANCE **19**
FIRST AID **20**
Key checks and considerations for event medical providers 20
Key roles and definitions 21
First Aider *21*
Paramedic *21*
Ambulance Technician *21*
Emergency / Ambulance Care Assistant *21*
Nurse *21*
Doctor *21*
CHILDREN & VULNERABLE PEOPLE **22**
CONTRACTORS **23**
TEMPORARY DEMOUNTABLE STRUCTURES (TDS) - STAGES, SEATING, MARQUEES ETC **24**
Your duties as an event organiser 24
Supplier 24
Design 24
Erection 24
In Use *25*
CONSTRUCTION, DESIGN & MANAGEMENT (CDM) REGULATIONS 2015 ..... **25**
BARRIERS **25**
Pedestrian or Crowd Management Barriers 25
Front of Stage Barriers 26

CAMPSITES **27**
Before the event 27
Temporary Toilets 27
Drinking Water 27
Refuse Disposal 27
Fire Safety 28
General 28
EVACUATION **29**
COMMUNICATIONS **30**
Your event team 30
Two way radio 30
Logging messages 31
Landlines 31
PA system 31
Loud hailers 31
Press/Media 31
FIREWORKS **32**
FIRE SAFETY **33**
REQUIREMENT FOR POLICE **34**
FOOD HYGIENE **35**
ENVIRONMENTAL ISSUES INCLUDING NOISE **35**
Typical Sources of Disturbances from Temporary Events 36
Why do Noise Problems Arise? 36
Local Community 36
DRONES **36**
STREET TRADING & CHARITABLE COLLECTIONS **37**
Street Trading 37
Charitable Collections 37
ANIMAL HEALTH ISSUES AT EVENTS **37**
STREET PARTIES & FETES **38**
Giving adequate notice to local authorities 38
Road Closure Signs 38
COUNTER TERRORISM **39**
COVID 19 ..... **40**
USEFUL CONTACTS **41**

LESP MISSION STATEMENT

Lincolnshire Event Safety Partnership exists to provide a strategic framework of consistent advice to local Events Safety Advisory Groups across Lincolnshire to enable them to provide proportionate, timely and accurate guidance to event organisers.

Lincolnshire Event Safety Partnership seeks to facilitate a thriving, safe and supportive environment through the local Safety Advisory Groups across Lincolnshire.

All members of the Lincolnshire Event Safety Partnership will play an involved and active role relating to their area of expertise and are committed to positively impact events in Lincolnshire,

In particular the Group will:

- Provide a forum of strategic advice to relevant bodies
- Gather intelligence and share best practice
- Provide consistent and proportionate advice and guidance to interested groups and agencies
- Support local Safety Advisory Groups and encourage a positive culture of event safety
- Provide training for event organisers, safety advisory group members and other bodies
- Positively engage with regulatory and enforcement bodies
- Consider and interpret relevant legislation and approved codes of practice applicable to the event industry
- Compile and maintain a database of events throughout Lincolnshire
- Maintain and develop links with public and private bodies associated with the event industry

INTRODUCTION

There are many different types of indoor and outdoor public events taking place in Lincolnshire each year ranging from sporting events to music concerts and from firework displays to village fetes, some are large and others small.

The Lincolnshire Event Safety Partnership (LESP) provides specialist health and safety advice and further information on planning your event in order to help ensure that public safety is always a major priority.

The information given by LESP is free of charge and is often in addition to any legal requirements or statutory guidance and can be applied equally to both licensed and non-licensed events.

Tell us about your event

Ideally you should inform LESP as soon as possible that an event is taking place, especially if you are intending to stage a major event where planning is likely to take up to one year.

You can contact LESP in a number of ways:

- Direct contact with one of LESP's members.
- Direct contact with another local authority who may refer you to LESP, for example if you are planning a marathon that goes through more than one local authority area.

LESP may contact you especially if the event is advertised in the press and is deemed to have significant implications for public safety, but has not been notified to LESP.

In order to assess the risk presented by your event and to determine the level of assistance that can be offered, it is important that you provide the following information:

- The named organiser of the event and their contact details.
- The date and timing of the event
- The type of event you are planning
- The number of people you expect to attend
- Details of any special or unusual activities
- The results of any risk assessments that you have carried out
- If your event is open to the general public
- If your event will take place on the highway
- If your event will take place in a public area, such as a park, town centre or open space
- If your event is in a private venue, but because of its size or type of activity planned, there may be some concern for the safety of those attending and those nearby
- Availability of alcohol
- If the event has been held in previous years.

A template plan, and guidance to fill it in, can be found on www.lincolnshire.gov.uk/lincolnshire-prepared.

What happens next?

We will review your plans and send you any relevant safety advice (if required) and organise a Safety Advisory Group Meeting with you if deemed necessary. In some cases, the appropriate member

organisation may advise you to change some of your plans to improve safety at your event.
For larger or more complex events, LESP may take a more active role. For example we may wish to meet with you to discuss your plans and arrangements in more detail. Examples of events LESP have taken an active role in include: The 2012 Olympic Torch Relay, RAF Waddington International Air Show, Lincoln Christmas Market and the Lincolnshire Show. LESP will always ensure you have been well advised and are aware of the requirements before your event.

LESP wants to support event organisers and welcome events to Lincolnshire, however these events must be held safely and this guide supports this ambition.

Whatever the size of your event, as an event organiser you are responsible for the health, safety and welfare of the people attending, as well as your own event staff, volunteers, contractors and sub-contractors working there and you must also ensure that all legislation is complied with.

In addition, you should notify Lincolnshire County Council Highways Department to ensure the roads to your event, or on which your event takes place, are not already booked for other events or essential maintenance. Register an event affecting the highway – Lincolnshire County Council

One of the most important documents providing guidance on event organisation is *The Purple Guide to health and welfare at music and other events.* This is available via subscription online at: http://www.thepurpleguide.co.uk.

The Guide to Safety at Sports Grounds (also known as the Green Guide) is recognised around the world as best practice for the design and planning, and the safety management and operation of sport grounds. Guide to Safety at Sports Grounds 'Green Guide' - Sports Grounds Safety AuthoritySports Grounds Safety Authority (sgsa.org.uk)

WHAT IS A SAFETY ADVISORY GROUP

Safety Advisory Groups, often shortened to 'SAGs', are a group of professionals from the statutory agencies whose role is to provide competent, and consistent, advice on event safety to event organisers and venues.

Additionally a SAG will liaise with event organisers and ensure that any contingency plans made by the organiser work in conjunction with emergency plans for major incidents prepared by the statutory agencies. Statutory agencies will also use the information from event organisers to ensure that any plans in place to deal with emergencies or major incidents are appropriate for the additional number of visitors that a particular event may bring to an area.

Whilst SAGs are not a legal requirement, they are seen as good practice within the UK and are available in most areas of the country. They are known by many other names; EPOGs, ESAGs and PEGs, to mention a few.

The Safety Advisory Group does not have legal powers and does not approve or ban events, however, many of the agencies who sit on SAGs may have the legal power to prevent unsafe practices. In addition, if an incident were to occur at an event or venue, then the advice given by the SAG would be disclosed to any criminal investigation or inquiry.

