

3. Creating an event management plan

An event management plan should be prepared well in advance of the event taking place, and may include the following:

1. Management of the event

You should identify key responsibilities for all people involved. Risk assessments for example should be carried out by a competent person i.e. one with appropriate experience, knowledge and training. One person should be the designated event manager and be responsible for liaison with the SAT.

An event plan should be prepared showing responsibilities and how issues are going to be managed.

2. Risk assessments

A risk assessment will help you to identify safety hazards, assess risks and take measures to eliminate or reduce the risk of accidents or injury occurring.

Preparing a risk assessment for the event is the responsibility of the organiser. You need to spend some time considering your assessment; a simple guide is provided below. Information is also available on www.hse.gov.uk.

Risk assessments should include:

- What could go wrong?
- How likely it is to go wrong
- How serious it would be
- Who would be affected
- What the consequences would be

A risk assessment should consider the following:

Identify hazards

A hazard is something with the potential to cause harm or a source of danger. Hazards could include:

- Slipping, tripping or falling hazards
- Electrical hazards – from lighting or sound systems or any portable electrical equipment
- Fire hazards – think about potential sources of ignition and fuels/combustible materials that could be on site such as bottled gas or fabric used in marquees
- Traffic/pedestrian hazards – traffic routes and crowds
- Machinery hazards – moving parts of machinery e.g. generator fans
- Structures – marquees, staging, lighting rigging, scaffolds
- Hazards from specific demonstrations or activities – e.g. from fireworks, pyrotechnics, fairground rides, lasers, strobe lights etc.

Basic example of a risk assessment

WHAT ARE THE SIGNIFICANT HAZARDS OR ISSUES?	POTENTIAL PROBLEM/CAUSE and/or WHO IS AT RISK?	WHAT WILL BE THE EFFECT?	WHAT CONTROLS ARE IN PLACE?	WHAT RISKS ARE NOT CONTROLLED?	WHAT ACTION IS REQUIRED?	WHO IS RESPONSIBLE?
List hazards in this column	List people at risk in this column	What could go wrong	List controls in this column	What risks are not adequately controlled	List further action in this column	Identify who is going to make sure this happens
Erection of marquee	Tent contractors Site crew	Marquee falling and injuring someone.	Use a reputable contractor with experienced and trained personnel. Ensure safety equipment is worn by contractors crew when working on marquee	Safety of site crew working nearby	Identify marshal to keep site crew away during erection	Event's safety Officer
Vehicle movement at the site	Members of the public Site staff	Visitors or staff getting run over	Traffic excluded from event unless marshaled	Car park area	Identify and train sufficient marshals	Chief car park marshal
Electric shock or electrocution	Members of the public Site crew	Unsafe wiring Trip hazards	Employ a competent engineer to oversee all of the electrical work and fit safety devices Avoid trailing wires	Unforeseen trip hazards Misuse of equipment	Monitor to ensure safety	Event safety officer and marshals

Emergency escape

You must identify means of escape. Ensure that fire escapes are well lit and kept clear of obstructions, both inside and outside the venue. Control parking to ensure access for emergency vehicles.

Emergency lighting

Make appropriate provision for possible power cuts, at small events torches may be sufficient but larger events will need standby or continuously operating generators.

Electrical safety

Consider the entire installation and seek expert advice.

- If the event is outside could it be run off a lower voltage via a transformer?
- Use a residual current device especially outdoors or in a damp or wet environment. This is particularly important for musical instruments, microphones etc. (You cannot use a RCD where a sudden loss of power could be dangerous, e.g. lighting systems or moving machinery).
- Use proper electrical connectors and avoid the use of insulating tape or other temporary measures.
- Locate electrical leads safely to prevent tripping hazards.

Small-scale use of Gas (LPG) in cylinders

Propane or butane (LPG) is a colorless liquid which readily evaporates into a gas. It has no smell, although it will normally have an odour to detect leaks. When mixed with air, the gas can burn or explode when it meets a source of ignition. It is heavier than air so it tends to sink towards the ground. LPG can flow for long distances along the ground, and can collect in drains, gullies and cellars. LPG is supplied in pressurised cylinders to keep it liquefied. The cylinders are strong and not easily damaged, although the valve at the top can be vulnerable to impact. Liquid LPG can cause burns to the skin.

Gas - fixed cylinder installations

- Ensure the cylinders are kept secured in position and are NOT tampered with.
- Do not let anyone work on the installation unless they are suitably trained and competent to do the work.

Gas - cylinders not fixed in position

You should:

- Keep all cylinders in a safe, well-ventilated place, preferably in the open air, and away from occupied buildings, boundaries and sources of ignition and heat.
- Make sure the cylinders are properly secured and are kept upright.
- Remember that escaping gas flows downhill when choosing your location.
- Think about where the gas would collect if a leak occurred and what might happen

Gas - For ALL cylinder installations

You should:

- Keep rubbish and anything that will burn easily well away from the cylinders, and keep weeds and grass cut. Don't use a chlorate-based weed-killer, as it can be a fire hazard.
- Not allow any electrical equipment, vehicles, bonfires, barbecues or other sources of ignition near the cylinders. Exceptions are items of purpose-designed to use LPG, such as gas-fired barbecues.
- Not smoke when changing cylinders.
- Keep people, especially children, well away from the installation.
- Keep vehicles well away from the installation.
- Make sure that the pipe-work or flexible hose from the cylinders to the point of use is protected against accidental damage, and is properly supported.
- Make sure that the pipe-work or flexible hose from the cylinders to the point of use is protected
- Report any equipment failure or damage to your supplier without delay, and ask them for guidance.
- For advice on fire precautions ask the fire prevention officer.

