

GUIDANCE FOR ORGANISING A SMALL PUBLIC EVENT



Introduction

This guidance is to provide advice on some areas you should consider when organising a small event. Certain events may require a Temporary Event Notice (TEN) or a Premises License. Many TENs are submitted by licenced premises requesting an extension, and some are for small charitable events of 50-100 people.

The Licencing Act 2003 requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Further advice on licences and event planning can be found here:

- Temporary Event Notice: www.west-norfolk.gov.uk/info/20120/licensing_act/186/temporary_event_notice
- Premises licence: www.west-norfolk.gov.uk/homepage/267/premises_licence
- Event planning: www.west-norfolk.gov.uk/sag

Assessing Risks

When an event is being organised, the risks of what could go wrong should be assessed along with measures that are put in place to prevent or minimise the risk. This process should include a mental and physical 'walk through' of what will happen on the day to accurately identify hazards and risks. It is recommended this is recorded as a risk assessment for the event as it proves that the organiser is appropriately prepared for the event. It is a legal requirement that where there are 5 or more employees then the findings of any risk assessment are recorded.

Where any contractors are being used onsite for attractions, amusements or temporary structures the contractor should also have a risk assessment for that activity.

For further advice on risk assessments visit www.hse.gov.uk/simple-health-safety/risk/index.htm

Natural Hazards Onsite

There can be many potential hazards and risks onsite when doing a walkthrough. These are some you should consider when carrying out a risk assessment:

- Water hazards: if the event you are organising is near some open water, make sure that hazards relating to open water are considered such as falling in, or attendees paddling or swimming and getting into difficulty, or getting dragged by the current. Also, just getting wet could lead to contracting hypothermia if it is cold.
- Suitability and safety of walls: will they cause an obstruction or are people likely to sit on them.
- Slips, trips and falls are one of the most common sources of injury. Look for obstructions or uneven ground, particularly in areas where paths or walkways are planned.
- Changes in height: You need to ensure that hazards from people on raised ground or near to natural holes are considered.

Where hazards can't be removed, barriers could be put around the areas to prevent people from becoming injured.

Electrics and Lighting

All electrics and lighting should be appropriately installed by a competent electrician. This means that the electrics will be safe around the event and won't pose a danger to the public.

- Any electrical equipment used for the event should follow the requirements of the Electricity at Work Regulations 1989, it should also adhere to BS7909.
- Any electrical items used for the event (including contractors) should have an up to date Portable Appliance Test (PAT) or equivalent test certificate to ensure that the equipment operates safely.
- Residual Current Devices (RCD) are likely for any outdoor electrics or amplifying equipment.
- It is critical that the type of electrical cables and sockets are suitable to the environment that they will be used. For example, outside electrics will need to be protected against water, and protected if being used over or under travel routes.

Fire Safety

The risk of fire and how it is controlled needs to be identified and assessed. This means a fire risk assessment should be carried out. If the event is small, it may be included with the premises risk assessment, however, this should be checked prior to the event. Areas that should be considered are:

- **Equipment:** there should be adequate firefighting equipment on site such as suitable fire extinguishers and a local water supply.
- **Means of escape:** there should be arrangements to ensure that if a fire does break out, there is a safe route to exit the premises without getting overwhelmed by fire or smoke. Signs should be put up showing where the exits are, and stewards should be informed of the exit route beforehand to guide the public.
- **Warning:** there should be a suitable method of alerting people of a fire.
- **Bonfires:** if a bonfire is created, ensure that it is away from anything flammable such as trees, hedges, fences or sheds. Items such as aerosol cans, paint tins, foam furniture, or batteries should never be put near a fire. Check the weather before creating a bonfire – don't light bonfires in high winds or very dry conditions as there is a high risk of the fire spreading elsewhere.