In Lincolnshire they are referred to as SAGs and are usually chaired by the District Councils. They offer a consistent approach to event safety and provide free advice, guidance and up to date information about legislation and good practice, as well as ensuring that plans to deal with emergencies at events dovetail with those already in place within the statutory agencies.

SAGs which deal with sports grounds are managed differently due to legislation and are usually chaired by Lincolnshire Fire and Rescue.

For further information relating to SAGs, please see the '**The UK Good Practice Guide to Working in Safety Advisory Groups'** authored by the Emergency Planning College and available as a free three part download at https://www.epcresilience.com/who-we-are/our-news/it-s-here!-free-national-guidance

The LESP SAG Terms of Reference can be found here [Lincolnshire Event Safety Partnership – Lincolnshire County Council]

LESP's COMMITMENT TO YOU:

We will:

- Meet and discuss events of a significant scale or potential for risk
- Provide safety advice to event organisers
- Foster good working relationships with event organisers
- Promote best practice in ensuring public safety
- Ensure that such assistance is consistent and encourages a minimum standard of safety at all events held throughout Lincolnshire
- Produce and update an Event Guidance Handbook which contains information on the established good safety practice and the requirements of the law in respect of safety standards to be adopted

In addition:

LESP compiles a comprehensive list of events occurring within Lincolnshire. This will be of particular interest if you are planning a new event and want to check that it will not conflict with events already taking place.

WHICH ORGANISATIONS ARE REPRESENTED ON LESP?

- Boston Borough Council
- City of Lincoln Council
- Magna Vitae on behalf of East Lindsey District Council
- East Midlands Ambulance Service NHS Trust
- Health and Safety Executive
- Lincolnshire County Council, Emergency Planning & Business Continuity Service
- Lincolnshire County Council, Highways and Traffic
- Lincolnshire County Council, Public Health
- Lincolnshire Fire and Rescue Service
- Lincolnshire Police
- North Kesteven District Council
- South Holland District Council
- South Kesteven District Council
- West Lindsey District Council

Local Authority representatives include officers from licensing, health and safety, environmental health, food safety and event organisers.

Lincolnshire Event Safety Partnership

safe events across the county

EVENT ORGANISERS CHECKLIST

The following pages suggest activities which may take place at certain stages of planning your event. These timescales are not set in stone, as it may not take up to a year to organise some events, however all activities may need to be taken into consideration during the planning process. Note that some activities mentioned in this handbook may not be relevant to your event. If you are not sure, contact a member of LESP for more advice. The checklist does not include budget or funding issues and prior to organizing an event organisers should ensure they have the funding and budget in place to run the event.

Task / Consideration	**Notes**
Start to organise. Appoint steering/organising committee. Share out job roles and responsibilities taking into account levels of competency and time available.	
Agree an outline event programme. Venue, insurance, licensing, permissions etc. Assess numbers of people likely to be attending.	
Investigate a venue (e.g. local park, pedestrian precinct, hall etc). Assess parking, access / egress arrangements to site (vehicles and pedestrians) and the impact on and access to the venue by public transport, servicing to the site (e.g. water, electricity, heating, lighting, telecoms).	
Hold initial talks with relevant local authority officers and emergency services. Licensing, Health & Safety, Environmental Health, Highways (Lincolnshire County Council), Police, Fire, Ambulance, Coastguard, Air Traffic Control. They will be able to advise if a Safety Advisory Group is required.	
Carry out an initial risk assessment. Template available from Lincolnshire Event Safety Partnership – Lincolnshire County Council Identify health and safety issues / hazards. For guidance see Event safety - Getting started (hse.gov.uk)	
9 months	
Task / Consideration	**Notes**
Review risk assessment.	
Investigate insurance cover. Public liability, employer's liability, equipment, cancellation cover.	
Prepare Event Management Plan and site plan. Consult with local authority and emergency services. Prepare an Event Management Plan for things that might go wrong. A template plan including guidance on filling it in is available on	

www.lincolnshire.gov.uk/lincolnshire-prepared.	
Attend SAG if you have been advised this is required	
Check availability of participants in the event ie: Artists, entertainers etc & costs, DBS checks, references, make provisional bookings,	
Review budgets. Assess financial viability.	
Prepare grant applications and send off.	
6 months before your event	
Task / Consideration	**Notes**
Review risk assessment.	
Prepare licence applications and send off. Entertainment, alcohol, late night refreshment.	
Check on grant applications, review income and expenditure; take action to keep to budget.	
Highways requirements. Apply for road closures, parking restrictions, permission to place temporary signs in the highway. Agree all access, exit and public transport arrangements. Suspend on-street parking bays.	
What are the car parking arrangements? Is there off street parking?	
Attend Safety Advisory Group meetings.	
Confirm bookings. Artists, entertainers, stallholders, equipment hire.	
Communication. Post information on Social Media sources and via local media	
3 months before your event	
Task / Consideration	**Notes**
Review risk assessment.	
Review Event Management Plan and Site Plan.	
Check progress of licence applications.	
Attend Safety Advisory Group Meeting.	
Review finances Income, budgets, advance ticket sales	
6 weeks before your event	
Task / Consideration	**Notes**
Apply for temporary event notices from local authority (if appropriate)	
Review risk assessment.	
Review Event Management Plan and Site Plan.	
Check progress of licence applications.	
Review finances. Income, budgets and advance ticket sales.	
Attend Safety Advisory Group meetings.	
Appoint key task members and circulate	

information to team Communication.	
Communication Print flyers and posters and distribute. Post information on Social Media sources and via local media	
One month before your event	
Task / Consideration	**Notes**
Review and finalise your risk assessment Verify and confirm risk controls.	
Attend Safety Advisory Group meetings.	
Final booking checks. Artists, entertainers, stalls, equipment, catering, insurance cover.	
Organise clean up teams for during and after the event. Make arrangements with local authority if appropriate.	
Train your team. Crowd management, traffic control, emergency procedures, general information, basic firefighting, carry out table top exercise if deemed necessary by SAG.	
Erect advance notice of event signage as agreed with LCC Highways.	
The Day before the Event	
Task / Consideration	**Notes**
Erect temporary signs in accordance with plan agreed with LCC Highways.	
Hold a briefing for your team.	
The Event	
Task / Consideration	**Notes**
Hold final team briefing.	
Implement Traffic Management plan as agreed with LCC Highways in time for event opening.	
Remove all Traffic Management as agreed with LCC Highways at close down of the event.	
Debrief team to establish any lessons learned or amendments to Event Management Plan for future use.	
Day after the Event	
Task / Consideration	**Notes**
Remove all temporary signs.	
Remove any local advertising, flyers, posters etc.	

EVENT TEAM

Event Manager

One person should be in overall charge of the event.

Safety Advisor

A suitably competent person should be appointed to act as the Safety Advisor for the event with overall responsibility for safety matters (though overall responsibility for the event remains with the organiser or organising committee).

This person should be trained or have experience or knowledge of safety matters appropriate for the event. You must take into account the size and nature of the event and the possible level of risks when selecting someone.

Someone with personal experience and knowledge may be adequate for a small indoor event. For large or complex events you may need professional help and advice.