First aid

A senior officer nominated by Bedfordshire & Hertfordshire Ambulance & Paramedic Service will be able to offer advice and guidance to organisers and promoters on the first aid/ambulance/medical implications and consideration of their particular event. This advice will cover, for example, the number of first-aiders, first aid posts and ambulances that should attend an event. Such guidance will be drawn from appropriate publications and/or national recommendations.

Manual handling

Assess the venue and the tasks involved in creating the event. What will need to be moved and how you will do it? Will there be awkward, heavy items such as beer barrels or marquees?

Consider

- The load - is it heavy, slippery, uneven in weight or shape?
- The task - where is it going? Up or down stairs, into a tight space?
- Who is doing the work? Are there enough people? Their age, sex, strength, fitness should all be considered. Whenever possible use aids and equipment to help e.g. sack barrows.

Litter and refuse

One event can cause or generate a large amount of litter and refuse. It is essential that responsibility is taken for the control and site clearance of any litter.

Plans should include the number and type of containers to be used and where they are deployed. It is often easier to use containers that can be mechanically emptied and these provide a range of capacities.

Large events may require the site to be patrolled by litter-pickers in addition to static containers. Litter can often include hazardous items e.g. broken glass, discarded needles. Please ensure this area is included in risk assessments. In some cases it may be possible to arrange for recycling facilities to be made available.

The generation of rubbish from an activity involving the exchange of money (e.g. stall, side-show, and snack vendors) is classified as commercial waste.

Organisers must ensure that such waste is contained, to prevent littering, and disposed of in a legal manner. Commercial waste should only be collected by a 'registered carrier' of waste and there must be a 'waste transfer note' between the 'producer' of the waste and the carrier. If the event organiser is taking responsibility for waste disposal then the organiser may become a 'broker' and more paperwork is needed.

Full and free advice and guidance is available from Environmental Services at Stevenage Borough Council.

Toilets

- Provide an adequate number and type of toilets for the number of people expected, including provision for people with disabilities. Further advice can be sought from specialist suppliers.
- It is best to provide toilets that are connected to mains services, but temporary units may have to be provided.
- Arrange for all the toilets to be serviced and cleaned regularly to keep them fully operational, clean and hygienic throughout the event.
- Provide adequate signs to indicate the location of the toilets and provide adequate lighting, where necessary, if the event continues into the evening.
- Locate toilets so that people are protected from bad weather and trip hazards. Where possible, locate toilets at different points around the venue to minimize crowding and queuing problems.

Appendix B: Insurance

Public liability insurance

Event organisers could be held legally liable for accidents such as costs or damages for any injuries or property damage which may occur as a result of the event. It is essential to contact an insurance agent as early as possible to seek advice and assistance.

It is imperative that you arrange public liability insurance with a minimum limit of indemnity of £5m. However a greater level of cover may be needed. For example, if your event is to take place on highways land, it is recommended you take out a limit of indemnity of £10m. If you do not have this cover any claim could be pursued against the organisers and their private finances.

You must obtain written confirmation that your insurance arrangements are adequate before holding the event. You should check that the activities you are undertaking as part of the event are included in the insurance cover for example, firework displays.

Organisers should ensure that any contractors used also have their own public liability insurance and that they comply with the policies terms and conditions.

In the event of any injury or damage to property full details of the incident must be written down and the matter must be reported to your insurer without delay. If something happens do not admit liability as it may invalidate your cover.

Employers' liability insurance

If you have employees you are required by law to have valid employees' liability insurance. You should check your policy for any restrictions.

Appendix C: Licensing requirements

Licensable activities are:

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

Types of Licence

- **Premise licences** authorise licensable activities to take place on premises. The 'premises' can be a fixed building, a temporary structure such as a marquee, or an outside space. Premise licences may have no expiry (an annual maintenance fee is payable), or may be time limited for occasional events. A premise may have more than one premise licence. Where alcohol is sold, with a few exceptions, a named Personal Alcohol Licence holder must be designated premise supervisor ('DPS').
- **Personal Alcohol licence** to authorise sales of alcohol. Applicants must be over 18, hold a relevant licensing qualification, declare certain criminal convictions, and declare any revocation of their licence within the last five years.
- **Temporary event notices (TEN's)** may be served for short-term occasional events or as extensions to premises licences/club premises certificates if the licensable activity lasts less than 168 hours, is for no more than 499 people at any one time, and no more than 21 days' TENs have been served at that premises in that year. The notice must be served on Stevenage Borough Council, with the fee of £21, no later than 10 working days before the day on which the event is to start, not including the day of the event, or the day of service. A copy of the notice must also be given to Environmental Health and to the chief officer of police no later than 10 working days before the day on which the event is to start. The EHO and the Police have 3 working days from receipt of the copy TEN to issue an 'objection notice'.
- **Late TENs** A limited number of 'Late TENs may be served on 5 working days' notice, but if either the Police or Environmental Health object on valid grounds, then the Notice is automatically rejected, with no right of appeal.

Guidance, Application Forms and information on licensing requirements are available on the Stevenage Borough Council website and by telephone from the licensing team on 01438 242259.

General advice

- Apply early for all types of licence.
- Remember, you could be prosecuted if you do not have the appropriate licence for your event.
- If you intend to supply alcohol at your event, you will need to obtain a licence.
- Control sale and consumption of alcohol at your event, and manage the effect it may have, particularly on young people. It is an offence to sell alcohol to anyone under 18.

