

SAFE AND LEGAL EVENTS IN DUNDEE

This guidance has been developed by Dundee City Council to give basic advice to Council staff and external event organisers on how to organise a safe and legal event having regard to local circumstances. It is a guide only; the information is not exhaustive particularly in its references to relevant legislation but it should help to give you and your team a framework for taking your planning forward in a structured way. As every event is different it would be impossible to produce guidance that covered every answer to every question but the guidance also provides useful contacts that can advise you on specific topics such as:

- For large scale events, Event Scotland has published a fuller guide which can be downloaded from their website.
- The Health and Safety Executive has also published guidance in their document 'The Event Safety Guide'. This also includes a section on small events.
- The Food Standards Agency has produced guidance for events dealing with food safety and hygiene issues.

This guidance is not intended for venues such as the Caird Hall or other Council buildings which have their own procedures in place as they are regularly used for events.

By asking people to work with you and by taking the decision to invite the public to your event, you have legal responsibilities to ensure that planning and delivery does not put anyone at risk of danger or harm. Careful planning and seeking advice can minimise these risks.

Tayside Police, Tayside Fire and Rescue and other partner agencies within Tayside have all made valuable contributions during the development of this guidance. All agencies would prefer to work with organisers of public events from the outset to offer advice and support. Please contact Dundee City Council's Emergency Planning Officer once a proposal has been developed and he will advise on the best way to take the proposal forward to the planning stage.

Finally, the information we have provided is believed to be correct and up-to-date at the time of publication, no warranty is given or implied in that regard and no liability is accepted by Dundee City Council for any loss, injury or damage that may result from reliance upon its contents.

We hope that you have a safe, legal and successful event.

[ORIGINAL SIGNED]
David K Dorward
Chief Executive
Dundee City Council

4 Step approach to ensure your event is safe & legal

The 4 step approach is intended as a source of reference for event planners whatever the size and scale of the event. The principles are the same whether it is a small community festival organised by a community council or a large music concert organised by professional event organisers. The difference in scale will be immediately visible when conducting risk assessments. It is intended to help you to ensure that your event runs smoothly, whilst preventing accidents, ill health, loss of life and meeting legal, licensing & insurance requirements and current best practice in event safety management. However, it must be remembered that events can be extremely diverse and therefore this guidance cannot be considered exhaustive, so please do seek assistance.

It is acknowledged that you or your committee or organisation may already undertake many of the tasks and responsibilities outlined in this guidance on an informal basis. Depending on the nature of the event being planned there may be a legal requirement under health and safety legislation to set out in writing how you intend to manage the event and control risks. If a licence to hold the event is required or the event is to be held on Council property then the licensing authority and land owner will expect to see adequate documentation. Guidance on these requirements is contained within this document.

Implementing a good event plan will reduce the risk of injury either to those attending or working at the event. Without this you could be held liable for injury or ill health caused at the event. This might lead to action being taken by the relevant enforcement agency and individuals attempting to sue you for damages.

If you are planning a larger public event which requires the services of a number of different services/departments of the Council or other public body – contact the Council Emergency Planning Officer as soon as you have developed a firm proposal. He will advise on the best way to take forward your proposal.

Council services have specialist responsibilities in relation to events in Dundee. The Council is responsible for enforcing legislation which may apply to an event. Information on this can be found in this guidance. It is essential that you consult with these departments since they can determine whether your planned arrangements are likely to comply with legislation.

Other agencies may also have a role to play. For example complying fully with the Health and Safety at Work etc Act 1974 (HASAWA) and associated legislation is an important legal requirement affecting most events. There are two agencies which enforce this legislation; the Health and Safety Executive (a central government body) and the Council's Environmental Health and Trading Standards Department (EHTS). Which body has the enforcement responsibility for an event depends on the nature of the event. EHTS can advise on this.

The Council also has duties under this legislation as an employer; owner of land and property; and as a body whose activities affect the public and other parties.

The Council will also have responsibilities under HASAWA where officials help community organisations and the like plan an event. For example where a Council official assists a community group in the planning and/or running of an event the Council also takes on many of the legal requirements under this legislation as if it were the organiser.

In addition, for events that are organised by Council employees on behalf of the Council the policies and organisational arrangements for complying with these duties should be described in departmental health and safety documents. This should include measures for ensuring that safe

working arrangements are carried out in practice. Departments must ensure that staff members develop the necessary health and safety competencies relevant to their roles in events.

We want your event to be successful and for you, your committees, and those attending to enjoy the event! But we want most of all for you to enjoy the event SAFELY!

4 Step approach

Step 1 – Legal requirements, essential arrangements and contacts

As an event organiser you must be aware of your legal responsibilities and it is essential that you liaise with various bodies, i.e. Council Services, Emergency Services, insurance brokers, public transport, local organisations and/or residents, etc. and this may need to be continued throughout and on the day of the event. For large scale events it is recommended that you form a multi agency events planning group.

Step 2 – Risk assessment

The risk assessment process consists of looking at what could foreseeably happen at an event which could cause injury or loss of life and then identifying and implement measures to remove or reduce the risk to a suitable level. As conditions and requirements change whilst preparing for the event, amendments may be needed or further risk assessments carried out.

Step 3 – Draw up an event plan & useful information

Draw up an event plan taking into account the findings of the risk assessment, including the site plan. On completion distribute copies to organisers and relevant parties, e.g. emergency services, council, first aid provider, etc. This may need to be amended as and where necessary. Care must be taken to ensure all arrangements, including contingencies and/or emergencies are included in the event plan.

A comprehensive event plan will help safeguard health and safety and minimise the risk of enforcement action and/or compensation claims for loss or damage because it will show that you have considered foreseeable risks and have put in place measures to manage the risk.