During the event the Safety Advisor or a nominated deputy should:

- Arrange for a check of the safety arrangements to be made before the event is opened, including that all fire doors are unlocked and access is unobstructed.
- Be on site at all times.
- Be easily identifiable as the Safety Advisor and in a known location such as a control room, or be easily contactable by radio.
- Have the means to communicate with the people responsible for activating any part of the contingency arrangements.
- Not be engaged in any other duties that would detract from the role.
- Have the authority, if necessary, to temporarily show stop the event
- Monitor the continuing safety of the site throughout the event, paying particular attention to structures, barriers, electrical supplies, installations and other equipment provided. See page 20 for a specimen checklist.

NB. The safety advisor and event manager may be the same person for smaller events.

Stewards, Security Staff & Marshals

The primary task of stewards, security staff and marshals is to minimise the risk of injury to the public and event personnel.

It is essential that organisers ensure that their stewards do not exceed their lawful powers. Organisers should provide enough stewards to cater for the size and nature of the event.

Staffing levels may differ if the event is staged inside or where there is a wider range of risks, for example a pop concert in a park, fireworks display or moving carnival would need more stewards than a village fete with no beer tent.

The findings of any risk assessment will have a bearing when deciding upon numbers of staff. Where statutory limits for the number of stewards are laid down, each task must be listed and evaluated according to its own risk.

There may be an increased need for supervision for several reasons, for example: the hours of darkness, if there are unsound surfaces, adverse weather, alcohol consumption, entertainers or times during an event likely to attract large crowd surges. The presence of vulnerable persons and/or children will necessitate stewards to be DBS (Disclosure and Barring Service) checked.

Always write down the roles and responsibilities of your stewards, whether they are volunteers or professionals. This information should be given to them as part of their briefing and also shared with your event management team.

The briefing should include:

- Their individual role in an emergency and how any required evacuation will be initiated
- What to do if faced by fire, including location of firefighting equipment
- Location of first aid facilities
- Location of and how to contact the event management team (for escalating issues)
- Lost/found children and vulnerable people procedure
- Visitor/audience profile (how many expected to attend, are they families, or groups of teenagers etc.)
- Consider briefing stewards on customer service issues, such as location of toilets, "what's on" and location of key facilities

Stewards should only act in line with their roles and responsibilities or on the instructions of the Police in the event of an incident. It is also important that stewards are easily identifiable ie) by the use of high visibility jackets or other identifiable means.

The Security Industry Authority (SIA) have a specific guide, "Security at Events" which organisers of larger events, requiring professional, licensed stewards can use to help them determine what they need. This document is available on the SIA website
http://www.sia.homeoffice.gov.uk/documents/licensing/sia_security_at_events.pdf

PLANNING PERMISSION

Most events do not need to consider the details of planning permissions, or of the venue / land being used or being subject to change of use requests, however it is worthwhile contacting the local authority for the area your event is being held in. Contact details are at the end of this handbook.

Where the event takes place in an area where a market is held (within a few miles of the market taking place), it is also worthwhile checking with the local authority as there may be specific conditions which apply, due to ancient 'Market Charter' rights.

LICENSING

The Licensing Act 2003 came into force during 2005 and changed the existing laws relating to public entertainment, indoor sporting events, indoor or outdoor boxing or wrestling events, late night refreshments and the sale of alcohol.

If you are organising an event it is always a good idea to contact your Local Authority Licensing Team to discuss your event and the planned activities in order to establish whether or not licences are required.

It is advisable to make contact early in the planning stages, ideally 6 months before the licence is required, and to be sure the licence is granted before spending anything. Please see contact details at the back of this booklet for local authorities.

The following licences are now needed:

A Premises Licence will be required where the following activities are taking place at your event:

- The sale or supply of alcohol
- NB: Where alcohol is to be sold in connection with a Premises Licence there must be a Designated Premises Supervisor (DPS) named on the licence.
- The supply of alcohol to a club member, or the sale of alcohol to a guest of a club member
- The provision of regulated entertainment:
    1. Plays
    2. Film exhibitions
    3. Indoor sporting events
    4. Boxing or wrestling exhibitions
    5. Live music (karaoke included)
    6. Recorded music
    7. Performance of dance
    8. Any entertainment similar to that described in 5, 6 or 7 above.
- The sale of late night refreshment (hot food and/or drink between 11.00pm and 5.00am)

Temporary Event Notice (TEN)

The exception to the Premises Licence rule is for small events which last no more than 168 hours and have no more than 499 people attending at any one time. A TEN can be given by the applicant to the Licensing Authority in these cases. There are limits on the number of TENs that can be applied for. Advice should be sought from the local authority licensing department. Please see useful contacts for details.

A TEN notice requires the naming of a Premises User, and supplies of alcohol must be made 'by or under the authority of a premises user'.

A Personal Licence will be needed by anyone who wants to authorise the sale of alcohol as part of his or her business or event. The Designated Premises Supervisor must be a personal licence holder. If the event takes place under a TEN then a personal licence is not required.

Licence holders, the Licensing Authority and other agencies such as the police, fire service and health and safety enforcing authority, must all act in a way that promotes the four Licensing Objectives required by the Act.

The four licensing objectives are:

1. Prevention of public nuisance
2. Prevention of crime and disorder
3. Public safety
4. Protection of children from harm

The Licensing Authority (District, City and Borough Councils) will deal with all of the licences described above. The Act creates Responsible Bodies, who have a role in the application process and can make representations to recommend conditions which relate to the Licensing Objectives.

The Responsible Bodies include:

- The Police
- The Fire Authority
- Trading Standards
- The Health and Safety enforcing authority for the land or premises concerned
- The Environmental Health team of the relevant District, City or Borough Council

The Licensing Authority cannot give specific legal advice to applicants regarding their specific proposals which might conflict with its role as the Licensing Authority.

Where specific legal advice is required, applicants must seek independent legal advice, or information should be sought from the relevant responsible body.

The following are exempt from licensing under the Act:

- Genuinely private functions
- Live television and radio broadcasts.
- Garden fetes and similar "not for profit" activities*.
- Music or plays associated with religious services or meetings.
- Morris dancing or similar
- Entertainment on a moving vehicle.
- Any entertainment exempt under the Live Music Act 2012
- The Legislative Reform (Entertainment Licensing) Order 2014

***The sale of alcohol at a private event, or at a garden fete will always require a licence, unless it's a prize in an exempted raffle.**

HIGHWAYS

The following issues shall be considered when organising events on the public highway.

Successful events on the Public Highway - are well planned, operate safely and are considerate of the impact on other road users.

The County Council - has a legal duty to manage the road network, co-ordinate activities taking place on the highway network and to ensure the free movement of traffic.

Event Register – to enable the co-ordination of all events, road works and utilities activities it is required that event organiser's register their event with the County Council.

Early consultation – with Police and Highways officers is advised and they will supply provisional comments on the potential traffic impact of any event.

Event Planning – early consideration of traffic management is advised to help with the development of an Event Traffic Plan and Event Risk Assessment.

Day Time - It is preferred that the event is held in daylight. If not then temporary lighting of access points may be required.

Planning an event route. Whenever possible your event should be held in a park, sports ground or on country footpaths away from the road. Don't use roads without proper footpaths or verges.