- Consider providing a range of low and no alcohol drinks.
- Drunkenness and other effects of alcohol will spoil people's enjoyment of your event and could lead to public order issues and police intervention.
- Check whether or not you need planning permission.
- Think about the control of your event. Decide who you will admit or exclude.
- Consider using plastic glasses for drinks.
- Ask for assistance if you need it to ensure your event is safe and legal before you go ahead.
- Any person employed at the event to control admissions, keep order, remove people causing disorder, or search premises or people must be licensed by Security Industry Authority (SIA). The link for the SIA is:

<http://www.sia.homeoffice.gov.uk>

Betting and Gaming

Commercial Betting and Gaming is regulated under the Gambling Act 2005. A Gambling Commission Personal Licence and a Local Authority Gambling Premises licence are also required.

Sports Grounds

General Note: Under the Safety of Sports Grounds 1975 and the Fire Safety 'Safety of Sports' Act 1987, safety certificates are issued to certain sports grounds and regulated stands.

It should be noted that the certificate issued for the sports ground might contain specific requirements in relation to the use of the ground for activities other than sporting events.

Hertfordshire County Council is responsible for issuing safety certificates at designated grounds (capacity of more than 10,000) and regulated stands (stands which have a capacity of 500 or more spectators under cover at any sports ground).

Hertfordshire County Council can issue a prohibition notice if it considers that action needs to be taken to ensure spectator safety. Unlike other provisions of the 1975 and 1987 Acts, the power to issue a prohibition notice applies to all sports grounds including those that are not designated nor contain a regulated stand.

For further advice, contact Hertfordshire County Council Trading Standards who are responsible for issuing safety certificates.

Exempt Gaming

The Gambling Act 2005 defines exempt gaming, and can include bingo, casino nights, race nights, poker, and some other types of gaming that takes place in members clubs, and on alcohol licensed premises. The Gambling Commission has produced guidance on these, please see suggested reading section.

For further information, or to apply, contact Licensing at Stevenage Borough Council

Charitable licenses and permits

Regulation ensures that charitable fund raising and collections are controlled, to prevent harassment to the public, and to monitor the proper allocation of funds.

House to house collections

Door to door collections for cash and/or goods, including envelope collections and those from pub to pub, need a permit. The Home Office regulates national collections, and the district council permits smaller collections.

Collections must comply with the House to House Collections Act 1939.

Try to make your application at least one month before the collection starts to the Council. Application forms and further information can be obtained from:

Mary Cherry, 01438 242992 or by email to committees@stevenage.gov.uk.

You must allow enough time to order and receive the prescribed badges and certificates of authority from Her Majesty's Stationary Office (HMSO).

Within three months of the collection, a return form showing details of the money or value of property collected must be completed and returned to the licensing authority.

Street collections

Any collections in the street, whether cash or property, needs permission from Stevenage Borough Council in accordance with the Police, Factories, etc. (Miscellaneous Provisions) Act 1916. A permit is not required if the collection is on private land, such as a supermarket, railway station or shopping centre but you will need the permission of the premises owner.

Try to make your application at least one month before the collection starts.

Application forms and further information can be obtained from:

Mary Cherry, 01438 242992 or by email to committees@stevenage.gov.uk.

Within three months of the collection a return form (showing details of monies collected) must be completed and returned to Stevenage Borough Council.

Societies and lotteries

The Gambling Act 2005 authorises lotteries to be held by societies (e.g. Scout Groups and Parent Teacher Associations) to raise money for charitable, sporting, educational and other public benefits, but not for private gain. Societies need only register with the authority where their head office is located to operate lotteries in other local authority areas.

Exempt lotteries

Exempt lotteries are lotteries which are incidental to exempt entertainments i.e. a bazaar, sale of work, fete, dinner, dance, sporting or athletic event or entertainment of a similar character, whether limited to one day or extending over two or more days. All tickets must be sold, and the draw must take place, at and on the day of the event.

Private lotteries

A private lottery is for members of one society, people who work on the same premises, or reside on the same premises. Each local or affiliated branch or section of the society shall be regarded as a separate society.

Appendix D: Food safety

Food Premises

Food must be safe to eat and be prepared in a clean and hygienic manner. Environmental health officers routinely inspect food premises, sample food and investigate customer complaints to ensure this. The majority of food premises (which includes market stalls, delivery vehicles and other movable structures) must be registered although there are some exceptions.

Where organisers use food suppliers that are exempt from registration it does not mean that they are exempt, nor does it mean that they do not need to comply with food hygiene legislation. Proprietors of food businesses are required to undertake a hazard analysis to identify potential hazards, control measures and their monitoring procedures. The hazard analysis, which is also known as a food safety management system must be in documented. You may wish to ask them to confirm whether or not they have undertaken this process.

Event organisers are welcome to contact Stevenage Borough Council's Environmental Health Officers to check that any vendors they propose to use are registered or to receive further advice and information.

The following advice was compiled for organisers of events such as street parties. However the principles may be of interest to event organisers where food businesses would like to ensure the proper procedures are being carried out.

Advice on Catering

No one will want to remember your event as the time they had food poisoning, nor will you as the organiser of an event want it to be remembered for that alone.

Events catering for large numbers can be a challenge so that even a very experienced caterer and event organiser may be overstretched.

Food Safety: 4 Golden Rules

1. Choose a menu that you can cook and serve safely
2. Store and cook food to the highest safety standards
3. Ensure catering staff know what they are doing
4. Manage cleaning and disinfection to the highest standards

1. Choose a menu that you can cook and serve safely

- Keep it simple and only put on the menu what you can handle safely. If you cannot store, cook and serve it safely - don't do it.
- Do not serve any salad dressing, sauce or pudding made with uncooked egg.
- Serve foods that do not require refrigeration - for example fruit salad to reduce storage problems.

