SUBJECT: EVENT SAFETY ADVISORY GROUP

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To advise Members of the formation of this new multi-agency Group which provides a co-ordinated approach to events in West Lancashire, with the purpose of ensuring public safety.

1.2 To agree a ‘Safer Events Policy’ for this Council, attached at Appendix A, including the establishment of the Event Safety Advisory Group, together with its Terms of Reference.

2.0 RECOMMENDATION

2.1 That the ‘Safer Events Policy’, as attached at Appendix A, be approved.

3.0 BACKGROUND

3.1 Members will be aware of many public events that are held throughout the year across various locations in West Lancashire, which attract significant participation from ‘performers’ and spectators. These can range from small, charitable or community events to major events on national calendars. Some will require specific licenses, but some will not. All, however, will have potential risks to public safety, dependant upon the size and nature of the event.

4.0 CURRENT POSITION
4.1 The vast majority of events with any significant risks to public safety are already known to one or more of the relevant agencies – which is usually this Council (commonly through the Licensing functions) or the Police (who even at the lower end of the scale can often be involved with temporary road closures for local parades and processions).

4.2 However, some events fall outside of the Licensing legislation and/or are so large that the Licensable activities form only a small part of the event. In such circumstances, there has been a distinct possibility of agencies working in isolation, with some duplication of effort and/or with some relevant agencies not becoming involved at all.

4.3 Consequently, I have pulled together a number of senior representatives of the Council, the Police, Lancashire County Council Highways, the Ambulance Service and the Fire & Rescue Service into a single co-ordinated Event Safety Advisory Group (ESAG), with the express purpose of helping Event Organisers to ensure that their events are held safely with consideration for the wider community and are successful for all.

4.4 Our first task was to establish draft Terms of Reference, working to a common understanding, which is described in the attached Policy. This Policy makes it clear that safety is the prime responsibility of the Event Organiser, working together with the landowner (if different). However, the Policy provides a framework for the Council to co-ordinate a multi-agency proactive approach to ensure that events are well planned, legally compliant and well managed on the day.

4.5 The intention is that the Group will routinely meet twice a year – in spring and in autumn/winter, unless there is one or more large-scale events proposed which warrant further meetings.

4.6 The Ormskirk Motorfest and the Freedom Parade are two such large-scale events which have necessitated a small number of extra meetings (with the Event Organisers) to facilitate the required co-ordinated approach.

**5.0 PROPOSED ACTION**

5.1 All Event Organisers (EO's) will be encouraged to notify the Council, through the Licensing Service, of any proposed events. This 'encouragement' will be done through publicity, the provision of information on our website and through direct contact with ESAG members.

5.2 This initial notification will be forwarded onto ESAG members for information but it is clearly recognised that most events are small scale which, if well planned and managed, will not present circumstances that would break any relevant legislation nor cause any significant concerns to the ESAG.

5.3 Consequently, whilst individual members of the ESAG may require further information from the EO, it is fully expected that from the officers' professional judgement a formal meeting (real or virtual) will not normally be held.
5.4 If the event requires formal licenses or approvals then the EO will be advised accordingly and the necessary agencies will formally assist in the routine process laid out in statutes.

5.5 However, where one or more proposed events are large-scale and/or present significant potential risks to public safety, then a formal meeting of the ESAG will be arranged by myself, as Chairman of the ESAG.

5.6 ESAG has also recently approved some technical advice for EO's to enable them to plan and manage their events. This is in the form of a 'Guide for Event Organisers' and an 'Event Safety Management Plan'. Aimed at larger-scale events, the technical advice is still, nevertheless, helpful in the organisation of small-scale events. These documents will be available on the website as soon as the Safer Events Policy has been approved.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

6.1 The adoption of the Safer Events Policy and the formation of the Event Safety Advisory Group will have a direct impact on the health and safety of our community, thereby linking into the key objectives of 'safer communities' and 'improved health for all'.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

7.1 The co-ordinated and improved approach to event safety will reduce duplication of effort and optimise use of resources for both this Authority and partner agencies. This work can and has been met from existing resources.

8.0 RISK ASSESSMENT

8.1 The improvements to service delivery through better partnership working should reduce risks to public safety, by helping Event Organisers to ensure that their events are well planned, managed and comply with relevant legislation. Consequently the reputation of the Council and partner agencies should be further enhanced.

Background Documents

The following background documents (as defined in Section 100D (5) of the Local Government Act 1972) have been relied on to a material extent in preparing this Report.

<table>
<thead>
<tr>
<th>Date</th>
<th>Document</th>
<th>File Ref</th>
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<tbody>
<tr>
<td>2006</td>
<td>LACORS Guide to Managing Large Events</td>
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<tr>
<td>1974</td>
<td>Health and Safety At Work etc. Act (and added Regulations</td>
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<td>2003</td>
<td>Licensing Act</td>
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Equality Impact Assessment

A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

Appendix A: Safer Events Policy
Appendix B: Equality Impact Assessment