It is vital that all event staff are familiar with the contents of the event plan.

Step 4 – Pre-event checklist & event site inspections

Complete the 'Pre-event check list'. It is suggested that you complete this form not less than two weeks prior to the event taking place. This would give you sufficient time should further action be required. Prior to the event starting and daily thereafter (for more than one-day events), the event location will require a walk round and the completion of the 'Daily Inspection Sheet'. Any problems found will require to be addressed immediately. It is advisable that additional walk rounds should be undertaken throughout the day. At the end of the event the 'Post Event Checklist' should be completed and necessary action taken.

The following week, or as soon as possible after the event, there should be a 'Debriefing Meeting' with all concerned; this will give you the chance to discuss the successes and failures of the event and should the event be held again at a future date, any lessons learned can be acted upon.

Dundee City Council acknowledges the collaborative approach taken by Angus Council in sharing this 4 step approach format and generic content.

Step 1: Legal requirements, essential arrangements and contacts

The organiser and/or committee

The aim of any individual and/or committees when organising an event must be to protect the health, safety and welfare of everyone working at, or attending the event. To ensure this, the individual and/or committees must have sufficient skills, knowledge and experience. Where events by their very nature are deemed to be high risk and beyond the organisers' own limitations of expertise, specialist advice/assistance must be sought.

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Safe & legal events

Requirements for licences, permits, certifications & closure orders

Certain types of events will require licences, permits, certifications and/or closure orders obtained from Dundee City Council. Application forms, licence costs and information sheets relating to licensing issues can be downloaded from the Dundee City Council website at www.dundee.gov.uk under Licensing or alternatively application forms can be sent to you by contacting the Licensing Section. You must supply the name of a responsible person when you are applying for licences, permits etc, but you may also be asked to submit a list of contacts for various aspects of your event, particularly larger events.

Licences, Permits etc.

1. Public Entertainment Licence

If you are having an event where the public are either paying an entrance fee or for entertainment within an event you will require a Public Entertainment Licence.

In most cases, it is advisable for you to apply for a Licence as soon as you have arranged the date and venue for your event as all applications will take a minimum period of **5 weeks** for consultation with the statutory bodies such as Tayside Police, the Council and Tayside Fire & Rescue. Should any of the consultees or any other interested party have any comments or objections to the application this will require to be considered by the Civic Licensing Committee, which generally meets on a **monthly cycle** (excluding August).

Where a large event is planned then consultations with these agencies should begin as early as possible. For very large public gatherings (over 5000) the advance notice required could be as much as 9-12 months.

2. Liquor licence

Should you wish alcohol to be sold at your event one of the following types of occasional liquor licence will be required.

An **Occasional licence** is a licence available to premises, licence holders, personal licence holders or representatives of voluntary organisations which permits them to sell alcohol at events taking place out with licensed premises. The application form must be submitted no later than **28 days** prior to the event however it is recommended that you apply as soon as practicable.

If it is a non licensed event where alcohol is provided free of charge, event organisers are to be aware that local bylaws prohibit the consumption of alcohol in open spaces.

3. Street Traders Licence

Should any person be selling any articles or service from a kiosk, vehicle or stall that person may require a Street Trader's Licence. Applications for a Street Traders Licence must be submitted at least **5 weeks** prior to the event. However, it is recommended that you apply as soon as practicable.

4. Small Society's Lottery Registration

A small society's lottery means a lottery promoted on behalf of a society which is established and conducted wholly or mainly for one or more of the following purposes:-

- (a) Charitable purposes;
- (b) Participation in or support of athletic sports or games or cultural activities; and
- (c) Purposes which are not described in paragraph (a) or (b) above, but are neither purposes of private gain nor purposes of any commercial undertaking.

The total value of the lottery/lotteries per year must not exceed £250,000 (or £200,000 per single lottery) and no prize shall exceed £25,000.

Lottery tickets require to be printed with the name of the Society, the name and address of the promoter, the price of the ticket and the date of the lottery. Each ticket must also state that Dundee City Council is the local authority holding the registration number and must quote the registration number.

5. Exempt Lotteries – not requiring a Small Society Lottery Registration

These lotteries should be promoted as exempt entertainment and the lottery should be incidental to the event. Exempt entertainment includes:-

Fetes, Dinner Dances, Coffee Mornings, School Events and Sporting Events.

The following rules apply:-

- Tickets can only be sold on the day.
- There must be no money prizes.
- The result must be drawn on the day on the premises.
- A limit of £500 can be spent on prizes and can include liquor (if the event is on licensed premises the liquor must be in a sealed container and consumed off the premises).
- There can be no rollover of prizes from one lottery to another.

6. Sound Recording Copyrights

There are two separate copyrights in a sound recording and a licence is required for each one. The copyright in the lyrics and composition are owned by the author and music publisher and this is administered by the Performing Rights Society (PRS) for Music. The copyright in the performance and sound recording are owned by the performers and record company and administered by Public Performance Licence (PPL).

Performing Rights Society (PRS)

PRS is a UK licensing body which represents its members who are music creators, composers, authors and publishers of music. PRS collects royalties under licence when their works are publicly performed or communicated to the public, deducts its cost and distributes the net amount to members.

Further information can be found at www.prsformusic.com

Public Performance Licence (PPL)

A public performance occurs whenever sound recordings are played outside the domestic and family circle. Whenever, a sound recording is played in a commercial environment, even if only one person can hear it, it becomes a public performance and a fee is payable to PPL.

There are a variety of Tariffs for the Public use of sound recordings in a variety of settings.

Whether you are playing the radio, CD's or using a more specialist music service provided by a PPL licensed supplier you are required by law to have a PPL licence for playing music in public.