2. Store and cook food to the highest safety standards

Storage

- Hire extra refrigeration equipment if you need it. Food which requires refrigeration should be stored at 5°C or less until it is served.
- Keeping food cold is a priority
- Make a list of all the cold foods you intend to use - then work out if you have sufficient refrigerator space to store them properly.
- Delete from the list until you can be sure you have sufficient space.

Catering

- Ensure that you can cook food safely. It must reach core temperature of
- 75°C.
- Has the equipment you propose to use got sufficient capacity?
- If you need to keep food hot before it is served have you suitable, sufficient equipment capable of keeping food hot above 63°C?

Quality control

- Can you ensure that any dishes made with minced meats, burgers, stuffed joints and rolled joints are cooked through to core temperature of 75°C? “No pink bits”. How will you check? Who will carry out the check?

Preparation

- Can you ensure that the preparation of raw and cooked food can be kept separate at all times to prevent cross contamination?
- Have you got separate boards and knives?

Cooling hot food / cooking to serve cold or to reheat

- Food must be cooled within one and a half hours of cooking so that it can be put in the refrigerator. Can you do this?
- If food is to be reheated it must be kept refrigerated until this takes place.
- The food must then be reheated until bubbling (75°C or above)
- Can you do this effectively? Can you cope with the quantities involved?
- How will you check that it is done correctly?

3. Ensure catering staff know what they are doing

You may find it difficult to determine whether you will have sufficient staff or help on the day. You should be flexible when planning any catering, so that the menu can be decided in relationship to the skills and number of staff.

- Who is cooking and handling the food and what will they be doing?
- Staff working for a business should hold a current Basic Food Hygiene certificate.
- Can you completely separate the handling of raw and cooked food?
- Decide the menu on the basis of the staff skills that will be preparing, cooking and handling the food.
- Ensure that everyone washes their hands regularly, particularly after handling raw food and before handling ready to eat cooked food.

- Are there sufficient wash hand basins, hot water, bactericidal soap and paper towels?

4. Manage cleaning and disinfection to the highest standards

- Wash all equipment that touches food in hot water and detergent then disinfect. Ensure staff clean-up as they go.
- Have plenty of paper roll available for wiping up.
- Is there sufficient rubbish capacity for high risk food rubbish to cope with the numbers at the event? Will this already be full up from previous events?

Appendix E: Road closures

This section of the guidance is intended for organisers proposing an event on or adjacent to a highway. Examples of such events could be street parties, parades, carnivals, road races or any event likely to attract large crowds that may overspill onto the public highway.

Road closure for residential or neighbourhood street parties

It is possible to close a road for an event such as a street party. National guidance can be viewed here:

<http://www.communities.gov.uk/publications/communities/streetpartyguide>

Notifying authorities of events on the public highway

As a matter of policy the Police do not encourage events on the public highway as it is considered that the roads in Hertfordshire are unsuitable for such purposes.

Although people participating in events do so voluntarily, a heavy responsibility for their safety is placed on the organiser.

Whilst all the regulatory authorities wish to support the community and charitable organisations in their activities it is hoped that organisers will consider adopting alternative safer means to achieve their objectives. Serious consideration should be given to finding alternative venues which do not require road closures and diversions.

Road closure and traffic regulation orders

It is necessary to obtain a Road Closure or other Traffic Regulation Order for you to carry out any sort of event on public roads or footpaths. You should check on what will be required well in advance as some orders can take 6 months to process.

These orders can incur substantial costs as there are legal formalities and statutory requirements to follow, so apply in plenty of time. Hertfordshire Highways will advise you of the necessary procedures.

You must provide details of your traffic management proposals to the relevant authority which will share the information locally and consult with appropriate bodies. A road closure will not be authorised unless both Hertfordshire Constabulary and Hertfordshire Highways have no objections. The emergency services should be made aware of the event so they can make arrangements to respond to emergency incidents appropriately and within their targeted timescales.

If you gain agreement for a road closure then you will be responsible for ensuring that the specified road signs are safely placed, in accordance with signage regulations, to the agreed traffic management plan. Signage must be clear and must not cause any confusion to approaching road users. You will also be responsible for the safety of those placing the signs on the roads and the advice is that you ensure an accredited, experienced and practicing person to place the signs. You should also check that your insurance or that of your contractor covers this activity. You must also provide marshals to

manage the road closure. Remember that only a police officer is able to direct traffic on the Highway.

It may be advisable for you to contact a traffic management company to develop your traffic management plan and to provide and place the approved signs. Should you use a private company you should check that they have appropriate qualifications and insurance.

Remember if you are in any doubt at all call Hertfordshire Highways for advice. It is against the law to do certain things on public roads and footpaths and the penalties can be severe, not only from criminal prosecution, but also the possibility of civil action should someone suffer as a result of your failure to take the proper precautions.

Appendix F: Events on roads

Reference also to Appendix E: Road Closures may be required in parts

Marches and carnival parades

You are obliged by law to notify the local police planning team you intend to carry out a march or a parade.