The Norfolk Fire Service have a website with useful information on preventing fire and carrying out a risk assessment at www.norfolk.gov.uk/safety/norfolk-fire-and-rescue-service

Adverse Weather

Event organisers have a duty as an employer to keep those working onsite safe as well as the public attending the event. Adverse weather conditions need to be considered to ensure everyone's safety. There are certain control measures that can be put in place to prevent injury or illness happening in certain weather conditions:-

Health effects:

- Ensure staff have appropriate clothing for hot or cold/wet conditions.
- Be aware of the signs of heat exhaustion www.nhs.uk/conditions/heat-exhaustion-heatstroke
- Be aware of the signs of hypothermia www.nhs.uk/conditions/hypothermia

High winds:

- If there are people working at height, reduce or stop their working to ensure their safety.
- Ensure any structures or inflatables are fastened to the ground adequately, so they don't get blown over. There is specific guidance around anchoring temporary structures such as tents.
- All temporary structures should be certified in terms of wind resistance to identify what structures are at risk of damage or being blown away. Structures would include gazebos, fencing, marquees, portable toilets.
- An anemometer should be available to check the wind speed.

Lightning:

- The weather should be monitored in case of thunder and lightning
- Establishing an evacuation plan which should be told to the stewards. How this information will be spread to the public should also be considered.
- Having a list of safe structures and locations to stay in the event of thunder and lightning.
- Considering surge protection to protect any electrical devices that might be used.
- Ensure people are aware of the 30/30 rule and how to calculate the distance of the thunder and lightning (count the seconds between the lightning flash and the noise of thunder, 5 seconds = 1 miles away).

Cold and wet conditions:

- When it is muddy and wet, there should be considerations for vehicles getting stuck and electrical equipment becoming waterlogged.
- Snow could cause problems to some structures if it not dealt with properly meaning that any snow accumulations should be dealt with appropriately.

Inflatables

The supervisor and operator must be aware of the safe operation of inflatable play equipment. The organiser must understand their legal responsibilities surrounding the correct sourcing, set up and safety checks necessary for the inflatable, and ensure it's covered by an approved inspection regime through PIPA or ADIPS. The inflatable itself when in use must be under constant supervision by at least one suitably trained person. The RPII (Register of Play Inspectors International) register lists trained operator/attendants which can also be checked prior to an event.

We have an additional guidance leaflet on inflatables that can be found at www.west-norfolk.gov.uk/info/20107/health_and_safety/1020/play_inflatables

Safeguarding

Even if an event isn't aimed at children and young people, they may accompany an adult to an event. This means that there will need to be policies put in place to protect the children. There are many sample policies and advice documents on the internet, but these are only guidance. You should be aware of the laws and licencing requirements that will need to be followed when children are at an event.

At events where there are children, especially if the event is specifically aimed at children, there will have to be a responsible person. This person will need to have experience and knowledge working with children and a Disclosure and Barring Service (DBS) check should be considered. The organiser can also ask for references of someone's past experiences working with children to ensure confidence in the person.

Toilets

There should be adequate toilet and hand washing facilities at the event. Temporary toilets that can be hired but considerations should also be made towards lighting of the toilets, where they will be placed, maintenance of the toilets throughout the event and how the waste will be disposed of from the toilets. Guidelines on the minimum number of toilets can be found in the Purple Guide, however consideration should be given to the type of event and should be able to cope with a sudden rush of people wanting to use the toilet at the same time.

The table below outlines the toilet provisions for outdoor events:

For events with a gate opening time of 6 hours or more with Alcohol and/or Food	
Female	Male
1 toilet per 75 females	1 toilet per 400 males
1 disabled access per 40 Mixed use	+ 1 urinal per 100 males

For events with a gate opening time of 6 hours or more with little or no Alcohol and/or Food served	
Female	Male
1 toilet per 85 females	1 toilet per 425 males
1 disabled access per 45 Mixed use	+ 1 urinal per 125 males

For events with a gate opening time of less than 6 hours duration

Female	Male
1 toilet per 100 females	1 toilet per 500 males
1 disabled access per 50 Mixed use	+ 1 urinal per 150 males

First Aid

The organiser will need to think about first aid provisions. As a minimum there should be a fully stocked first aid kit. However, for an event of just under 500 people, it is recommended that there are 2 trained first-aiders with appropriate training to treat injuries and illnesses most appropriate for the event. However, a medical event risk assessment should be undertaken to ensure levels of first aid training are appropriate.