Further information can be found at www.ppluk.com.

Dundee City Council is obliged to forward details of events with music which are held on or in their premises.

Trading Standards Issues

7. Trading Standards

Dundee City Council is responsible for enforcing the law and regulations that govern the goods and services that may be available for hire or sale at your event. Trading Standards Officers, who are part of the Environment Department Environmental Protection Division investigate fraudulent and illegal trade practices to ensure a safe and fair trading environment for consumers and businesses alike.

8. Age Restricted Products

The following products can often be found on sale at organised events but should only be available to specific age groups; cigarettes, alcohol, tobacco products, lighter refills, DVDs, CDs, computer games. Contact Trading Standards for further information and advice on specific products and their restrictions.

In addition all tobacco retailers are required to be registered in order to sell tobacco. There is one national register which can be accessed at <http://www.tobaccoregisterscotland.org/>. Selling tobacco products while not registered is an offence.

9. Fireworks Displays

On the grounds of public safety, firework displays should be restricted to professional operators and recognised firework societies. All displays must be organised in accordance with Dundee City Council guidelines and guidance issued by the Health and Safety Executive. In particular, the firework display's location in relation to, for example, petrol stations. There is a legal requirement to assess the risks of storing fireworks at your location. A risk assessment checklist is available from the HSE website: www.hse.gov.uk

Trading Standards are responsible for enforcing the legislation governing the safe storage and sale of fireworks. All fireworks must comply with BS 7114. In addition it is an offence for anyone, other than a firework professional (for professional displays), to possess Category 4 fireworks. Note: Category 2 & 3 fireworks will display a label stating they comply with BS 7114.

It is also an offence to sell fireworks to anyone under 18 years of age.

If you intend to store fireworks you will require to be registered or obtain a licence from the Environment Department, Environmental Protection Division. There are some circumstances where an exemption will apply. Please contact Trading Standards Officers for further advice on fireworks safety.

10. Counterfeit Alert – Warning

Dealing in counterfeit goods is a criminal offence under the Copyright, Designs and Patents Act 1988 and the Trade Marks Act 1994. The penalties range from fines to ten years imprisonment. Trading Standards Officers have the powers to seize suspect articles and prosecute manufacturers, wholesalers and retailers. Counterfeit goods are often sub-standard and safety defects can result in damage to property, personal injury and/or death.

For further information do not hesitate to contact Trading Standards Officers.

11. Fair Trading

Hoteliers and community halls should beware of holding one day sales, or 'mock auctions' as they are sometimes referred to. You may be told that the sale is being held to get rid of 'bankrupt' stock, ranging from PCs, TVs and Hi-Fi's, however many consumers find that the advertised bargains don't materialise, and they end up being drawn into 'bidding' for goods that they haven't seen and are of inferior quality. Trading Standards Officers can offer support and advice to event organisers on legislation relating to the sale and supply of goods and services to consumers. Statutory requirements cover areas such as: hallmarking of precious metals, trade marks, pricing, textile labelling and quality of goods.

12. Weights and Measures

Almost all organised events involve the sale and supply of food and drink. It is the responsibility of Trading Standards Officers to enforce the requirements of the Weights and Measures Act 1985. Officers can test the accuracy of any weighing or measuring equipment used e.g. scales at a farmers' market.

Health and Safety Issues

13. Health and Safety

You are responsible for the health, safety and welfare of people attending the event as well as employees, contractors and sub-contractors. Where the event is to be held on Council property or land, the event organiser should consult with the Dundee City Council Health and Safety Section or departmental Health and Safety Officer and provide, in advance of the event, a detailed list of planned activities, any risks involved with those activities and any planned measures to remove those risks. This should also be done where you intend using a Council service such as Waste Management even though the event is to take place on private property.

Where the proposed event is one where the Council's Environment Department, Environmental Protection Division has the duty to enforce the Health and Safety at Work etc Act 1974 it is essential that you consult them at an early stage since they will determine whether your plans for controlling risks are adequate.

14. Fire Safety

The Fire (Scotland) Act 2005, as amended, introduced changes to fire safety law in Scotland and repealed previous fire safety legislation. Section 53, 54 and 56 of the Fire (Scotland) Act 2005 place a duty on employers, employees, managers, owners and others in relation to fire safety. The Scottish Government has produced guidance in the form of the '**Practical Fire Safety Guidance for Places of Entertainment and Assembly**'. This guide has been produced to assist those who have responsibility for ensuring fire safety in places of entertainment and assembly in Scotland and may be helpful to all other persons with a role in ensuring fire safety in places of entertainment and assembly. This guidance supersedes all other guidance.

Fire can pose a serious risk to persons attending events and **Event Organisers are responsible for fire safety at their event**. Event Organisers should familiarise themselves with this guidance. It can be downloaded free from:

<http://www.infoscotland.com/firelaw/files/PLEA.pdf>

15. Food Safety - Health and Hygiene

Food poisoning is at best unpleasant and at worst extremely hazardous to health, particularly for older people or young children. It is preventable by following some simple rules and planning ahead. An outline of the types of catering to be provided should be forwarded to the Environment Department, Environmental Protection Division as early as possible in advance of the event so they can provide you with more detailed information on what is required in relation to compliance with food safety legislation.

16. Noise Nuisance

Environmental Health Officers have a duty to respond to complaints of noise nuisance and can serve notice to abate the noise under the Environmental Protection Act 1990, if the noise is found to be causing a nuisance to local residents.

As an organiser of an event, you must at all times have regard to environmental noise concerns by taking into account whether the venue is suited to the type of event being proposed by being aware that noise from many different sources can occur during an event and may cause undue disturbance to local residents and neighbouring properties.