- A march or parade can be extremely vulnerable to risks when forming up.
- Preoccupied participants tend to forget safety and wander into the road or vehicle access routes. Where possible arrange to form up off the highway. If the event is to assemble/disperse on a road then you should contact Hertfordshire Highways about getting a road closure order to protect your participants from other vehicles. Note, only accredited and insured personnel may place signs on the highway.
- Consider the danger and disruption caused by coaches and cars delivering participants to the assembly/dispersal area. It must be suitable for that purpose in both size and location. Off-road assembly/dispersal areas are the safest and participants will benefit from access to refreshment and toilet facilities.
- Coaches and cars should travel in advance of the march/parade and by a different route, to collect at an off-road, suitably sized and safe dispersal point from where people can immediately depart in safety.
- Appoint responsible stewards who should wear high visibility and reflective tabards, or similar, that clearly identify their function.
- You must give stewards appropriate and adequate training in their role and brief them fully prior to the commencement of the event. Keep records of what you do and say - they may later help protect you from litigation.
- Where pedestrians participate, carnival routes should be restricted to a reasonable distance as toilet and refreshment facilities are few and far between.
- It is the organiser's responsibility to make sure that all vehicles taking part are roadworthy and have the necessary insurance cover for the use to which it is being put.
- Will lorries, floats and other large vehicles in your procession, have problems because of their size or weight? This information can be obtained from Hertfordshire Highways.
- Overhanging trees, wires, decorative lights, banners and other structures are a danger to people exposed on the back of open vehicles. You must make arrangements for dangerous overhead structures to be removed. You may need to re-plan the route to avoid the danger.
- Using open backed lorries and trailers are dangerous. Some structure should be securely attached that gives people a measure of protection and something to hold on to. Vehicle platforms affected by rain, foam sprays or other liquids can cause passengers to slip and fall. Rain protection should be provided and participants discouraged from activities that could produce such risk.
- It is undesirable, dangerous and often illegal for persons to be allowed to travel on open backed vehicles or trailers. It is great to keep up traditional community activities but we all must strive to maintain the highest

standards of public safety. A safety steward should be appointed for each vehicle responsible for the safety of persons on that vehicle.

- Where a procession involves vehicles with pedestrians, entertainers or dancers in between, then special regard must be taken of personal safety. Mixing these elements is dangerous and should be avoided. If that is not possible, then allow sufficient space between the pedestrians and vehicles to ensure that no collision occurs. Stewards should separate the pedestrians and vehicles and have an effective means of communicating problems and directions to participants, other stewards and vehicle drivers. Remember that drivers are often operating in conditions of reduced visibility. If a mixed parade is stopped to allow a performance by participants between vehicles, they should be separated and protected from the vehicles by substantial metal barriers. Better still put all the pedestrians at the front of the parade where they are separated and also dictate the overall speed.
- Cash collectors should remain on the footpath, clear of all vehicles and not cross the line of the moving procession. They should also be clearly identifiable as official collectors. Ensure that there is a substantial, highly visible vehicle at the head and rear of the procession. (At the head to advise the public of its presence and at the rear to afford some physical protection from collision).
- A communication link in the centre of the procession is useful to warn of large gaps or vehicle breakdowns.
- Organisers must seek to ensure compliance with the law in relation to all activities within their influence, including the use of fireworks from vehicles and the possession of substances or weapons.
- Suitable stopping points should be located so that the carnival can regroup if this proves necessary.
- It is advisable to have an ambulance or at least some form of medical facility with the parade in case of emergency. The emergency services must have access to accident and emergency sites within the parade and the area that it affects.
- If the parade is to pass along narrow streets consideration should be given to suspending parking on at least one side.
- In restricted areas, where there may be reduced separation of the public and the parade, consideration should be given to creating a suitable and substantial dividing barrier. The minimum provision should be a barrier of breakable, high visibility, weatherproof tape.
- If the route is likely to interfere with local bus services the Organiser must give sufficient notice to Hertfordshire County Council Passenger Transport Unit.
- Bear in mind that any event on a public highway involves a significant amount of risk and that Hertfordshire Constabulary does not consider the roads in the county to be suitable for such use.
- This risk does not dissipate merely because the route is not on a main arterial road, is marshalled or accompanied by Police. It is the responsibility of the organiser to continually consider and address the issue of participant and public safety.

Charity events and stunts

Any application to police for resources or advice relating to these types of activity will receive a response indicating disapproval and that such events should be held off the highway. If the organiser persists in pursuing their original course, then in the event of a related accident or other emergency the Police will make it known that such advice was given from the outset.

Road races and fun runs

Hertfordshire Constabulary does not support such events on the Highway.

- Routes should be carefully examined and selected relative to the volume of participants. Age and ability should form part of your assessment e.g. runners of similar ability are likely to run in tight groups and thus increase the potential for pinch points.
- Suitably authorised traffic diversions or road closures help avoid a potentially lethal mix of vehicles and runners/pedestrians. If this is not possible then suitable substantial barriers or at least a high visibility weatherproof tape cordon should be placed between participants and traffic. Any tape cordon should consist of two horizontally parallel tapes separated by a sufficient sterile area to remove any risk of crossover related accident. Road pins, metal stakes or wooden posts must not be driven into verges or footways as these may damage utility cables or pipes.
- Where minor roads join major roads and those major roads form part of the route the minor roads should be closed with the appropriate authority (see above) by means of substantial suitable barriers. It is not sufficient to merely control a junction by use of a steward with no back up protection. Stewards are not permitted to stop or regulate traffic in any way.
- Account should be taken of commercial and other premises along the route. There is little point in taking protection measures by barriers and stewards along the route only to find that vehicles from car parks, hotels, businesses and houses can access the route without control during the event and create immediate danger to the occupants and event participants. Remember that what you are doing affects other people's rights.
- Organisers should establish whether any other events for example, weddings, funerals or church services are taking place along the route and that planned road works do not coincide with the event date.
- The timing of the event is crucial to safety. Peak traffic times and the hours of darkness must be avoided. In addition to safety and separation barriers organisers should ensure that supplementary information regarding the activity is posted to warn approaching motorists. Information must be clear and afford sufficient notice to prevent drivers becoming confused and thereby creating another danger.
- No unauthorised barriers, obstructions or signs can be placed on the highway. Only accredited and insured personnel may place signs on the highway.
- Organisers should take advice on the provision of medical assistance for participants and include it in the risk assessment.
- Marshals and runners should not at any time interfere with the free flow of traffic. Participants should use available footpaths.
- If the route enters another police area then further consultation should take place with those responsible for its policing.