Stewards

Depending on the size of the event, stewards may be needed to help with directing people where to go and/or help with car parking. There should be about 1 steward for every 100 people, they should wear high vis jackets so they are clearly differentiated from the public and can easily be seen. The organiser will need to let the stewards know what their responsibilities around the event are and the layout of the site, particularly in the event of an emergency, this could be through layout plans and checklists. A method of communication should be used to communicate between stewards such as radios or mobile phones.

Traffic management

Considerations should be made as to where cars will be parked to reduce disruption of any off-site traffic. Onsite signs can also be used to direct traffic to go to the correct place along with the use of stewards to point out where to go. When making plans for traffic management, pedestrians should also be considered to ensure they don't become injured by a vehicle. There should be access arrangements for emergency vehicles in case someone gets hurt or a fire breaks out, etc.

There are certain limitations on directing traffic, for more information visit www.highwaycodeuk.co.uk/signals-authorized-persons.html

Noise

Noise can be regarded as a public nuisance, which is one of the four Licensing objectives. With good management, the activities you propose or are permitted to provide under the terms of the licence or Temporary Event Notice (TEN), can be controlled in such a way as to minimise any disturbance to nearby residents and prevent a public nuisance. Noise from sources such as music, people and vehicles can be difficult to control, and the following suggestions aim to provide simple informal guidance on how to manage your event or premises effectively without causing a public nuisance.

- Signs may be displayed in the premises requiring that customers respect the neighbours and do not cause unreasonable disturbance to residents on entering, leaving or using outdoor spaces.
- A regular check of any outdoor area to ensure that excessive noise or antisocial behaviour is not occurring.
- Reducing the volume of any music and prevent use of outdoor spaces at later times.
- Liaising with the Police or other relevant authority if antisocial behaviour or noisy activity is occurring that requires their assistance.
- Ensure that all staff are trained in procedures in place to prevent and control noise.
- Work with artists, DJs and bands to decide an appropriate procedure for managing noise.
- Communicate with local residents and parishes regarding planned events.
- Consider windows, doors and the location of any speakers when setting up the event to prevent noise breakout.
- Ensure good car parking management for events where vehicle noise may be an issue.

This list is not exhaustive and further advice can be sought from the Local Authority or from a professional noise consultant. It is hoped that the adoption of some simple control measures can prevent a public nuisance. Regardless of the terms of a Licence or TEN in place, Local Authority do have legislation under the Environmental Protection Act 1990 to investigate complaints regarding noise or other nuisances.

You must also take into account that there are laws to protect employees or volunteers from exposure to excessive levels of noise. There is guidance available on how to reduce

exposure to noise at www.hse.gov.uk/event-safety/noise.htm

Within the event plan, there should be information on how food and drink will be available. They may be provided by a bar or a contract caterer. The caterer should have a written Food Safety Management System (FSMS) in place, based on Hazard Analysis Critical Control Point (HACCP) principles. The people catering should be trained in these principles to ensure that the food is safe to consume in addition to having basic food hygiene training. For further food advice visit www.food.gov.uk

You should also ensure that traders are aware of allergen information with appropriate signage and/or labelling. Further information can be found at www.norfolk.gov.uk/business/trading-standards

There should also be an adequate supply of fresh drinking water. Where a temporary water supply is put in place a water management plan should be created. Where temporary pipework is being used to supply water, particular focus should be given to this to ensure it has been installed correctly and safely. It should comply with The Private Water Supplies (England) Regulations 2016 and The Water Supply (Water Fittings) Regulations 1999. For more information on The Water Supply (Water Fittings) Regulations 1999 visit www.anglianwater.co.uk/siteassets/developers/water-services/led298.11.14.pdf

Waste

Keep all waste in appropriate rubbish bins. The bins should have lids to ensure that waste doesn't get blown away during the event. Bins should be placed throughout the site to ensure people can dispose of their waste appropriately.

Who is attending the event?

If a TEN is being used, a limit of 499 people can be at the event, the organiser should find a way to ensure that the number of people attending doesn't go over the limits allowed by a licence or Temporary Event Notice. Also, there should be measures in place to control children under the age of 16 attending the event especially if there is alcohol. Furthermore, if alcohol is provided, there should be a system in place to ensure that people purchasing alcohol are 18 or over.