Signposting your event route - Lincolnshire Police and Lincolnshire County Council cannot provide signs for your event. If you need to erect signs you must discuss this with Lincolnshire County Council Highways and Traffic Section to ensure that they are safe and comply with regulations.

Organising your event - Try to start and finish your event off the road. Mass starts can be dangerous and should be avoided. Enter and leave the highway without causing inconvenience to other road users. Don't obstruct the highway. Never allow cars to follow closely behind groups of participants. Support vehicles should not travel slowly, causing obstruction or inconvenience to other traffic. Ensure that there are enough stewards to supervise the whole route. Make proper arrangements to look after people who drop out.

Using crossing places on the route - Your Event Traffic Plan and Event Risk Assessment must consider how you intend any crossing points on the route to be negotiated. Remember the Police have no powers to control traffic for planned events.

Changes in the route - Changes to your route should be avoided since these may have unforeseen impacts on the highway network.

Animals - If animals are present at your event, keep them under control when on the highway.

Traffic signals - Comply with traffic signals and the advice given in the Highway Code. Consult the County Council as early as possible if you think your event will require temporary adjustments to be made to any permanent traffic signals as this is only permitted in certain circumstances.

Temporary traffic signals - Consult the County Council as early as possible if your event requires the use of temporary traffic signals who will advise if their use will be permitted.

Level crossings - Your event should be planned to avoid crossing any level crossing or taking access from the highway in the vicinity of a level crossing. Experience shows that traffic build-up can affect a level crossing up to one mile away from the event.

Planning your points of access - Significant changes of use to any access for a different purpose, other than that which it is generally used necessitates discussion with the Highway Authority. Where there is any likelihood of traffic queuing over a junction consultation with the Highway Authority should also take place.

Car parking - Adequate facilities should be provided off the highway and where there is likely to be significant delays on entry and exit, the police and Highways Authority should be consulted. Approximately 300 cars are equivalent to one mile of queue.

Minimise impact - Organisers must ensure that their event is safely managed should aim to minimise its impact on vehicle traffic and pedestrians.

Temporary Traffic Regulation Orders (e.g. road closures, parking restrictions etc,) - You need to allow sufficient time for traffic orders to be prepared and advertised. To meet legal timescales you will need to apply for any temporary traffic order at least thirteen weeks before it is required.

Temporary Traffic Regulation Order costs - The event organiser will be required to pay all costs associated with the processing of any Temporary Traffic Regulation Orders which includes statutory press notices etc.

Please consult the County Council's web site to register your event and to obtain more detailed advice with regard to highways issues (including applying to erect temporary signs). You can access the web site by using the link below:

Lincolnshire Event Safety Partnership – Lincolnshire County Council

RISK ASSESSMENTS

An event risk assessment template is available on the LESP website
www.lincolnshire.gov.uk/lincolnshire-prepared

Guidance on preparing your risk assessment can be found on the HSE website Event safety - Getting started (hse.gov.uk)

You should carry out and provide a written risk assessment as the first step in planning your event. This will ensure that adequate health and safety measures are put in place, and provide a record of what actions you are taking or have considered in case of any future inquiry.

See also the section on Covid.

What is a risk assessment?

A risk assessment is an assessment of the risk involved in a particular activity. The minimum you must do is:

- identify what could cause injury or illness in your business (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

Why do I need a risk assessment?

As an event organiser, you have a responsibility to both the public and your team to ensure that your event is run in as safe and appropriate a manner as possible.

A risk assessment ensures that you have thought through the safety implications of the activity or event and taken all possible steps to reduce risks, where appropriate.

If anything does goes wrong, a comprehensive written risk assessment will provide evidence that you have done your best to predict and control or remove any foreseeable risks.

INSURANCE

For all events it is necessary to consider the need for insurance to cover all aspects of your event.

It is usual for contractors to provide their own insurance which covers them to carry out their contracted functions. This certification should be verified by the event organiser and a copy filed with the Event Management Plan.

Event organisers will need to consider how costs are covered if the event cannot take place, where monies have already been paid out and cannot be reimbursed.

It is worth considering a cancellation policy to advise people attending the event (who may have bought tickets in advance) and contractors what the event organiser will pay for if the event does not take place.

Public Liability Insurance is also recommended as this will cover the event organisers in case of illness, injury or accident to a member of the public, member of the event team or contractor. This insurance should include where the illness, injury or accident may be attributed to a member of the event team. This insurance is still recommended where the event team are made up of volunteers or paid members of staff.

An internet search will suggest many companies who can provide this insurance.

FIRST AID

The following guidance is for event organisers to assist them in the provision of adequate First Aid and Medical cover for events following best practice and statutory guidance.

The Purple Guide to health and welfare at music and other events gives more in depth First Aid guidance; this is available via subscription online at: http://www.thepurpleguide.co.uk.

In planning for events the event organiser is expected to undertake a risk assessment that considers the medical requirements and decide on the level of cover required after consulting the above guides. The event organiser will need to ensure that a competent medical provider is appointed to provide medical cover and a number of checks should be made for the organisers to be assured that the medical provider is capable of delivering the service.

Key checks and considerations for event medical providers

The following are key checks and considerations that event organisers should make on organisations providing medical and First aid cover:

- Appropriate Insurance – current and valid providing cover for any negligence claims and for the provision of first aid / medical cover. (This should cover all people providing the cover e.g. all first aiders)
- For Ambulance providers providing treatment and transport – should be able to provide evidence of current Care Quality Commission (CQC) registration – mandatory where the provider transports people off an event site to hospital.
- Where the provider uses Registered Health professionals e.g. Paramedics, Nurses & Doctors; the supplier should provide registration numbers for these people to enable the event organiser to check their registration status (see next page). Where registered professionals are required as part of the cover recommended then all individuals should have current valid UK registration with their relevant body.

Where guidance indicates an Ambulance is required for the event this normally means the ambulance should be crewed with a least one registered Paramedic (see below for guidance). The ambulance crew would normally consist of a second crew member trained to a suitable standard to operate an emergency ambulance e.g. Ambulance Technician etc. (see below)

Ambulance provision provided on site for the event (where required) should be capable and willing to transport any patients who require hospitalisation, to a suitable Emergency Department with minimal delays. (See above re CQC registration).

It is expected that where ambulance cover is indicated in the guidance for the event there should be no requirement for 999 calls to the local ambulance service (except for multiple casualties or a Major Incident).

Ambulance providers should be capable of providing emergency transportation to hospital e.g. Blue light transfer for life threatening conditions. The provider should be able to demonstrate suitable insurance and driver competence for this if required.

Key roles and definitions

The following are the key roles and qualifications that would be expected of First aid and Medical providers for event providers. Organisers are advised to check the competency of the staff being provided and may request evidence from providers e.g. certification etc. Where staff hold professional registration PIN numbers can be requested and online checks made with professional bodies.

First Aider - A person who holds a current certificate of first aid competency. This certification should preferably be issued by one of the voluntary aid societies such as St John Ambulance, British Red Cross or St Andrew's Ambulance.

Paramedic - A person who holds a current registration with the Health and Care Professions Council (HCPC) as a Paramedic (note registration numbers should be checked online on the HCPC website). They should have immediate access to drugs and equipment to carry out a full range of paramedic duties, which should include resuscitation drugs, pain relief and medication to treat other common conditions such as asthma, diabetes and anaphylaxis.