Walks

- Consider the physical limitations of participants. There is little point in selecting a route that few can complete.
- Why use roads? In most cases this type of event can be conducted along footpaths, bridleways, playing fields or sports arenas.
- Remember to get a permit if you're making cash collections.
- Plan toilet facilities, refreshment stations, medical facilities and collection of tired or injured persons.
- Fancy dress can add to the fun element of the day. It can also result in fatigue, especially in hot weather. People should be encouraged to dress suitably and stewards briefed to recognise the signs of stress and dehydration.
- Consider the environmental impact of the event. Plan to remove empty drinks containers and any other litter.
- The start and finishing points generally result in a substantial number of persons and vehicles congregating in one area and creating a hazard. These locations should be at a substantial, off road place such as a school or park with provision to bus participants in a safe and controlled environment. These areas themselves will need consideration in your risk assessment.

Cycling, Treasure Hunts and Motoring Events

The planning, execution and legalities of such events is complex. Specific advice can be obtained direct from Hertfordshire Constabulary Logistics & Events Section.

Appendix G: Fire safety advice

Barbeques

Position your barbeque where it will be safe to use, in a sheltered area, away from other combustible items, and where children are not at risk

Use only barbeque lighters and lighter fuels. Do not use petrol to light your barbeque.

Bonfires or beacons

Ideally the fire should be organised by a responsible person or group. Let the fire brigade know what you plan to do and, if necessary, seek advice.

Fires should be positioned in a safe area where the public are not put at risk from radiated heat or fire spread. Prevailing wind and general weather conditions should be noted. The ground on which the fire is built should be suitable, such as bare earth and not dry, long grass.

The public should be kept at a safe distance from the fire by means of a cordon that is staffed by stewards. In an emergency the public should be able to exit the area safely and swiftly. Exits should be kept clear.

Care should be taken with what is placed on the fire, such as flammable liquids, containers, including aerosols, hazardous materials. Do not build the fire too big for the conditions and provisions made. Store additional fuel away from the fire. Be aware of the danger of children playing on and around the fire during its construction. Always check the fire prior to lighting to ensure children and animals have not concealed themselves inside.

Candles

- If you are using candles exercise extreme care
- Use a proper candle holder - ensure it is stable and cannot be knocked over
- Keep curtains well away from the naked flame and close windows to prevent draughts
- Keep children away
- Extinguish before you go to sleep. Never leave candles unattended
- Fit a smoke alarm

Parties at home

Fit smoke alarms where they will be heard at night. Ideally have one at the head and one at the base of the stairs - maintain them by renewing the battery - consider extra smoke alarms if you are going to have people to stay over.

Smoking

Use ash trays, or sand buckets to dispose of smoking materials properly throughout the event, especially at night. Consider making your event smoke-free, or only permitting smoking to take place in designated areas.

Parking

With guests coming to your event parking may be a problem. Do not block the road and allow enough room for a fire appliance to get through. Avoid parking

over fire hydrants, these are metal covers in the road and on footpaths marked 'FH'.

Devise a fire escape plan

Consider how many people there will be and how you will all get out / away safely if there is a fire.

In the event of a fire

Fire-fighting

Ensure a bucket of water, garden hose or fire extinguisher is close by. A fire blanket and burns sheet would be useful if a person's clothes catch fire.

First aid

Make provision for dealing with minor burns and have water in buckets for the possibility of a small outbreak of fire.

Getting help

Decide how you can call the fire service - call them even if you think the fire is out.

For further advice visit:

http://www.direct.gov.uk/en/HomeAndCommunity/InYourHome/Escapingandrecoveringfromafire/DG_180682

Appendix H: Prevention of nuisance

Events if not managed properly have the potential to cause significant disturbance to residents near to planned activities. The types of nuisance that may be experienced include:

- Noise, including amplified music/speech, vehicles, and people in the street leaving or waiting to get into licensed premises as well as noise from premises
- Light pollution
- Odours
- Other potential nuisances which may include floods, waste water issues and unfenced hazards.

For further guidance on nuisance issues please see below.

Assessment of public nuisance - noise

When planning an event you should consider:

- the number and type of noise sources. For example music, speech, vehicles, people noise and fireworks
- the potential loudness of each, and any specific characteristics e.g. tone, impulse etc.,
- the duration and frequency of potential disturbance, and;
- control measures already put in place to limit noise emissions.

Various factors can affect the potential for noise to cause a nuisance these may include:

- The construction and layout of the premises
- The type of activity or location (e.g. use of a patio or garden for barbeques or other outdoor events especially those with amplified music)
- The distance to noise sensitive premises, and whether airborne and / or structure borne noise are potential problems
- The layout of the surrounding environment, the number of premises where nuisance may be experienced, and the sensitivity of each
- The character of the area (is the area generally very quiet or noisy?)

