

## Cumbria Sports Grounds Safety Advisory Group

### Guidance notes for applicants of special events at sports grounds within Cumbria

#### Introduction

This document is aimed at providing assistance and advice to organisers who intend to hold a special event in a sports ground within Cumbria whether the Ground is certificated or not.

It has been produced following consultation with the relevant 'partners' involved in ensuring these events are safe to proceed both for participants and spectators alike. The full list of relevant 'partners' for the purposes of safety, management, planning and even licensing where applicable, are attached at **Annex 1**.

This list includes the relevant authorities and emergency services who form the **Safety Advisory Group (SAG)** and make comment on an application, ultimately either supporting or objecting to an event taking place. Therefore, it is important that an organiser opens dialogue with the relevant partners at a very early stage of the planning for an event. This can be done through the Sports Grounds Licensing Officer who is the single point of contact for anyone organising an event within the Ground, and it is where the relevant partners link into. The Officer might highlight areas of concern for the partners and provide a constructive solution early on in the process, deciding whether the event needs the SAG for that Ground to meet with the organiser to discuss the event in greater detail.

It is for the organiser to note that the relevant partners have years of experience in these event planning stages and can offer professional support to ensure that the event takes place safely with a minimum impact to the Ground and surrounding inhabitants and be cost efficient to the event organiser.

Events can be broken down into 2 categories – small and large/ major event. A major event is described as *an organised event that is held at a Ground and operates on a regular or a one off basis, lasting one or more days, for 500 or more people*. It should be read in conjunction with the relevant and appropriate best practise for the industry such as 'The Event Safety Guide', 'Managing Crowds Safely', etc. A small event is where there are less than 500 people involved.

Where the event is a large/ major event, this would trigger a review of the event by the Licensing Officer and may involve SAG meetings between the relevant partners and the organiser. However, as there are also high risk activities that can take place that involve fewer numbers than 500, then either of the following will also initiate the trigger point for a review in Cumbria:-

- a) where there are 100 or more people involved (spectators/ participants). This would involve a review of the event, but not necessarily triggering a SAG meeting, dependant upon the nature of the risk. The relevant 'partners' would be informed;
- b) if the nature of the event was considered high risk.

The type of events being referred to in this Guidance Note are all outdoor events within the County involving the public, which can be split into 3 main categories:

- a) sporting events;
- b) pop/ musical concerts;
- c) festivals, fetes, fairs, carnivals, shows, gala's, etc.

### **Stage 1 – Application**

The organiser should use the form SAG 10 to supply full details and notification of the forthcoming event to the Sports Grounds Licensing Officer as this document caters for both small and large/ major events, so only the relevant sections particular to your size of event should be completed, a copy of which should be kept for reference.

Any other supporting documentation that are applicable to your event, such as risk assessment forms, a management safety policy, contingency plans, insurance, evidence of good management at previous similar events, certificates, etc. should also be used and submitted along with the SAG 10.

Once completed, please return to the Sports Grounds Licensing Officer at:

Trading Standards  
County Offices  
County Hall  
Busher Walk  
KENDAL  
LA9 4RQ

Email: [trading.standards@cumbria.gov.uk](mailto:trading.standards@cumbria.gov.uk)

Tel: 01539 713594

Upon being notified of your event, the Sports Grounds Licensing Officer will make contact with the organiser named on the SAG 10 document and discuss the details contained within the form by:-

- a) advising organisers on holding their event;
- b) advising organisers on what is required by legislation;
- c) directing organisers to the appropriate Guide for their particular event;
- d) advising on the relevant governing bodies guidelines;
- e) assisting the organiser with any safety requirements or documentation (without taking the onus of responsibility from the organiser);
- f) informing the relevant partners (authorities and emergency services) and other interested partners about the event, especially if licensable;
- g) arranging and chair any SAG meetings, as required;
- i) maintaining contact with the relevant national governing bodies and advising on the procedure expected in Cumbria from event organisers.

Additionally, it is felt highly beneficial to the organiser in promoting the event and to engage fully with the local community that may be affected by the event occurring. In the first instance, any concerns from these partners will probably be picked up and brought to the Safety Advisory Group for their consideration. Secondly, the local community can make representation against the event, and again it seems best practise to engage in PR/ dialogue with that community in the early stages of the event planning regarding concerns that they might hold.