The size of the event and the nature of the entertainment will dictate the type of disturbance that will arise and by contacting the Environment Department, Environmental Protection Division in advance of the event, officers will be able to provide advice/information specific to your event on the control of noise nuisance.

17. Waste Management

As an event organiser waste management issues need to be considered and you need to be aware that costs may be incurred for:-

1. Refuse Collection//Disposal
2. Street Cleaning/Sweeping
3. Litter Picking
4. Recycling

Discussions with the Council Environment Department, Environmental Protection Division should take place well in advance of the event so the necessary services can be provided.

18. Body Piercing and Tattoos

Body piercing and tattooing are strictly controlled through licensing by the Environment Department, Environmental Protection Division.

19. Smoking Prohibition

Under the Smoking Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations, smoking is prohibited in all indoor places (except residential accommodation) and enclosed public spaces. Vehicles used for business purposes are also affected by the prohibition where it is clear the vehicle is used for business purposes.

Caravans, trailers etc used exclusively for residential purposes are not covered by the prohibition.

The definition of premises includes any tent, marquee or stall. Shelters, structures etc are not covered by the prohibition if the opening(s) in the structure have an aggregate area of more than half of the walls. The legislation also requires the display of statutory no smoking signs on premises, structures and vehicles covered by the prohibition.

All parties involved in the event (e.g. the organisers, contractors, franchises, concessions etc) are obliged to have management arrangements in place for complying with the prohibition.

Building Standards Issues

20. Building Standards

Building Standards are, amongst other matters, concerned in securing the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings.

Whilst Building Standards are concerned primarily with permanent buildings, many of their requirements can be applied to temporary buildings and raised structures.

Building Standards can also be applied to larger outdoor events where they can be used to ensure raised structures and temporary buildings are structurally safe and to determine exit widths, access facilities for the disabled and the requirements in respect of the number of toilets, including toilets for the disabled.

Building Standards can be viewed online at <http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards> and advice can be sought from the Council City Development Department Building Standards section.

21. Temporary Raised Structures

The Building Standards section is responsible for inspecting raised structures and issuing consent to use such structures under section 89 of the Civic Government (Scotland) Act 1982. This consent is required for all raised structures which take the form of a platform, stand, staging or other similar structures, common examples are:

- temporary grandstands at sporting events,
- staging at pop concerts and other public events (including trailers used as a stage),
- a circus,
- media platforms.

If you intend to erect a temporary raised structure, contact the Building Standards Team Leader (contact details are on page 1-13).

You should allow sufficient time between the date of applying and the date of the event. Generally this means submitting any applications as soon as possible in the planning process but certainly **at least 8 weeks ahead**. This will give the Council time to fully consider your application. In considering your application for consent it will be assessed in accordance with the relevant Technical Standards, British Standards and all relevant guidance.

22. Structural Stability

You will need to supply information including drawings and certification that allows the structural stability of your proposals to be verified. The structure will require to be assessed and signed off by a competent person before it can be used.

23. Staging an Accessible Event

Staging an accessible event goes beyond getting in and out of a building, it means making sure that everyone can attend your event and fully participate once they are there.

People often consider accessibility in terms of disability and while there are links it would be a mistake to see accessibility as simply a disability issue. It's more than just ramps and doors; it's about attitudes and aspirations.

The measures you put in place to ensure accessibility will have benefits for all. It helps ensure that everyone can attend and participate equally in an event. In turn this helps ensure that everyone has a voice and is aware of issues that may impact on them. Planning an inclusive event supports Dundee City Council meeting our legal and moral obligations and ensures we do not inadvertently discriminate against any individual or group. All Dundee City Council employees who are responsible for planning events must familiarise themselves with and follow our 'Planning an Accessible Event Guide'. All other event planners might find this guidance helpful:

http://www.dundee.gov.uk/dundee/uploaded_publications/publication_2230.doc

Traffic Management

24. Traffic Management and Road Safety

The applicant must take into consideration the access and servicing arrangements for properties, businesses and others along the proposed route for the event. Various forms of transport may be affected by your event such as pedestrians, cyclists, buses, taxis, emergency vehicles and disabled access. The costs for traffic management for the event are met by the event organiser(s).

25. Temporary Traffic Orders/Road Closures

The applicant must supply as much information as possible including dates, times and the numbers involved as soon as possible to allow early consideration. The application must be made in sufficient time to allow the necessary traffic orders to be promoted. The minimum amount of time required to process a temporary legal order for an event is **6 weeks**.

There may be a requirement for signing and barrier provision for the event. The costs for the processing of the temporary legal order, associated advertising costs, as well as the signing and barrier provision are met by the event organiser(s).

26. Parking Arrangements – On and Off Street

You must take into consideration that the existing public/private parking arrangements may be affected by the event. This, along with the required parking needs for the event must be catered for.

The location of the event as well as the layout of the parking arrangements must be carefully considered.

There will be a requirement to provide stewarding for the car parking arrangements as well as stewarding for the event.

There may be a requirement to provide temporary waiting restrictions for the event. You should discuss with Tayside Police what the requirements are.

27. Temporary Traffic Signs

There may be a requirement to provide temporary traffic signs for the event. The placing of the temporary signs will require to be approved. The costs for the provision of the temporary traffic signs are met by the organiser(s). The number of signs required will vary depending on the scale of the event and the number and location of these should be discussed with the City Development Department.

28. Damage to Road Surface

It may be necessary to carry out an inspection of the location prior to and following the event to ensure that there has been no damage to the infrastructure.

NOTE:-

There should be a general presumption against closing roads to accommodate events. However, where an event has to take place on a road the City Development Department must be consulted in order to discuss and approve the various procedures.