Actions that could be taken to reduce noise include:

- Keep doors and windows at the premises closed, or construct lobbies.
- Mechanical ventilation could in some places be suitable to enable windows to be kept closed
- Acoustic isolation of speakers from the structure of the building
- Acoustic barriers around play areas, car parks, beer gardens etc.
- Sound reducing matting to reduce the impact noise from beer keg and gas cylinder deliveries and collections
- Mechanical ventilation to allow windows to be kept closed

- The use of noise limiters on amplification equipment at the premises
- Prohibition of music played outside or directed outside as a means of attracting custom
- The provision of an in house sound system and a prohibition on performers using their own sound amplification equipment
- A written schedule of the checks the proprietor or operator will make on noise emitted from the premises, and documented arrangements for bringing these to the attention of staff, artists, comperes and D.J's
- Restrictions on the times the premises can operate or accept deliveries, restrictions on the times at which outdoor or high nuisance potential areas of the premises can operate, and staggered finishing times for different operations
- The use of fireworks etc. which could cause disturbance in surrounding areas. The restriction can specify the maximum number of events each year, or particular dates on which they are permitted, or restrict the hours after which they are not permitted
- Refuse management etc. The condition could specify the times that bottles can be transferred to waste containers outside the premises.

Other requirements to promote the prevention of public nuisance from noise could include:

- Prominent, clear and legible notices at all exits asking clients to respect local residents and to leave the premises and the area quietly
- A designated taxi firm for staff and customers, and an agreement with the business that drivers will not sound their horns while stationary

Assessment of public nuisance - light pollution

Lighting at an event needs to be suitably considered to establish any detrimental effects the lighting may have on local residents. Issues that should be considered include:

- The location of external and temporary lighting, including 'disco' type lighting, and any automatic sensors
- Management controls, including automatic timers, on the hours at which lighting will be used
- The brightness and direction of light
- Distance to light sensitive premises or parts of premises
- The character of the area (does the area have existing light sources?)

Actions that could be taken to reduce light nuisance include:

- Restrictions on flashing or particularly bright lights on or outside licensed premises
- Restriction on the number and brightness of lighting sources

- Angling lighting from above and downwards, away from sensitive premises and transport, and using cowls, hoods and natural barriers in the design
- Turning lighting off or considerably reducing the brightness when it is not needed for operation of the premises
- Ensuring that sensors used to activate lights are properly set to avoid lights switching unnecessarily.

Assessment of public nuisance – odours

When planning an event you should assess so far as reasonably practical whether the activities are likely to generate odours that may cause nuisance to nearby premises and relocate these provisions accordingly. Consider the following in this instance:

- What types of foods are being cooked
- Are the refuse areas kept clean, and storage containers lidded
- Distance to potentially sensitive premises,
- The layout of the surrounding environment, the number of premises where nuisance may be experienced, and the sensitivity of each
- The overall character of the area

Actions that could be taken to reduce odour nuisances include:

- Adequate extract ventilation odour control, including operating schedules for the cleaning and maintenance of extraction canopies and filters
- Lidded and cleansable waste storage containers of adequate capacity
- Waste collection at sufficiently frequent intervals
- Adequate drainage of waste storage areas
- Arrangements to prevent waste food getting into the drainage system
- Grease traps with a cleaning and maintenance schedule to keep these in good order
- Extract ventilation systems discharging at high level with a cleaning and maintenance schedule to keep these in good order
- Locating potentially odourous sources as far as practically possible away from neighboring properties

Assessment of public nuisance – other

There are various other nuisances that may occur as a result of an event, these may include issues such as:

- Waste water
- Toilets
- Refuse storage
- Fireworks

EVENT CHECKLIST- NUISANCE

Premises address:

Visit Premises and check:

Date of visit:
Check completed by:

Events:	How often will events be held	
	What days of the week will they be held on	
	Over what time are events taking place	
	What hours/times are likely to have a greater potential for complaints	
	What type of events are proposed (e.g. licensed activities)	
	Are the events to be held internally /externally	

Structure:	What is the roof structure like	
	Is property structurally joined to neighboring properties	
	Are there any rooms which are unsuitable for use for	
	Where are the stage/speakers located	

Windows:	Where are the windows	
	Can windows be opened	
	Are they opened during events	
	Are they well maintained	

Doorways:	What doorways are there	
	Doorway - is there a lobby	
	Can/are doors propped open	

Ventilation sources:	Is air conditioning installed or planned	
	Any external fans terminals	
	Any other ventilation sources	

Outside Areas: Proximity to Neighboring Properties

	Times of proposed use	
	Any outside amplification systems/loudspeakers	
	What controls are in place to prevent noise breakout during ingress and egress (smoking).	

Sound Equipment	What type of amplifier/ speakers will be used	
	Is the equipment the premise's own or brought by	
	What type of speakers and where are they to be located.	
	Any other equipment to be used	

Noise Controls:	What noise control measures are already in place/proposed	
	Is there a noise limiter fitted, what type	
	Have you identified monitoring location, are these suitable?	
	Are any other measures proposed	
	Do they have any door supervisors/marshals	
	Are there any signs requesting that patrons are quietly? Are these suitably located?	
	Previous noise complaints received?	
	Do they have any designated taxi firms – agreement not to sound horns?	

Other factors to consider:		
Lighting Controls:	Lighting- Type, Positioning and directivity, Character of area.	
Refuse Storage:	Location of refuse areas- adequate to control odour, bottle emptying, pests etc.	
Odour:	Odour Nuisances- Adequate Extract ventilation, location of cooking activities such as BBQ away from sensitive areas.	

Appendix I: Holding an event on public open space

The organiser must verify who owns the building/land on which it is proposed to hold the event and seek permission to use it, using the form overleaf. This will also be available separately on our website.