Where an event also involves a licensable activity, the Statutory Guidance to the Licensing Act 2003 certainly refers to the value of applicants engaging early on in the process with SAG and the District Council to discuss the event:-

*'Temporary events may range from relatively small local events, like fairs, which may last for four or five days, to major pop festivals lasting only one day. Despite the temporary duration of such major events, they can attract huge crowds of more than 100,000 and the risks to public safety and to crime and disorder as well as public nuisance may be considerable. Licensing authorities are expected to make clear in local publicity that they should be given early notice of such major events to allow responsible authorities to discuss operating schedules with the organisers well before a formal application is submitted. Many of these events will give rise to special considerations in respect of public safety. Operating schedules should therefore reflect an awareness of these matters and in particular, advice given in the following documents will be relevant:....'*

Therefore, in summary this document is designed to assist organisers in producing their safety management policy document by providing a framework to work from and assist in identifying areas that may give rise to concern by the partners which therefore may require rectification in the document, provide an indication of the level of detail required by SAG in considering an event application fully, provide realistic timeframes for the process as a whole and for certain aspects of it. This document will be referred to by the partners in consideration of the proposed event; and it would be used as a basis for any concerns over the impact of an event in their locality.

Also, it is produced to attain consistency in the standard of applications within the County and to provide a general guide for organisers that gives an idea of the complex nature of both the planning for a large/ occasional/ high risk event and the

organiser's responsibilities. Ultimately, this will involve the partners in connection with the event in the area. However, this guide is certainly not an 'idiot's guide to planning an event' or any such similar type document that might be aimed primarily at telling an organiser specifically how he should go about the job of planning and licensing an event. Furthermore, it is clear that an organiser must seek appropriate and independent advice from competent persons/ experts/ specialists in approaching and carrying out such a project, such as the relevant Governing Body for that sport or National Society for other events such as shows.

A useful analogy to demonstrate this point is that organising an event is similar to making a journey. Point A is the germ of an idea, and point B is the event actually happening. The responsibility for getting from A to B is completely and entirely that of the organiser, in normal circumstances. However, this document strives to provide many of the signposts that may make the journey clearer from the outset. For example, it provides an indication of some of the considerations for a management safety plan, traffic management and adverse weather plans, along with contingencies to cater for the "what if?" scenarios.

Finally, it must be considered that in the County there are a large number of other events taking place throughout the year, compared to similar authorities in other rural areas, not just your event, therefore, the demands in terms of advice and support being sought by organisers of these events from the partners and SAG reflect this by producing a disproportionate demand on their resources, especially during the summer months. This document also strives to address that problem, which can undermine the timing of an event to proceed and ultimately can impact adversely on the promotion of the event. It is requested therefore, that you allow at least 3 months, but preferably more, to commence discussing your event with the relevant partners and SAG. This allows time for any deficiencies to be rectified and any licenses required by law to be considered and granted.

**Remember - ultimately, the responsibility for safety at an event rests with the organiser through the management and planning of the event.**

## **Stage 2 - Pre-planning Considerations (in general)**

Detailed preplanning is essential to ensure the event is successful. The following need to be considered at this stage:

- **Where.** Make sure the venue you have chosen, is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. and adequacy of emergency routes.
- **When.** Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.

- **Who.** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
- **What.** Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event.
- **Specialist equipment.** Will the activities require the use of any specialist equipment such as bungee jumps, fair rides, bouncy castles etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person.
- **Code of practice.** For larger events there will be a need to comply with national guidance, particularly the Code of Practice for Outdoor Events published by the National Outdoor Events Association Tel: 0208 6998121, which gives advice on structures, marquees, tents and electrical matters, along with the HSE Guide to Safety at Events. Full reference guidance documents are listed in **Annex 3**.
- **Welfare arrangements.** The organiser must estimate the number of attendees to the event and consider its duration. Catering, toilet and first aid requirements should be based on these estimations. Advice is given in the Event Safety Guide and Code of Practice for Outdoor Events referred to above. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision may also need to be made for lost children, missing persons, baby changing and lost property. Where the event is out of the urban area, suitable shelter arrangements should be considered in the case of extreme weather.
- **Special permission.** A public entertainment licence may be needed if the event consists of music, dancing, singing or similar, or if it includes a display or exhibition of boxing, wrestling, judo, karate or similar sport. Licenses may require a fee.
- **Insurance.** All events will require an adequate sum of public liability insurance, which should be confirmed to the SAG. All contractors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.
- **Timescale.** Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area and the Sports Grounds Licensing Officer needs a minimum of 3 months timescale to assist and rectify any deficiencies, along with advertisement.
- **Event plan.** This should include all your health and safety arrangements, including emergency planning and risk assessments. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This should be available to the SAG for verification.