29. Statutory Undertakers

There may be a requirement to notify Statutory Undertakers (Gas, Electricity, Telecommunications Services) of the event as they may require to plan their works in order to avoid the event. In an emergency it may be necessary for the Statutory Undertakers to access the event area in order to carry out emergency works. Access to known maintenance points should be kept clear.

Other Important Topics

30. Publicity

The event organisers should arrange as much advanced publicity of the event as possible in consultation with the Council Public Relations Office and the Leisure and Communities Information Team.

31. Risk Management/Insurance Requirements

For any public event you should complete a risk management checklist and ensure that you/your organisation hold public liability insurance cover with a minimum indemnity of **£5 million**. This figure is reflective of both current insurance market levels and the substantial damages that are being awarded to claimants by the Courts. If hiring Council premises you will be **required** to complete a checklist and hold sufficient public liability insurance.

The need for you to hold your own liability cover affords protection to you and your group/organisation. Unfortunately, we live in an increasingly litigious society and without appropriate insurance cover; individual members of groups and organisations can be sued personally for damages.

If you need to arrange insurance cover for your event, there are a number of options open to you. You can approach insurance companies directly or you can use an insurance broker to arrange cover for you. There are specialist companies who provide short-term cover for events. **The Council's insurers, Zurich Municipal, also operate the Community Insurance Centre that specialises in placing covers for public sector related business such as community councils/associations and other non-profit community organisations.**

The risk management checklist guides you through areas that you need to consider before holding your event. Its aim is to get you thinking about possible scenarios and outcomes and how you can control and influence these outcomes.

32. Working with Children & Young People

Legislation now exists under Disclosure Scotland to screen employees who will be working with vulnerable adults and children. Check www.disclosurescotland.co.uk for details.

33. Access Legislation

Under the Land Reform (Scotland) Act 2003 the public have a right of responsible non-motorised access to most land and inland water in Scotland. Local Authorities are given the power to temporarily exclude areas of land from access rights through the use of an order. You may apply for an access exclusion order if it is likely that your event will conflict with public access rights. Reasons for applying for an order include:

- To allow a charge to be made for a particular event.
- In the interests of safety, security and privacy.

Exclusions may be made either for a short term (less than 6 days) or a longer term (6 days to 2 years). Short term exclusions can be processed relatively quickly, but you should still allow at least 30 days for your application to be processed. As the Scottish Government make the decision on long term exemptions a much longer time period is needed to process the application. You should apply at least 4 months in advance.

Exemption orders can be costly and are not always required if normal access patterns are unlikely to be affected or if access can be managed by way of temporary advisory notices and diversions.

For further advice and information contact the Council's Access Officer on 01382 433748 or visit the Dundee City Council website.

34. Data Protection

For information on specific requirements on data protection, contact the Data Protection Helpline: Tel: 01625 545745 or 08456 306060 or check <http://www.ico.gov.uk/>

Safe & legal events

Essential Contacts

The following authorities/organisations/person(s) may need to be contacted, in good time, prior to the event commencing:

1. Dundee City Council for all general advice, licensing, permits, certificates, emergency contingency arrangements, health and safety issues, general public health, road closures, waste management, food hygiene, trading standards & noise nuisance issues and the relevant department if the event is held on Council property.
2. Tayside Police, informing them of the location, dates, etc., and relevant information.
3. Tayside Fire & Rescue informing them of the location, dates, etc, and fire safety arrangements.
4. The Scottish Ambulance Service, for large events, informing them of the location, dates, times, etc, and any other relevant information.
5. NHS Tayside for large events, informing them of the location, dates, times, etc., and any other relevant information.
6. British Red Cross or St Andrew's First Aid (depends on the size and nature of event) who may be able to provide first aid cover. *(A minimum of four weeks notice is required).*
7. The Coast Guard will require informing of an event if activities are held near to the shore or on the sea/River Tay.
8. Insurance company/broker will need to be contacted to arrange appropriate insurance cover.
9. Local institutions, i.e. hospitals, old people's homes, etc, businesses and surrounding properties should be informed of the event, where there will be either increased noise (e.g. music, fireworks, etc.) or where there may be possible problems with access/egress to their properties due to crowd/vehicle movement.
10. The Civil Aviation Authority, Dundee Airport Ltd and RAF Leuchars will require informing of an event if activities are held near an airfield. This includes informing them of professionally run fireworks displays and balloon launches.

It must be noted that when applying for permissions and licenses from Dundee City Council, an event plan will be requested. It is also a good idea to send copies of the event plan to the appropriate Emergency Services and to your Insurance Company.

Safe & legal events

Dundee City Council (Website: www.dundee.gov.uk)

