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1. GENERAL DUTIES

The responsibility for the safety of all persons working at or attending an event rests with the Event Organiser (EO) and individual Licence or Notice Holders.

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

The EO must be able to demonstrate to the ESAG an understanding of his/her roles and responsibilities and commitment to public safety.

In the case of 'large events' the EO will also be required to demonstrate that they are competent, or have competent assistance, for managing the event. A copy of the organisation's structure with clearly defined roles and responsibilities, with supporting Curriculum Vitae for key personnel, will be required.

A person's competence can be described as having the mixture and balance of knowledge, experience, skills and, if relevant, qualifications to do their work safely and without risks to health.

When appropriate, the responsibilities of each relevant agency of the ESAG will be required to be laid down in a Statement of Intent.

2. SPECIFIC DUTIES OF THE EVENT ORGANISER

The Event Organiser shall:

- Consult with the Local Authority (through the Licensing Section - see contact details below) well in advance of the event and before publically announcing the event:
  - No later than 2 months prior to the event if less than 500 persons are expected to attend
  - 10 weeks prior to the event if above 500 persons (or at least one month prior to submission of the Premises Licence application, if there are to be licensable activities)
  - 6 months prior to the event if the event will attract several thousands of people and/or is to be held over several days.
- Make all necessary applications, when needed and within acceptable time limits
- Organise and attend planning meetings
- Submit all Risk Assessments for the event (see below)
- Have competent health and safety assistance, or appoint a suitably qualified event health and safety person who will be involved throughout the planning and management of the event. This person, if appointed, shall be known as the 'Event Safety Officer'
- Provide site plans indicating all relevant details
• Prepare an Event Safety Management Plan (a template is available from WLBC)
• Ensure the Event Safety Management Plan meets the requirements of the four objectives of the Licensing Act 2003:
  o Prevention of Crime and Disorder
  o Public Safety
  o Prevention of Public Nuisance
  o Protection of Children from Harm
  Nb. If a Premises Licence application is to be submitted, your completed Event Safety Management Plan should form part of the operating schedule.
• Provide all other client information required by the ESAG
• Comply with the safety requirements of the ESAG.

3. SUPPORTING INFORMATION

The following list gives details of the types of information necessary to facilitate full discussion of the proposed event:

• Details of the EO/prospective licence holder together with experience
• Details of the event to include maximum crowd numbers
• Site plan/detailed drawings identifying structures, exits, lighting, wc's, emergency routes, car parking, medical facilities, event control location
• Details of the Event Safety Officer (if appointed), including details of the individual's relevant training and experience
• Details of temporary structures, including structural calculations
• Fire safety/evacuation plans
• Communications plan
• Provisions for disabled persons
• Car parking, traffic management and control of indiscriminate parking
• Stewarding arrangements (see below)
• Toilet and welfare provision
• First Aid/Medical support – this should be sufficient for the number of people expected to attend the event. The event type, venue and audience profile will also be factors in how much support is required – for further guidance see the HSE Event Safety Guide (Purple Guide) or seek advice from the statutory services/voluntary agencies.
• Noise control
• Electrical power generation, distribution and emergency supplies
• Site cleaning – during and after the event
• Waste management – recycling and disposal arrangements
• Previous history of the event if any

This may not be an exhaustive list, but the information required will be dependant upon the type of event.

4. INSURANCE

It is a legal requirement that appropriate insurance cover is provided for the event in respect of both public and employer's liability.
The Certificates of Insurance must be presented to the ESAG for inspection at least 7 days before the event. The insurance will be checked to ensure that it will be valid during the period of the event and that the level of indemnity is sufficient. (Please note that this should normally be at least £5m for public liability and £10m for Employer's liability).

5. **RISK ASSESSMENT**

Planning for any event must involve risk assessment. The legal responsibility to ensure a suitable and sufficient risk assessment lies with the Event Organiser. Your attention is drawn to Regulation 3 and 7 of the Management of Health and Safety at Work Regulations 1999.

The aim of a risk assessment is to identify those risks, posed by the site or activity, to members of the public, participants and employees including voluntary workers and to set out the means by which the risks may be eliminated or minimised. It will be necessary to visit the site or venue to identify specific hazards. Hazards being anything with the potential to cause harm e.g. a dangerous item or substance, condition, situation or activity. You must also carry out a Fire Risk Assessment and any other specific risk assessment required under other regulation, for example, Noise and Manual Handling.

Risk is the likelihood of the realisation and extent of a hazard. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity.

Your risk assessment should consider for example:-

**The Event:**
Location;
Time;
Nature;
Duration.

**The Venue**
Capacity and crowd movement;
Site location/design;
Access/egress including emergency access/egress;
Evacuation routes;
Support facilities e.g. power supplies, WC’s;
Parking, transport,.

**Persons Attending**
Profile;
Configuration e.g. segregation.

**Site Construction**
Structural calculations;
Use of plant/machinery;
Use and management of contractors.
Fire Risk
Use of materials;
Pyrotechnics/special effects;
Litter/refuse;
Temporary buildings, concessionaires, tents, marquees.

Marquees/Temporary Structures
Effects of weather;
Structural stability;
Fire.

Electrical Equipment
Certificates required.

Other Considerations
Noise Control (both people on site and resultant noise pollution);
Communications;
First Aid/Welfare;
Signage.

The following areas should be considered for their impact on any risk assessment.
Topography of site;
Crowd dynamics;
Vehicular movements prior, during and after the event;
Trip hazards;
Damage to hearing;
Electrical risk;
Fire;
Evacuation of site;
Alcohol sales;
Special effects;
Litter and trade refuse.

The above list is not exhaustive; it is merely representative of types of potential areas of risk and is intended to stimulate consideration of all aspects that may impact on the event.

You should seek the assistance of a competent person with the necessary skill, knowledge and training to ensure your risk assessments are suitable and sufficient.

The findings of your risk assessment must be included in your Event Safety Management Plan.

6. STEWARDING

It is the responsibility of the Event Organiser to ensure that there are sufficient numbers of stewards who are adequately trained, to perform the role they are required to undertake, are aware of the geographical location and topography of the site and who are organised within a defined management structure.
The numbers required will be dependant upon the nature of the event. You will be required to provide details of your stewarding and security arrangements at the planning and consultation meetings with the Safety Advisory Group. This will form part of the Safety Advisory Group's considerations. The stewarding plan is an integral part of your Event Safety Management Plan.

In addition the outcomes of risk assessment will also impact upon stewarding levels. HSE Guidance recommends that stewards should be fit, active, aged not less than 18 years old and have the character and temperament to carry out the duties required of them.

Stewards should:

- Be familiar with the type of event, layout of the site and be aware of their role in the Event Safety Management Plan for the event;
- Be able to communicate at all levels and at all times be identifiable by means of, for example, corporate jackets, tabards or uniform;
- Have basic first aid and fire fighting training;

7. CONTACT DETAILS

The Licensing Service at West Lancashire Borough Council will act as the 'gateway' into the Event Safety Advisory Group, as well as providing details of any Licensing requirements. Their contact details are:

Licensing Service
Robert Hodge Centre
Stanley Way
Skelmersdale
WN8 8EE

Telephone: 01695 585015
Fax: 01695 585176
Email: licensing.enquiries@westlancs.gov.uk