### Stage 3 - Organising the event

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date. The form SAG 10 can assist in this.

- **Establish a committee.** If the event is large enough and warrants it, establish a working committee and identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with the partners through the SAG. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards. At large events, this is a Safety Officer who has the necessary skills and experience to take charge of public and participant safety on the day of the event, along with the control of the stewards.
- **Liaison.** Contact the Sports Grounds Licensing Officer as soon as possible. Tell him about the event and ask for advice. Decide what additional information is required regarding specific activities. The Sports Grounds Licensing Officer will contact all the relevant partners on your behalf.
- **Site plan.** Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths (see SAG 10 for details).
- **Emergency plan.** A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. For this and larger events, you may have to liaise with the SAG who will advise you in these considerations regarding the potential incidents for your event, and how you would deal with them. Organisers of larger events should contact the Sports Grounds Licensing Officer for further information.
- **Contingency plans.** Consider the implications on the event of extreme weather conditions. Will the event be cancelled? How do you inform the participants or get them back off the hills safely? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up or the event is suddenly cancelled.
- **Temporary Structures.** Many events will require structures such as staging, tents, marquees, stalls, etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan (where applicable). Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbeques, vehicles, front of stage and any other dangerous displays, etc. In some cases, barriers to the appropriate safety loadings and strength, will need to be provided dependant upon the numbers and audience profile expected to attend. Temporary structures should only be obtained from reputable and experienced suppliers. The Sports Grounds Licensing Officer can advise.

- **Catering.** Ensure any caterers have been licensed and have the trading consent from the Council. They should produce a risk assessment to the organiser and a food hygiene certificate. They should be sensibly positioned with adequate space left between catering facilities to prevent any risk of fire spread. You may wish to use only caterers who are members of the Mobile Outside Caterers Association.
- **Stewards.** Stewards at larger events must be 'competent' for their role and fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor and the Safety Officer. All stewards should be properly trained and briefed as to their specific duties as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any crowd behavioural problems. Specific training should be provided for basic first aid assistance (unless dedicated and qualified first aiders are in attendance) and fire fighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas may be required.
- **Crowd control.** The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system.
- **Numbers attending.** The maximum number of people the event can safely hold should be established prior to the event (spectators and/or participants). This could alter dependant upon the activities being planned and SAG's recommendations. A system of counting the numbers of people attending the event may have to be introduced to prevent overcrowding, such as ticketing.
- **Provision for the disabled.** Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event. Assistance should be made available if required.
- **Security.** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.
- **On-site traffic.** Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.

- **Off-site traffic.** Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the highway authority. This can be done through the SPOC. For large events a traffic management plan will be required, which will also assist the Highways Authority should road closures be required for the event.
- **Transportation.** Through the Sports Grounds Licensing Officer, the local rail and bus companies will be advised of larger events to establish if existing services are adequate. There will also be consideration given if road closures or diversions are intended.
- **Contractors.** All contractors should be vetted to ensure they are 'competent' to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide an adequate sum of indemnity. Provide contractors with a copy of the event plan, risk assessments, and arrange liaison meetings to ensure they will work within your specified parameters.
- **Performers.** All performers should have their own insurances and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.
- **Facilities and utilities.** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be suitably PAT tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety. Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barriered to prevent public access from public areas and fuel dumps well ventilated and secured from public access. All these arrangements should be clearly shown on the site plan.
- **First Aid.** The first aid provision needs to be suitable for the number of people attending and type of event risk. Dependant upon the type of event, suitable first aid posts, equipment and adequate number of first aiders must be provided for the event to proceed safely. The location of the first aid post should be made known to all and suitably signposted. For larger events, a doctor may also be required on site. For some events, the National Governing Bodies issue guidelines for this provision. For any event, the minimum number of first aiders should be 2.