If it is public open space owned by Stevenage Borough Council you need to seek permission to hold the event from Environmental Services/Parks and Landscapes.

If it is proposed to use any other land or building owned by Stevenage Borough Council then permission must be obtained from the council's property section.

If your proposed event is to be on land owned by Stevenage Borough Council then you must complete the form at the end of this section and return it to Environmental Services/Parks and Landscapes, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, Herts, SG1 1HN, or call Environmental Customer Services on 01438 218800 to request one to be sent out to you in the post.

You will also be asked to send proof of your insurance cover (a copy of your policy schedule should suffice) to Stevenage Borough Council.

REQUEST TO HOLD EVENT ON PUBLIC OPEN SPACE

Proposed location of event: _____

Date of event: _____

Is this a charitable fund?
raising event? Yes / No*

If yes, name of Charity: _____

Will this event be a community
based activity? If yes please state
the following questions Yes / No*

Details of organisers: _____

Nature of event: _____

I confirm that the public open space will not be cordoned off; we will not be charging an entrance fee and will be taking necessary action to adhere to the Council's Terms and Conditions.

Signed

PRINT NAME

Address.....

.....

.....

** Please circle appropriate answer*

Appendix J: Safety Advisory Team contact details

Authority	Contact details
Stevenage Borough Council	<p>Daneshill House, Danestrete, Stevenage, Herts, SG1 1HN</p> <p>Safety Advisory Team: licensing@stevenage.gov.uk Environmental Health: env.health@stevenage.gov.uk Environmental Services: environmental.services@stevenage.gov.uk Street/House Collections: committees@stevenage.gov.uk</p> <p>Switchboard; 01438 242242</p>
Hertfordshire Constabulary	<p>Event Planning Department Lytton Way, Stevenage</p> <p>01438 757063 01438 757218</p>
Hertfordshire County Council	<p>Hertfordshire Highways Hertfordshire County Council, Highways, Environment, First Floor, NW Block, County Hall, Pegs Lane, Hertford, Herts, SG13 8DN networkmanagement.northeast@hertshighways.org.uk 01438 757800</p> <p>Passenger Transport Unit Postal Point CHN101, Ground Floor, North-West Block, County Hall, Pegs Lane, Hertford SG13 8DN</p> <p>01992 555555</p> <p>Trading Standards tradingstandards@hertfordshire.gov.uk</p> <p>01707 292429</p>
Hertfordshire Fire and Rescue	<p>Station Commander Fire and Rescue Services</p>

Appendix K: Suggested reading

The following publications provide additional information and advice on safety at events. You should ensure that you have the most up to date version.

Nuisance

Code of Practice on Environmental Noise Control at Concerts, The Noise Council

Good Practice Guide on the Control of Noise from Pubs and Clubs, Institute of Acoustics

Effective Management of Noise from Licensed Premises- The British Beer and Pub Association Guide (www.beerandpub.com)

The Event Safety Guide – A Guide to Health, Safety & Welfare at Music & Similar Events (HSG195), Health and Safety Executive

Guide on the Limitation of the Obtrusive Effects of Obtrusive Light from Outdoor Lighting Installations; CIBSE (2003)

Fire safety

HSG124 Document: Giving Your Own Firework Display: How to run it safely (2005). ISBN 9780717661626

<http://www.hse.gov.uk/pubns/books/hsg124.htm>

HM Government Fire Safety Risk Assessment: Open Air Events & Venues (Download free from www.gov.uk)

HM Government Fire Safety Risk Assessment: Small and Medium Places of Assembly (Download free from www.gov.uk)

HM Government Fire Safety Risk Assessment: Large Places of Assembly (Download free from www.gov.uk)

Licensing

Advice on gaming in clubs and alcohol licensed premises: Gambling Act 2005

Health and Safety

Home Office, The Good Practice Safety Guide:
<http://www.homeoffice.gov.uk/publications/police/operational-policing/event-safety-guide?view=Binary>

5 steps to Risk Assessment - HSE (Health and Safety Executive) - Available free

The Event Safety Guide - HSE priced publication

Fairgrounds and Amusement Parks - Guidance on Safe Practice - HSE (priced publication)

Safe operation of passenger carrying amusement devices: Inflatable bouncing devices - HSE (priced publication). Bouncy Castles ROSPA free

The Radiation Safety of Lasers Used for Display Purposes - HSE. Code of

Practice for Outdoor Events - The National Outdoor Events Association, 7 Hamilton Way, Wallington, Surrey SM6 9NJ Tel: 081 669 8121.

Managing Crowds Safely - HSE price publication (1 off free)

Guidance on The Amusement Device Inspection Procedures Scheme (ADIPS) - HSE free leaflet

Electrical Safety for Entertainers - HSE free leaflet

Health and Safety at Motorsport Events - HSE priced publication

Health at Open Farms - HSE free leaflet

Small-scale use of LPG in cylinders - HSE free leaflet

HSE priced and free publications are available from: HSE Books,
P O Box 1999, Sudbury, Suffolk CO10 6FS Tel: 01787 881165.
Fax: 01787 313995

For other enquiries ring HSE's InfoLine Tel: 0541 545500, or write to HSE's
Information Centre, Broad Lane, Sheffield S3 7HQ Web
page www.hse.gov.uk
Email: online_order_bookfinder@hse.gsi.gov.uk
Email orders to hsebooks@prolog.uk.com

Royal Society for the Prevention of Accidents (RoSPA)
Canon House, Priory Queensway, Birmingham B4 6BS. Tel 0121 248 2143