Ambulance Technician - A person who has followed a course of training to operate on an ambulance as an Ambulance Technician. This would include ambulance service IHCD training, or other recognised technician or emergency medical technician.

Emergency / Ambulance Care Assistant - A person who holds a certificate to operate as an Emergency / Ambulance care assistant issued by an NHS or other (private) ambulance service. This should normally incorporate ambulance aid / first aid and basic life support training as a minimum.

Nurse – A person who holds a current registration with the UK Nursing and Midwifery Council (NMC) as a Nurse (note registration numbers should be checked online on the NMC website). They should also be competent to perform additional skills as required e.g. suturing etc.

Doctor - A person who holds a current registration with the UK General Medical Council (GMC) - List of Registered Medical Practitioners (note registration numbers should be checked online on the GMC website). They should have access to their own medical equipment and drugs suitable for the event type they are providing cover for including resuscitation drugs, pain relief and medication to treat other common conditions such as asthma, diabetes and anaphylaxis.

CHILDREN & VULNERABLE PEOPLE

Where the event could attract children and/or vulnerable people, amongst other audience members, it is necessary to ensure that their needs are catered for. This will also apply to members of the public with specific impairments (for example hearing or sight impairments).

Almost all events will experience at least one person who is separated from their group at some time or another. All event organisers should have plans in place to deal with children or vulnerable persons who are reported as lost by their group as well as where children or vulnerable people are found and need to be reunited with their group. All of the above matters should be considered as part of the event risk assessment.

If a child or vulnerable person is found, it is good practice for that person to be taken to a safe & quiet area by two members of staff where possible. If CCTV is available, this can be used to track the journey to the area. The area must be staffed by DBS checked team members and the children and/or vulnerable persons should not be overseen by any member of the public. Any PA announcement should not make reference to a specific found person but should advise members of the public where to report to if they become separated from their group.

When returning a found child or vulnerable person it is good practice to ask to see identification and if possible photograph of the found person with the other member of their group. **If the child or vulnerable person appears unwilling to go with the other member of their group, consider contacting the Police.**

If a report of a lost child or vulnerable person is taken then event organisers have a responsibility to make all stewarding and event staff aware so that this person may be found at the earliest possible time. When trying to locate a lost child or vulnerable person contact with the person reporting them missing must be maintained. Do not delay reporting to the Police if there are concerns regarding the missing person's welfare.

A record must be kept of all lost or found children and/or vulnerable people, and the records kept for seven years. An example copy of a lost/found children and vulnerable people procedure can be found on the LESP website.

CONTRACTORS

A contractor is anyone you ask to do work for you who is not an employee. As an event organiser you will have wide variety of contractors engaged on your event. Typical activities contractors are engaged in may include traffic management, security and safety, infrastructure such as fending, sanitary provision, waste collection and removal, temporary structures such as marquees or stages lighting and artist or entertainment providers.

Both you and the contractor have legal responsibilities under and health and safety law.

You should:

- Define the job, and set the scope for the work required. Be clear on expectations, roles and responsibilities
- Select a suitable and competent contractor. Check:
    - Qualifications
    - Competency
    - Experience
    - References
    - Membership of professional bodies
    - Use of sub-contractors
    - Management of risk, control measures and specific method statements for the activity
    - Insurance
    - Health and safety performance – previous accidents and incidents

You must satisfy yourself that the contractors you have appointed will identify, manage and mitigate the risks associated with their work activities. This includes risks to their own employees, others working on the event and those visiting the event.

Further information can be found via:

www.hse.gov.uk/pubns/priced/hsg159.pdf
www.hse.gov.uk/managing/delivering/do/organising/index.htm
www.hse.gov.uk/managing/competence.htm
www.hse.gov.uk/pubns/indg368.pdf

TEMPORARY DEMOUNTABLE STRUCTURES (TDS) - STAGES, SEATING, MARQUEES ETC

Temporary structures at events include stages, marquees, inflatable structures, retail areas, hospitality and seating areas.

Your duties as an event organiser

You are responsible for ensuring that as far as reasonably practicable, employees and others at a venue that could be affected by the construction and use of a TDS (such as scaffolders, riggers and members of the public) are not exposed to risks to their health and are kept safe from harm. For further information see: *http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm*

Supplier

A competent supplier will be able to demonstrate an understanding of the hazards associated with the structure and effective ways of managing the hazards including load bearing, construction materials, installation methods and environmental effects on the structure.

Design

All temporary structures must demonstrate that they have adequate stability and strength. Depending on the structure there may be a British Standard which should be checked.

The design of the structure must ensure protection against falls for users, employees and the public/audience.

If used outdoors consideration should be given to anti-slip properties of walkways which may be affected by wet weather.

Erection

Most temporary structures should only be erected by competent persons who have the necessary skills, knowledge and experience to ensure the job is done safely.

In some cases work at heights and the use of rigging or powered lifting equipment may be necessary. The hazards associated with both work practices must be assessed to ensure the safety of those employed to carry out the work and those in the immediate area who may be affected.

Documentation required

Evidence of the structure's loading capacity and its ability to withstand forces should be provided.

Risk assessment carried out by the supplier and installer, identifying hazards and the methods taken to eliminate them, must include the installation, use and dismantling phases.

Safe System of Work or Method Statement detailing how the structure will be erected and dismantled safely.

Completion certificate or sign off.

In Use

Adequate procedures should be in place including those to ensure overloading does not occur and to address emergency situations such as evacuation, identifying or fighting fires and the provision of adequate lighting

CONSTRUCTION, DESIGN & MANAGEMENT (CDM) REGULATIONS 2015

The CDM Regulations apply to all construction projects, including those undertaken in the entertainment industry. A project includes all the planning, design and management tasks associated with construction work. For example, the building, fitting out and taking down of temporary structures for TV, film and theatre productions and live events.

CDM 2015 makes the general duties of the Health and Safety at Work etc Act 1974 more specific. They complement the general Management of Health and Safety at Work Regulations 1999 and integrate health and safety into the management of construction projects.

The aim is for construction health and safety considerations to be treated as a normal part of an event/production's management and development, not an afterthought or bolt-on extra
The objective of CDM 2015 is to reduce the risk of harm to those that have to build, fit out, use, maintain and take down structures.

The key principles of CDM 2015 will be familiar to those already managing risks effectively as part of an event/production. The key principles are:

- Eliminate or control risks so far as reasonably practicable (This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk)
- ensure work is effectively planned;
- appointing the right people and organisations at the right time;
- making sure everyone has the information, instruction, training and supervision they need to carry out their jobs safely and without damaging health;
- have systems in place to help parties cooperate and communicate with each other and coordinate their work; and
- Consult workers with a view to securing effective health, safety and welfare measures.

For further information please see http://www.hse.gov.uk/construction/cdm/2015/index.htm

BARRIERS

Pedestrian or Crowd Management Barriers

The main purpose for using pedestrian or crowd management barriers is to prevent access. They act as a physical and psychological barrier and are effective when used to manage visitors when queuing or to define walkways.

Barriers are most effective when they are interlocked rather than used singularly or erected as stand-alone as they are less likely to be pushed over, moved or affected by weather conditions.