The following gives a general guide to the minimum provision (this may differ slightly for licensed grounds or events):

Number of people attending	Number of first aiders	Number of first aid posts	Doctors	Ambulances
0 - 500	2	1*	0	0
500 - 2000	2 - 4	1*	0	0
2000 - 5000	4 - 10	1*	1	1
5000 - 10000	10 - 20	1*	1	1
Over 10000	20 + 1 per 1000	1*	2 upwards	2 upwards

\* This will depend if the event is static in one ground or along a route, in which case more suitably placed first aid posts will be required at convenient locations along the route. The Event Safety Guide, the Guide to Safety at Sports Grounds and the Sports Grounds Licensing Officer can give more specific guidance on this, dependant upon the event.

**NB** - A first aider is a person who holds a current certificate of first aid competency issued by any of the three voluntary aid societies (St. John's ambulance, British Red Cross, St. Andrew's Ambulance Association), or equivalent, and have prior training or experience in providing first aid at crowd events as required by the Health and Safety (First Aid) Regulations 1981 and The Event Safety Guide. Ambulance personnel such as a medic or technician are deemed as qualified persons under this requirement.

- **Clearing up.** Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. At some events there could be discarded hypodermic needles which need to be disposed of safely. This will require specialist training and equipment.
- **Risk assessments.** Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary.
- **Toilets.** Adequate numbers and types of toilets for public and participants should be provided at convenient locations for the maximum numbers of people expected, including disabled. Servicing, lighting, sanitation, and washing facilities should also be considered, along with clearly legible sign posting to their location. This can be a mixture of existing toilets in the Ground and additional Portaloos.

The following gives a general guide to the minimum provision (this may differ slightly for licensed grounds or events):

For events with a gate opening time of six hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males

Further advice can be found in The Event Safety Guide or other relevant guidance.

#### Stage 4 – Final preparations

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

- **Routes.** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes. This should be part of any traffic management plan.
- **Inspections.** A checklist is provided as an example. A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference.
- **Siting.** Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.
- **Signage.** Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.
- **Vehicles.** Check that all contractors, caterers, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter. Control, parking and directing should be included in the traffic management plan.
- **Barriers.** Check that all barriers and other protection against hazards are securely in place, certificated and there is no risk of falling from staging or other facilities.
- **Structures.** Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.

- **Stewards.** Ensure that they are fit, able and competent to carry out the role assigned to them. Make sure that the numbers identified in the safety plan have arrived, assigned to their duties in the correct location and wearing the correct clothing for easy identification. They should be fully briefed prior to the event and understand their responsibilities.
- **Lighting.** Check all lighting is working, including any emergency lighting.
- **Communications and information.** Test any communications system prior to the event to ensure that it is working and replace any deficiencies as appropriate. Make sure that any public address system is working and can be heard in all areas. Any information posters should be readily viewable to the public.

### Stage 5 – After the event

- **Site condition.** After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.
- **Accidents.** If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the Sports Grounds Licensing Officer. You will also need to advise you own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place. Dependant upon the nature of the incident, the relevant enforcing authority may carry out an investigation into the incident.
- **Claims.** Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form and independent report from the enforcing authority investigating the incident.

### Documentation

Any documentation accompanying this event notification that may be requested by the Sports Ground Licensing Officer or SAG will be in direct relation to the size and nature of the event, and could include:

- a) management safety policy showing a positive attitude and showing:
  - i) managements objectives;
  - ii) names responsible person;
  - iii) shows chain of command;
  - iv) shows how safety is implemented;
  - v) does not conflict with any licensing conditions;
  - vi) conforms with current legislation;
  - vii) signed and dated.

- b) safety policies as identified as relevant in the SAG 10 form;
- c) traffic management plan;
- d) adverse weather plan;
- e) those risk assessments as identified as relevant in the SAG 10 form;
- f) statement of intent with the police (where applicable);
- g) contingency plans as identified as relevant in the SAG 10 form;
- h) such equipment safety certificates and maintenance records as required;
- i) records of competency as required for controlling the event;
- j) risk assessments as identified as relevant in the SAG 10 form;
- k) public liability insurance suitable and sufficient for the event risk;
- l) plan of the event showing the ground or route;
- m) any other relevant safety measures identified as required in the SAG 10 form.