<p>Emergency Planning Officer, for general event and contingency planning advice and guidance</p>	<p>Telephone: 01382 434264 E-Mail: john.handling@dundee.gov.uk</p>
<p>Licensing for advice on:</p> <ul style="list-style-type: none"> - Public entertainment; liquor; street trades; licenses - Lottery permits - Public charity collection permits - Processions in public places 	<p>Telephone: 01382 434444 E-Mail: licensing@dundee.gov.uk</p>
<p>Senior Health and Safety Adviser, for Health and Safety guidance</p>	<p>Telephone: 01382 434878 E-Mail: kevin.findlay@dundee.gov.uk</p>
<p>Risk, Insurance and Business Continuity Manager, for advice related to risk and Insurance</p>	<p>Telephone: 01382 43301 E-Mail: graeme.mackenzie@dundee.gov.uk</p>
<p>Education, if the event is being held in or on school premises</p>	<p>Telephone: 01382 433656 E-Mail: anthony.sayer@dundee.gov.uk</p>
<p>Chief Executives Department - Equality and Diversity Co-ordinator for advice on accessible events</p>	<p>Telephone 01382 437482 E-Mail: scott.mands@dundee.gov.uk</p>
<p>Environment Department - Environmental Protection - Environmental Health for advice on:</p> <ul style="list-style-type: none"> - Public health & safety - Noise Mitigation - Public health matters 	<p>Telephone: 01382 436235 E-Mail: iris.coghill@dundee.gov.uk</p>
<p>Environment Department - Environmental Protection - Environmental Health for advice on:</p> <ul style="list-style-type: none"> - Food safety 	<p>Telephone: 01382 436231 E-Mail: andy.petrie@dundee.gov.uk</p>
<p>Environment Department - Environmental Protection - Environmental Health for advice on:</p> <ul style="list-style-type: none"> - Licensing Standards - Night Time Noise Nuisance - Waste/Litter Enforcement 	<p>Telephone: 01382 436259 E-Mail: craig.somers@dundee.gov.uk</p>

<p>Environment Department - Environmental Protection - Trading Standards</p> <p>For advice on:</p> <ul style="list-style-type: none"> - Consumer related issues - Weights & measures - Fireworks 	<p>Telephone: 01382 436260</p> <p>E-Mail: ken.daly@dundeeecity.gov.uk</p>
<p>Environment Department - Environmental Management - Parks and Open Spaces, if the event is held on or in their property</p>	<p>Telephone: 01382 433881</p> <p>E-Mail: nikki.mulholland@dundeeecity.gov.uk</p>
<p>Environment Department - Environmental Protection - Waste Management</p> <p>For advice on:</p> <ul style="list-style-type: none"> - Litter/waste collection - Special clearances - Special uplifts 	<p>Telephone: 01382 432729</p> <p>E-Mail: jeff.halkett@dundeeecity.gov.uk</p>
<p>City Development - Building Standards for advice on:</p> <ul style="list-style-type: none"> - Special Safety Certificates - Temporary Raised Structures 	<p>Telephone: 01382 433001</p> <p>E-Mail: dave.aitken@dundeeecity.gov.uk</p>
<p>City Development - Roads (for local roads)</p> <p>For advice and processing:</p> <ul style="list-style-type: none"> - Temporary Traffic Regulations Orders - Restrictions for road users - Temporary Car Parking arrangements 	<p>Telephone: 01382 433275</p> <p>E-Mail: alan.bowman@dundeeecity.co.uk</p>
<p>City Development - City Centre for advice on events in the City Centre</p>	<p>Telephone: 01382 434548</p> <p>E-Mail: lorna.mckenzie@dundeeecity.co.uk</p>

The above list does not include all functions undertaken by Council Services (i.e. only relating to those functions specific to managing events).

<p>Tayside Police</p> <ul style="list-style-type: none"> - Consultation/advice on temporary road closures - Restrictions for road users 	<p>Telephone: 01382 591511</p> <p>E-mail: graeme.anderson@tayside.pnn.police.uk</p>
<p>Tayside Fire & Rescue</p> <ul style="list-style-type: none"> - All fire safety matters 	<p>Telephone: 01382 825295</p> <p>email: ross.nicol@taysidefire.gov.uk</p>
<p>Scottish Ambulance Service</p> <ul style="list-style-type: none"> - Ambulance requirements 	<p>Telephone: 01382 882400</p> <p>email: stevenrobertson@nhs.net</p>
<p>NHS Tayside</p> <ul style="list-style-type: none"> - A & E Facilities 	<p>Telephone: 01382 835146</p> <p>E-Mail: dgrewar@nhs.net</p>
<p>HM Coast Guard</p> <ul style="list-style-type: none"> - Beach & coastal safety matters 	<p>Telephone: 01224 597911</p>
<p>British Red Cross</p> <ul style="list-style-type: none"> - First-aid provision 	<p>Telephone: 01738 622474</p> <p>E-Mail: jcarmichael@redcross.org.uk</p>
<p>St Andrew's First Aid</p> <ul style="list-style-type: none"> - First Aid provision 	<p>Telephone: 01382 322389</p> <p>E-Mail: dundee@firstaid.org.uk</p> <p>(Dave Piggot)</p>
<p>Civil Aviation Authority</p>	<p>Telephone: 020 7379 7311</p>
<p>BEAR Scotland (for trunk roads) Temporary Traffic Regulation Orders Restrictions for road users</p>	<p>Telephone: 01738 448656</p>

Step 2: Risk Assessments

To ensure the health, safety and welfare of any employees, volunteer helpers, contractors, participants and the public, you should firstly carry out detailed risk assessments. To assist you/your committee in this process, the example risk assessment form, included with this guidance, is based on the Health & Safety Executives (HSE) '5 steps to risk assessment'.

Event Organisers who propose to stage events in Dundee will be required to conduct detailed risk assessments as a condition of license or ground/building use. In addition, Event Organisers should ensure that contractors/sub-contractors who have been hired to provide a service or entertainment at an event also provide evidence that they have conducted detailed risk assessments covering their activities at the event.

Risk assessments should be carried out by a competent person. The HSE regulations state that a person shall be competent where he/she has sufficient training and experience or knowledge and other qualities to enable him/her to assist in undertaking a risk assessment. For a Dundee City Council employee to carry out risk assessments he/she must have attended an appropriate risk assessment course, completed the appropriate risk assessment, had it evaluated by the Corporate Health and Safety Section and then been issued with a course certificate. All other event organisers must take direction from the HSE.

What's inside?