Barriers should be of lightweight steel with sturdy base plates. When deciding on the most appropriate type of barrier and base plate, the role of the barrier, the ground conditions and any environmental factors such as high winds should be included in the event risk assessment.
The standard length for a modern crowd control barrier is 2.2 metre and they are normally 1.1 metre high however sizes can vary with the age of the barrier.

Barriers should be checked prior to use for damage which is common. Sharp edges and missing bars can cause serious injury.

Front of Stage Barriers

Front of stage barriers often referred to as 'Mojo' barriers although Mojo denotes the name of one supplier and not necessarily the design of the barrier itself. Front of stage barriers are usually constructed from aluminium and their main purpose is to provide a physical barrier to separate the public at a safe distance from the stage area and to create a safe, sterile area where officials, security and safety personnel can work. Each barrier is normally 1 metre high and 0.5 metres in length however, sizes can vary.

The barriers regardless of the supplier should all work on the same design of a footplate which the audience stand on and an upright which is normally perforated so as not to interfere with acoustics. The weight of the audience prevents the barrier from moving. On the rear side of the barrier there is normally a platform or steps for stage or pit crew to work from. An easy release mechanism allows for the barrier to be dropped flat in an emergency such as crowd surge.

Temporary fencing should always be professionally installed to ensure movement is eliminated and the fence line is stable and secure. Post installation checks and a sign off procedure are recommended to identify any hazards and to check the fence panels have been installed correctly.

Further information can be found on the Purple Guide website which has a section on barriers
http://www.thepurpleguide.co.uk

Note

Barriers will always be subject to loading limitations and a risk assessment should identify the type and amount of barriers required.

CAMPSITES

Should you choose to provide camping facilities for your event, depending on the size of your campsite there are minimum standards that you should achieve.

Before the event

- All ground cover vegetation should be cropped and cuttings removed from site where practicable
- Land must be well drained and level
- Sites used for grazing should be free of grazing animals for at least twenty eight days prior to use in order to reduce the risk of infection from animal droppings
- Site arrangements shall take into account natural hazards such as ponds, ditches, rivers, electricity pylons etc

Temporary Toilets

There are a number of different types of temporary toilets available for hire, from individual cubicles and urinals to larger style blocks and trailer mounted units. The risk assessment should help to identify the type of temporary toilets suitable for the event.

Organisers need to know the audience size and likely male to female ratio when determining the number of toilets required for an event. When there is insufficient information to assess this ratio, a split of male to female 50:50 should be assumed.

Drinking Water

- Standpipes connected to the mains supply or adequate bowsers of chlorinated water should be provided on site
- Duck boarding or similar should be provided at each water point
- All mains water supplies must comply with current Water Authority Regulations
- All drinking water supplies must be free from bacteriological contamination
- All drinking water supplies should be clearly marked as “Drinking Water”

Refuse Disposal

- Every site should have at least one refuse disposal point comprising a covered skip or similar covered receptacles
- Bins should be emptied daily
- All waste must be removed from site at the end of the event and properly disposed of by a licensed contractor
- Campsite Operators are encouraged to adopt recycling initiatives

Fire Safety

- Physically segregate camping areas from vehicle parking areas.
- A fire risk assessment for the site must be carried out and appropriate fire safety measures put in place
- Fire points consisting of 2 x 9 litre water extinguishers or 1 x 22 litre drum of water and 2 buckets should be provided so no tent or caravan is more than 100 metres away
- A means of raising the alarm should be available at each location of firefighting equipment. i.e. klaxon, bell or triangle

Fire Action notices should be posted at each point. They should contain the following information.

- Raise the alarm. Evacuate the area
- Contact the Fire Service using the telephone located at ……. If it is safe to do so fight the fire using the equipment available

<u>IF YOU HEAR A FIRE ALARM</u>

- Evacuate the area.
- Do not stop to collect personal belongings.

Adequate access into the site for fire services should be provided. Large tents and caravans should be spaced at least 6 metres apart. Smaller tents should be placed in two rows with a 4 metre access road between the pair of rows. Where spacing between units is less than 15 metres, fire points should be provided within 100 metres of each unit. The Purple guide recommends a campsite density of not more than 430 tents per hectare www.thepurpleguide.co.uk

General

- Provide information on site safety to campers (e.g. no campfires, no BBQs, location of fire points, toilets etc) at strategic points
- Provide refuse receptacles at suitable locations
- Provide enough lighting to enable to that people can see in poor light. (higher levels of lighting at toilet areas, fire points etc)
- Provide both vehicular and pedestrian tracks to and through camping areas to ensure ready access for emergency vehicles and also to provide safe routes for pedestrians which are free of trip hazards such as guy ropes etc
- Think about noise problems to local residents.. You may need additional stewarding at night times.

EVACUATION

In all cases where a crowd is placed in a confined space, either indoors or outdoors, an evacuation procedure should be part of the risk assessment. Indoor events will probably have a plan as part of their standard operating procedures and this will relate to the premises licence and their fire risk assessment.

You should ensure that your evacuation plan fits in with the controls identified in your event risk assessment.

Ensure that all your staff and volunteers are briefed on their specific roles in the event of an evacuation.

Evacuation planning for any event taking place on a large, unenclosed space with no access restrictions is very simple. However, an event in an enclosed space, for example a fenced area with a limited number of entry and exit points, will require much more in-depth planning.

An evacuation plan should show how additional assistance could be provided to disabled people, those with limited mobility, and children, in the event of an emergency.

Arrangements for the evacuation of disabled persons should be compatible with the general evacuation strategy and the Emergency Fire Action Plan for the premises. The responsibility for implementing the plan and evacuating persons safely in the event of an emergency will rest the responsible person. **An evacuation plan for disabled persons must not rely upon the intervention of the Fire and Rescue Service to make it work.**

At your event it may be impossible to know how many disabled people are present at any one time or the nature of their impairment. However where a system of standard plans is established training for staff is vital as they will have to provide assistance and advice to disabled users of the event if an incident occurs. Staff will need to understand the different evacuation options available to communicate these effectively to disabled people during an emergency and provide further assistance if required.

Stewards will want to be sure that in helping a disabled person to evacuate, their own safety is not compromised. It may be necessary to raise the awareness of staff so that they understand that their own safety will not be compromised. Clear information should be provided to stewards about facilitated and assisted evacuation systems at your event.

COMMUNICATIONS

Organisers should consider how they can communicate with the following groups of people:

- Your event team (staff, volunteers, contractors etc)
- The public
- Press/Media (dependent on the scale and type of your event)
- The emergency services (in the event of an incident)

Your event team

In addition to team briefings, think about how you will communicate with them at your event.

Always produce a list of useful telephone numbers of staff and key contractors this should include out of hours numbers. Think about any other useful numbers you could add to the list, e.g. local radio station to give them updates on any traffic issues getting to your event.

Can you use mobile phones? Does everyone have them? Is coverage sufficient in this area? Note that in both a very crowded environment and/or an emergency situation the mobile phone network may have such an intense period of use you may lose access to it altogether. It is therefore not recommended to rely entirely on mobile telephones as your only method of communication.

Two way radio

Would a two way radio or 'walkie-talkie' system work for your event?