## **Insurance and Public Liability**

For any event involving either the public or participants, adequate insurance cover **must** be provided by the event organiser, proof of which will be required to be seen by the Sports Grounds Licensing Officer.

The organisers could be held liable for the costs or damages for any injuries to any persons, structures or land used during the event and the repair thereof.

It is highly recommended that you insure these risks via an insurance policy with a minimum recommended amount as recommended by your insurance company for the type of event you are organising, which is acceptable to the Sports Grounds Licensing Officer and SAG. Failure to provide proof of adequate insurance cover, or it does not meet the minimum amount recommended by the insurer, any claim made would be against the organiser and their private finances and is contrary to the terms and conditions required by the Sports Grounds Licensing Officer and SAG. This would also have the consequences that SAG would not recommend the event to go ahead, resulting in the Sports Grounds Licensing Officer refusing to issue a Special Safety Certificate.

Where the use of specialist contractors such as marquee or stage erectors, fairground ride operators are involved, the contractors should provide to the organiser details of their own insurance liability cover which the event organiser should check to ensure that this cover meets the minimum criteria as detailed in the terms and conditions. Similarly, for any catering organisation being used during the event where adequate third party liability insurance documentation should be provided to the event organiser by the caterer.

In the unlikely event of an incident involving injury or damage to property, full details must be recorded and the matter reported to the Sports Grounds Licensing Officer and the insurance company without delay.

You may also need to consider insurance for products and equipment used during the event as well as cancellation insurance.

## **SAFETY AT OUTDOOR EVENTS (summary)**

**When staging an event the organisers will have to consider the following in order to demonstrate their duties to the care to spectators and participants:**

1. A hazard and risk assessment should be carried out.
2. All statutory requirements should be met.
3. Identification, registration, marking of safe working loads and capacities in accordance with construction and lifting operation regulations.
4. Materials and components used on site should comply with current Building Regulations standards, where they exist.
5. The number of people likely to attend the event, along with plans for their arrival, departure and emergency evacuation should be in place.
6. Adequate provisions of services to the site should be available, e.g. water, electricity, gas, toilet facilities, waste disposal, hygiene facilities, catering.
7. Plans for provision of fire fighting equipment and on site, access for emergency service vehicles should be drawn up.
8. Sufficient first aid cover and treatment facilities should be arranged.
9. Food hygiene controls should comply with the code of practice issued by the Mobile Outside Caterers Association.
10. No temporary structures should be used unless it is if a 'type' having a certificate of approval from the relevant government department, except for tenting.
11. All electrical wiring, fittings and appliances should be installed in compliance with Electricity at Work Regulations 1989.
12. Stages and platforms, lighting - towers and temporary grandstands should be inspected by an independent structural engineering and a structural integrity certificate obtained.
13. Lasers, strobes or other high intensity lighting to be used must be authorised by the licensing authority.
14. Marquees, tents and tented structures should be safely erected in accordance with manufactures recommendations in a safe position, all marquees and drapes should comply with the current BS for fire retardation.
15. The provision of the noise at work regulations must be met with regards to sound systems and the environmental issue with regard to the travel distance of sound must be considered.
16. Records should be kept of all inspections carried out and of all visitors to the site during build up and breakdown. All certificates issued for structures and documentation referring to build up, or break down should be retained and be available for inspection.
17. Any accident occurring (no matter how small) should be recorded and investigated by a competent person immediately.
18. An Event Control Point should be established and manned throughout the duration of the build up, event and break down.
19. A final check list should be compiled and a pre-event inspection carried out of all areas before the public are permitted on to the site.
20. A specialist firm should be appointed to arrange and establish security.
21. Adequate provisions for insurance and third party liability must be arranged.
22. The SAG should be contacted at the early planning stage of an event and their guidance and the Safety Advisory Group's recommendations complied with.
23. Organisers should bear in mind that they are responsible for the health and safety of an event which should be carried out in a professional manner.