Risk Assessments

	Paragraph
• The Five Stages of Risk Assessment	1
• Typical Hazards Associated with Events	2
• Persons Typically at Risk from an Event	3
• Risk Management Process	4
• Example of Event Health & Safety Risk Assessment Form	5

Safe & Legal Events

Risk Assessment

1. The Five Stages of Risk Assessment

Risk assessments are not complex, you personally assess risk every day of your life, e.g. "Can I cross the road safely without being hit by a car?" the only difference is that in this instance, you have to write it down!

- (1) **Identify the activities** – Where the event consists of more than one attraction e.g. fun run, fancy dress, ride out, etc. You/your committee will need to undertake a written risk assessment for each activity.
- (2) **Identify the hazards** – You/your committee will need to look at each activity and then identify all the foreseeable hazards associated with it. The list on the following page may assist you in this process. A 'hazard' is something that could cause harm or loss. It is worth noting that drawing up a site plan can aid the identification.
- (3) **Identify who could be harmed** – You/your committee will then have to identify who could be harmed from these hazards and the likelihood of this harm occurring.

Note: A 'risk' is the likelihood and/or chance of harm or loss occurring and its severity should it occur. (See examples on the following pages).

- (4) **Controlling the risk** – You/your committee will need to identify if the risks are adequately controlled, i.e. by complying with recognised safety standard and taking all reasonable precautions to ensure the event takes place safely. It is worth noting that, to determine if a risk is adequately controlled, you will need to identify the possible outcome should you do nothing, i.e. the possible severity of injury or loss should an incident occur. If the risk is deemed insignificant, no further actions are necessary.

If the risks are not adequately controlled, you must then decide on what further action(s) that you/your committee can take to reduce the risks to a suitable level. These control measures will then be written into the event plan. (See examples on the following pages).

- (5) **Monitor and review risks** – Due to varying circumstances, rarely do events exactly meet the requirements of the original event plan and because of this, you/your committee may need to amend the risk assessments prior to the event commencing. There will be a requirement to ensure that identified risks are assessed and continuously monitored during the planning phase. The event plan would then require updating accordingly. For annual events, the risk assessments should be reviewed after the event at a debriefing meeting and amended accordingly, ready for the following year. It must not be taken for granted that the risk assessment will still be adequate.

In addition, any contractors involved in the event should also carry out risk assessments and where relevant, you should obtain evidence that they have been carried out.

Safe & legal events

Risk Assessment

2. Typical Hazards Associated with Events

Hazards	Examples	Possible control measures
(a) Slips and trips	Uneven ground; poor lighting; wet floors; muddy conditions; ropes on tents; litter; ice; trailing cables, pipes, etc., crossing areas with public access; low fences, boxes or other obstacles.	Choose a suitable area of ground; cut grass; cordon off area; floor cleaning regime; provide temporary walkways or surface or re-route path; warning signage; ensure walkways are away from tents; provide adequate numbers of bins; provide grit for ice; route cables away from the public, burying them or fitting cable strips; measures to report defects. Keep public access areas clear of low-lying objects, fixtures or fittings.
(b) Collisions and impacts	Vehicle routes; vehicles and pedestrians sharing the same route, blind corners; uncontrolled animals; machinery.	Separate vehicle routes (i.e. one way system); clearly defined pedestrian areas; suitable signage; sufficient stewards; site plan developed to eliminate blind corners; barriers, fencing for separation of animals; suitable guarding on machinery.
(c) Failure of equipment/ rotating blades/ ejection of material	Poor maintenance; not fit for the purpose; not suitably trained to use equipment.	Ensure hire equipment has been tested and up to date paperwork; equipment is suitable and sufficient for the task it is required for; If specialist equipment is hired ensure persons using it are competent, may require checking their certification.
(d) Unpredictable behaviour of animals	Persons not suitably trained or inexperienced handler or person in poor health; animals not restrained; loud noises may cause animals to be scared; suitable holding areas and provisions; attacks from animals.	Written requirements for compliance of participation in the event, i.e. organisers reserve the right to refuse entry to the event where they consider person not competent (e.g. inexperience, alcohol, health condition, etc). Check any paperwork; suitable separation of animals from the public or vehicles or noisy areas at an event; provision of vet; additional handlers available; emergency procedures for evacuation of animals; muzzling of animals.
(e) Fires	Marquees; electrical installations; machinery; catering facilities; vehicles; smoking; candles; blocked fire exits; insufficient or covered over emergency lighting; gas containers; bonfires, fireworks.	Provision and siting of fire fighting equipment; Provision to stewards, exhibitors, stallholders operators, etc., of procedures to follow in case of fire. Sensible positioning of catering vehicles (e.g. ensuring access for emergency services and away from flammable materials). Restrict or ban the use of candles; for advice on bonfires and fireworks discuss with Tayside Fire and Rescue.