This would provide the ability to communicate with the team and to group people on different channels, dependent on the needs of your event, for example:

- Event management team
- Car parks and entrances
- Entertainment
- Trade

Always keep a list of everyone who has been allocated a radio and what channel they are on.

Ear pieces should be used if you are going to be broadcasting sensitive information over the radio network, for example; safety messages to your team or information about lost children.

There are a range of systems available, from very simple back to back systems with a small number of channels to more complex repeater and digital systems.

There are many radio hire companies on the market, including several based in Lincolnshire, who can best advise you on your needs.

Logging messages

If you are organising a large scale event, you may wish to have a member of your team acting as a radio controller/operator. They would be located at your Event Office or Control Point to ensure that all the messages and actions that are passed over the radio system are captured in a log. Keeping a log is an essential part of your risk assessment process, and would assist should you receive an insurance claim or other prosecution.

Landlines

For large scale events, organisers should consider having landlines dedicated to the event, which can be used in the event of an emergency, either by the organisers or by the emergency services.

PA system

Consider installing a Public Address system around your event site. Depending on the size, scale and location of your event, this could cover the whole site or just parts of it. For example, if you are expecting a high volume of people to turn up in a short time, consider having a PA system at and around your entrance points so that you can communicate with people the best and safest ways of getting in.

If using a PA system consider pre-agreed key safety messages. Use short, simple language and repeat the messages as frequently as needed. Confidence and training are essential for team members using the PA system.

Loud hailers

Loud hailers are a way of communicating with people in 'hot spot' areas. Training and confidence is essential for team members using loud hailers.

Press/Media

Event organisers should have arrangements in place regarding contact with the press/media. These will be particularly useful in the event of an incident, traffic issues or cancellation of the entire event at short notice. If there is an incident at the event, liaise with the emergency services before issuing any media statement or speaking to members of the press. It may be useful to have pre-agreed holding statements that can be called upon quickly.

FIREWORKS

Running a display takes a lot of work, so try to share the load by planning ahead. To assist you, consider setting up a committee whose members can each take responsibility for a particular task **(you must nominate a competent Safety Advisor to be in charge of all safety arrangements). Arrange for fire extinguishers, buckets of water, buckets of sand and metal litter bins to be available on the night. Check that plenty of electric torches will be available on the night, with full batteries.** Publicise the fact that spectators are not allowed to bring their own fireworks (including sparklers).

Draw up a detailed checklist of tasks and indicate who is to be responsible for each one and check whether you are adequately insured to cover any firework-related injuries to those present at the display.

The event organiser must produce a Risk Assessment of the event.

Useful information is available the HSE website: http://www.hse.gov.uk/explosives/fireworks/using.htm

FIRE SAFETY

The Regulatory Reform Order (Fire Safety) 2005 came into force on 1 October 2006. It gives responsibility to those who are best placed to address fire safety and ensure that risks - which necessarily change over time - are kept under review. **Under the FSO a 'responsible person' (usually the owner, employer or occupier of a premises or event) must carry out a fire risk assessment**. Responsible persons under the Order are required, following a risk assessment, to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date.

There are five key steps in a fire safety risk assessment:

1. **Identify fire hazards -** eg how could a fire start? What could burn?
2. **Consider the people who may be at risk -** eg employees, visitors and anyone who may be particularly vulnerable such as children, the elderly and disabled people.
3. **Evaluate and act** - think about what you have found in steps 1 and 2 and remove and reduce any risks to protect people and premises.
4. **Record, plan and train** - keep a record of what risks you identified and what actions you have taken to reduce or remove them. Make a clear plan of how to prevent fires and, should a fire start, how you will keep people safe. Make sure your staff (including volunteers) know what to do in the event of a fire and if necessary that they are trained for their roles.
5. **Review** - regularly review your risk assessment to ensure it remains up to date and reflects and changes that may have occurred.

Aside from the information provided in this guide, Lincolnshire Fire and Rescue strongly recommend that you obtain a copy of the relevant guidance document for your premises or activity from the following website http://www.communities.gov.uk/fire/firesafety/firesafetylaw/ The documents set out the requirements of the Fire Safety Order in a simple, non-prescriptive, user-friendly style and offer advice about whether the responsible person needs to do anything more than they are already doing in order to comply.

REQUIREMENT FOR POLICE

It is not necessary to have police officers or community support officers present at any event, however contact with your local neighbourhood policing team, through the details below, will ensure that they are aware and may call in during their duties.

If you feel that it is necessary to have dedicated policing present at your event, you need to make contact at least 4 months ahead of the date of your event. It is also important to be aware that there will be a charge for dedicated policing at your event.

Police response to a crime or to an emergency at your event does not attract a charge, and all calls for service will be dealt with as the circumstances of the incident dictate.

Lincolnshire Police are no longer able to carry out traffic management at events, but will give advice and guidance regarding alternatives to police officers, both for the traffic management and also for the safety of your event.

This advice, as well as information regarding charges can be obtained from the contact below.

Useful Contact

EventPlanning@lincs.police.uk
Telephone: The Event Planning Department (01522) 558033

FOOD HYGIENE

Food poisoning is at best unpleasant and at worst extremely hazardous to health, particularly for older people or young children.

Organisers of events should be aware of the requirements of current Food Safety legislation even though they may not be actually running the food operation themselves.

Organisers should ensure that the following are available and conveniently accessible to the operators of catering outlets:

1. An adequate supply of suitable water.
2. An electrical hook-up if necessary for the safe operation of catering equipment.
3. Adequate facilities for the disposal of refuse and food waste.
4. Adequate toilet facilities for the use of food handlers.
5. Facilities for the preparation and handling of food such as sinks, etc., and for the cleaning of food and equipment.
6. Adequate facilities for persons handling food to maintain adequate personal hygiene (including hot water and soap)

Organisers should additionally ensure that professional caterers and operators of mobile food outlets are registered under the Food Safety Act 1990 with the local authority in whose area the unit is normally kept. A copy of the registration should be kept on the unit and be made available for inspection.

Should organisers wish to operate food outlets themselves, it is important that suitably trained and experienced staff are employed and that the facilities provided are suitable for the purpose for which they are intended.

A list of all food providers, together with their home addresses and local Environmental Health departments, should be maintained by the event organiser and be made available to the local Environmental Health department in advance of the event.

ENVIRONMENTAL ISSUES INCLUDING NOISE

Environmental Issues include:

- Suitability of the site for your chosen event
- Waste management
- Local community issues
- Noise
- Traffic management
- Weather/Season (impact of extreme weather on your event, e.g. high winds, rain, snow, frost etc)
- Are you in a coastal area? Would a high tide affect your event?
- Arrangements for water and power (mains or generator)
- Lighting of your site and any key access routes if appropriate

Always comply with any statutory requirements as an absolute minimum.

It is in the event organisers interest to consider fully the impact of the event and control noise to avoid public nuisance.

Failure to recognise and address noise problems will only lead to complaints.

Typical Sources of Disturbances from Temporary Events

- Hours of the event, duration, start and finish times
- Amplified music and public address systems
- Orientation of speakers
- Use of plant machinery, coolers, mechanical ventilation systems, generators
- People laughing and shouting
- People using car parks
- Delivery of goods and equipment
- Waste collection
- Fireworks

Why do Noise Problems Arise?