## **Annex 1**

The Partners involved in cooperating together to form the Safety Advisory Group usually consist of:

- a) County Council Directorates – Economy and Infrastructure, Highways, Emergency Planning;
- b) District Councils – Building Control, Environmental Health, Licensing;
- c) Emergency Services – Police, Fire and Ambulance Services;
- d) Other relevant organisations – Stagecoach, British Rail Transport Police, first aid (ST John's, Red Cross, Medi-cover, etc.), security/stewarding company, national governing body, etc.

## **Annex 2**

### **Suggested contents applicable to a plan:**

- a) layout of the event ground/ stand/ route/ stage (including buildings and approach routes);
- b) identify and name areas of the ground/ stands/ land/ route;
- c) identify entrances/ exits to the ground/ stand/ route/ emergency services access;
- d) emergency exits;
- e) turnstiles/ entrances (which should be appropriately identified/numbered);
- f) pitch perimeter gates (which should be appropriately identified/numbered);
- g) first aid room/post(s);
- h) fire fighting equipment;
- i) designated parking area for ambulance and/or emergency doctor;
- j) location of floodlight towers/ auxiliary power supplies;
- k) media platforms/ gantries;
- l) control room/ contact point;
- m) high hazard/ risk areas (plant or boiler rooms/ fuel stores/ generator/ electrics/ lpg cylinders/ chemicals/ gas, etc.);
- n) actual event route (including rest areas and shelters);
- o) catering/ toilets provision;
- p) helicopter landing area;
- q) any other factors specific to the event

## Annex 3

### Definitions of competency

Where a person is required to sign off a certificate of worthiness of any installation or equipment, that person should be 'competent' as defined in the relevant legislation and national guidance.

This person should be able to demonstrate through the relevant qualification, skill or experience, that they are 'competent' to sign off the certificate of worthiness required for the installation or product as being suitable and sufficient for the job that it is intended to do, fit for purpose and will not cause endangerment to any persons using it or in its immediate vicinity.

Such examples would be:

- a) in relation to the testing and certification of electrical systems and installations, a 'competent' person shall be one of the following, with the appropriate skills and experience:-
  - a Chartered Electrical Engineer;
  - a Member of the Electrical Contractors' Association;
  - a Member of the Electrical Contractors' Association of Scotland; or
  - an approved Contractor of the National Inspection Council for Electrical Installation Contracting.
- b) in relation to the testing and certification of structural elements such as stages, barriers and dynamic loading of stands, a 'competent' person shall be one of the following, with the appropriate skills and experience:-
  - a Chartered Structural Engineer
  - a Chartered Surveyor (Building Surveying Division)
  - a Chartered Civil Engineer
  - or another similarly qualified person.
- c) in relation to risk assessments, the 'competency' of the person carrying out the assessment should be relevant to the complexity and nature of the assessment.
- d) in relation to any other documentation required to be signed off by a 'competent' person or company installing or maintaining the equipment e.g. fire alarm system, emergency lighting, fire fighting equipment, wind loading of inflatable structures, boilers, control gears, generators, etc, then that person or company must be qualified to sign the certificate to the relevant British or European standard.

## Annex 4

### Recommended Reading

As stated previously, the following Guidance documents may be relevant:-

- **The Event Safety Guide** (purple guide) – a guide to health, safety and welfare at music and similar events (HSE 1999) ISBN 0 7176 2453 6.
- **The Good Practice Safety Guide** (red guide) - for small and sporting events taking place on the highway, roads and public places.
- Managing Crowds Safely (HSE 2000) ISBN 0 7176 1834 X.
- 5 Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 07176 15804
- Health & Safety Executive – HSC13
- **The Guide to Safety at Sports Grounds**, 6<sup>th</sup> edition (green guide) (The Stationery Office, 2008) ISBN 978 0 11 702074 0
- LACORS managing Large Events (Licensing Act 2003) Guide
- Fire Safety Risk Assessment – large places of assembly (large outdoor events) (HM Government) ISBN 978185112821 1
- Fire Safety Risk Assessment – open air events and venues (small outdoor events) (HM Government) ISBN 978185112823 5
- BS 8901:2007 – Specification for a sustainable event management system
- Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances published by the Independent Street Arts Network, copies of which may be obtained through [www.streetartsnetwork.org.uk/pages/publications.htm](http://www.streetartsnetwork.org.uk/pages/publications.htm).