- The location of the noise source.
- The volume
- The time of day.
- The noise source is not effectively enclosed.
- Equipment is not properly serviced

High noise levels if prolonged and/or excessive can present a risk to hearing for those working in the events industry and for members of an audience. The noise can also impact on local communities close to the event site.

Noise at work is controlled by 'The Control of Noise at Work Regulations 2005' L108, and sound advice for those that work in the music and entertainment industry can be found in the Health & Safety Executive publication HSG260. Further guidance can also be found in 'The Purple Guide to Health, Safety and Welfare at Music and Other Events' (www.thepurpleguide.co.uk)

Local Community

Noise exposure from events affecting local residents will be controlled by the Local Authority Environmental Health.

For further information please refer to the World Health Organisation Environmental Noise Guidelines: http://www.euro.who.int/__data/assets/pdf_file/0008/383921/noise-guidelines-eng.pdf?ua=1

DRONES

Drones can be problematic at events and should be considered in your risk assessment. For the latest information regarding drones please see:

http://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones/
https://dronesafe.uk/drone-code/

STREET TRADING & CHARITABLE COLLECTIONS

Street Trading

Local authorities have designated certain streets as consent streets or prohibited streets for the purposes of street trading. Where a street has been designated a prohibited street, trading consent is required from the local authority before trading is allowed. Some types of trade (such as pedlars and news vendors) are exempt from the restrictions. Further information is available from your local authority's licensing team.

Charitable Collections

A street collection permit is required from the local authority's licensing team in order to carry out a charitable street collection within each local authority area. If the collection takes place on private property/land, then authorisation is not required. However it is always advisable to obtain the consent of the landowner before undertaking such a collection.

ANIMAL HEALTH ISSUES AT EVENTS

Event organisers are required to manage any event involving animals in accordance with national regulations and guidance.

The regulations on the holding of events involving animals are comprehensive and wide ranging and are operated to:

- Protect animal welfare
- Prevent and control the spread of disease to other animals and humans
- To control and track the movement of certain animals

To this end, event organisers are responsible for ensuring their event location is suitable for an event involving animals and, when appropriate, that the event location is registered with a County/Parish Holding Number and that all animal movement and disease control licences are in place.

Further guidance can be found at the www.gov.uk website and in particular the following web pages:

https://www.gov.uk/guidance/keeping-livestock-healthy-disease-controls-and-prevention

http://www.defra.gov.uk/ahvla-en/disease-control/animal-gatherings/

https://www.gov.uk/farm-animal-welfare-during-transportation

STREET PARTIES & FETES

Central Government has issued advice on how to organise street parties and fetes which can be found online at: https://www.gov.uk/organise-street-party

LESP generally agrees with the principles of this advice but offers alternative advice on two important issues:

Giving adequate notice to local authorities

It is strongly advised that event organisers notify their local authority and the Highway Authority (Lincolnshire County Council) as soon as possible and at least 12 weeks before you hope to hold the event to avoid disappointment and potential unnecessary expenditure. For example it may not be possible to hold your event if this impacts other events or road works already approved.

Road Closure Signs

LESP's advice and the Highway Authority requirement is that only signs that conform to national highways standards can be used when closing a road for an event or providing traffic management. The highway authority does not provide any signs or barriers for events and would strongly recommend that organisers employ an accredited and competent traffic management company to provide and place signs. However these can be obtained by event organisers from local equipment hire shops.

Other guidance and information is also available:

Guidance:
https://www.gov.uk/government/publications/platinum-jubilee-civic-honours-competition and https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party
Support:
https://www.edenprojectcommunities.com/the-big-lunch
https://www.streetparty.org.uk
Platinum Jubilee website:
https://platinumjubilee.gov.uk

COUNTER TERRORISM

The threat we face from terrorism is significant. As we have seen in the UK and across Europe attacks can happen at any time and any place without warning. Understanding the threat we all face and of the ways we can mitigate it can help keep us safer.

For guidance on steps you can take at your event please refer to:

- The Crowded Places Guidance https://www.gov.uk/government/publications/crowded-places-guidance
- ACT Awareness eLearning - GOV.UK (www.gov.uk)
- LESP counter Terrorism Guidance for Event Organisers https://www.lincolnshire.gov.uk/downloads/file/1326/lesp-counter-terror-guidance-for-event-organisers

COVID 19

Event plans should still include covid-19 within the risk assessment and document the control measures to reduce that risk, for example regular cleaning, ventilation of indoor or enclosed spaces such as marquees as appropriate to each event. There should be a line in the risk assessment to say that the Event Organiser will keep the risk under review in line with national guidance and include additional control measures as required by law on the date of the event.

For risk assessment guidance see: Risk assessment - Working safely during the pandemic (hse.gov.uk)

The latest Event guidance is available on line and you should continue to check this information regularly in the run up to your event

Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)

USEFUL CONTACTS

Boston Borough Council
Switchboard Tel: 01205 314200
Licensing Tel: 01205 314235 email: licensing@boston.gov.uk
Environmental Health Tel: 01205 314232
Environmental Health, Food Tel: 01205 314241 email: env.serv@boston.gov.uk
Events Tel: 01205 314317 email: events@boston.gov.uk

City of Lincoln Council
Switchboard Tel: 01522 881188 www.lincoln.gov.uk
Licensing Tel: 01522 873564 licensing@lincoln.gov.uk
Environmental Health Tel: 01522 873249 environmental.health@lincoln.gov.uk
SAG and Events Team Tel: 01522 873775 events@lincoln.gov.uk

East Lindsey District Council
Switchboard Tel: 01507 601111
Licensing Tel: 01507 613011
Food Safety & Environmental Health Tel: 01507 613474 / 613475
Events (Magna Vitae on behalf of ELDC) Tel: 01507 681802

East Midlands Ambulance Service NHS Trust
Tel: 0845 0450422

Environment Agency
enquiries@environment-agency.gov.uk
Telephone: 03708 506 506

Lincolnshire County Council
Tel: 01522 552222
Fax: 01522 552323

Lincolnshire County Council, Emergency Planning & Business Continuity Service
Tel: 01522 843402
CEC_LincsEP@lincoln.fire-uk.org

Lincolnshire County Council, Highways
Tel: 01522 782070
Fax: 01522 543258

Lincolnshire Event Safety Partnership (LESP)
Tel: 01522 843409
CEC_LincsEP@lincoln.fire-uk.org

Lincolnshire Fire and Rescue
Tel: 01522 555777

Lincolnshire Police Event Planning
Tel: 01522 558033
EventPlanning@lincs.police.uk

North Kesteven District Council
Switchboard Tel: 01529 414155
Licensing Tel: 01529 308042 / Fax: 01529 308394
Environmental Health Tel: 01529 308162 / 394

South Kesteven District Council
Call Centre Tel: 01476 406300
Environmental Health Fax: 01476 406006 office

South Holland District Council
Switchboard: Tel: 01775 761161 email: info@sholland.gov.uk
Licensing: email: licensingteam@sholland.gov.uk
Food Safety Team: email: foodhs@sholland.gov.uk

Trading Standards
Tel: 08454 04 05 06

West Lindsey District Council
Switchboard Tel: 01427 676676
Licensing Tel: 01427 676610
Environmental Health number 01427 676676