Safe & legal events

Risk Assessment

Hazards	Examples	Possible control measures
(f) Services, utilities etc. e.g. Gas, Electricity, Water	Overhead cables; underground power cables, gas pipes and water pipes; contact with electric fences.	Be aware of site conditions; use qualified fitters or electricians; where excavations or holes are required, contact electricity, gas or water supplier for information on underground services in the area; turn off electric fences or segregate from the public and warning signage.
(g) Proximity to water	Rivers, lakes, ponds, etc.	Site away from water if possible; use of barriers, segregation, etc. If the event involves water sports/activities suitable trained persons and equipment will be required in case of rescue.
(h) Falls from heights	Use of ladders; scaffolding and towers; erection/dismantling of structures; performers/participant on stage or platforms.	Use of competent contractors for erection and dismantling of structures; stage and platform need to be of suitable size, with edge protection fitted, if required.
(i) Infection	Animal faeces; poor food or general hygiene; poor sanitary facilities; poor waste storage or disposal discarded needles.	Ensure relevant paperwork is checked prior to the event opening; procedures in place for storage and disposal of waste. Provision of adequate washing facilities, (may need to hire in); contact with Council services for specific arrangements.
(j) Ill health/ Persons with special needs	Age; allergies; alcohol; disabilities.	First-aid provision; Ambulance Service provision, where applicable, i.e. large high risk events; controls over age, alcohol, etc; disabled access, provisions of viewing areas and facilities, including parking; food labelling for allergies.
(k) Crowds/public	Overcrowding in specific areas (access/egress locations or new specific performances); lost children; special needs requirements.	Consideration on numbers who will attend. Suitability and numbers of access to and egress from the event, including the means to separate the public from moving vehicles. Suitable numbers of stewards to manage crowd control, i.e. reduce the risk of crushing. Communication arrangements to relay messages to the public, i.e. fire, evacuation, lost children, etc. Signage; provision of barriers, fencing, marking of prohibited areas. Tayside Police may advise on requirements for large events.

Safe & legal events

Risk Assessment

Hazards	Examples	Possible control measures
(l) Manual handling	Moving equipment, stand, marquees, etc. over unsuitable, unstable or uneven ground, staircases or steps; poor lighting.	Prevent the need for manual handling; use of sack barrows or lifting equipment; suitable vehicle access close to the location; sufficient manpower; Install temporary lighting.
(m) Adverse weather	Rain, snow or fog; high winds; flooding; thunder & lightning; extreme cold or heat.	Time of year to be considered in relation to type of event; contingency arrangements in case of adverse weather, e.g. alternative sites, shelter, provision of tractors or similar, where there is a risk of vehicles requiring towing off a site.
(n) Violence/ Behavioural issues	Cash handling; alcohol and/or drug misuse. Delays, hold ups i.e. angry person, etc.	Agree procedures for cash collection from entrances and the banking of money. Refuse admittance to those under the influence of alcohol/drugs. Co-ordinate appropriate arrangements with the Police.
(o) Access/ Egress	Insufficient access/egress causing hold ups, overcrowding and long queues. Emergency services unable to get access to the event. Public, stewards, volunteers, etc. being hit by moving vehicles.	Suitable number of access/egress into the event and stewards in-suite to keep crowds moving. Measure to ensure access/egress is clear should emergency services be required on the event site, e.g. separate access/egress. Separate access/egress for pedestrians.
(p) Vehicle movement	Public being hit by moving vehicles. Vehicles running into each other, i.e. blind corners; build up of fumes, i.e. indoors; Damage to ground. Vehicles becoming stuck, e.g. in wet weather. Overcrowding of vehicles.	Arrangements in place to restrict vehicle movement during an event. Sufficient numbers of stewards to manage vehicle movement; site the stands, structures, attractions, etc., so as to remove the risk of blind spots. Sufficient ventilation, restrict vehicle movement. Limit vehicle movement to specific routes or lay additional surfaces. Make provision for tractor, Landrover, etc., to pull vehicles clear. Plan and mark out temporary car parks.
(q) Stability of stands	Home made or poorly constructed stalls or stands; unsuitable footings, i.e. uneven ground, subsidence; tall structures; high wind and insufficient securing.	Choice of site may need to be a consideration, e.g. tarmac ground will not be suitable for marquees; undertake walk round inspections on the event site checking stability of structures; procedures in place to ensure consistency should structures be unsuitable, i.e. refusal to allow on the event site.

Safe & legal events

Risk Assessment

Hazards	Examples	Possible control measures
(r) Noise	Fireworks; music; increased number of vehicles; rowdy crowds, e.g. If alcohol is available at the event.	Early planning to ensure that noisy activities are suitably located; liaison with the local community; implement sound insulation measures; set noise limits.
(s) Food Poisoning	Lack of food hygiene knowledge and poor food hygiene procedures. Main faults contributing to outbreaks: Food prepared too far ahead and stored at room temperature Cooling food too slowly before refrigeration Inadequate reheating of food Using contaminated cooked foods Undercooking Not thawing poultry properly Contamination crossing from raw food to ready to eat foods Eating raw food such as shellfish, eggs or unpasteurised milk Storing hot food below 63 C Infected food handlers	Use reputable food suppliers and caterers Use only knowledgeable/trained food handlers Ensure food activities are adequately supervised Use an effective food safety system Get expert help Consult Environmental Health and Trading Standards (EHTS) Have suitable equipment and facilities including sufficient sinks and wash hand basins provided with clean hot and cold running water Ensure food handlers work to high standards of personal hygiene Dundee City Council staff to follow corporate food policy and consult EHTS Corporate Food Safety Advisor when required
(t) Specific risks from demonstration or participants	Fires; chemical exposure; dust; moving vehicles, e.g. go-karts; unstable or unsuitable structures/equipment	Ensure demonstrators/participants are competent i.e. check certification/other documentation; Suitable location; adequate separation of crowds from dangerous activities i.e. barriers and appropriate level of stewarding.
(u) Heating/ Ventilation	Indoor temperatures – too hot/too cold; build up of fumes, dust etc.	Supply fans, open windows/doors; supply additional heating, suitable for its use and adequately guarded; prevent the use of certain activities in enclosed spaces.

3. Persons typically at risk from an event

- The following list is those persons who may be affected by a hazard.
- Stewards
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Children and/or elderly
- Disabled persons
- Potential trespassers
- Local residents
- Expectant mothers

Safe & legal events

Risk Assessment

4. Risk management process

Type of risk	Examples of hazards
(a) Professional Risk	Is there anyone whose role is vital for the event, i.e. professionally deemed competent and what measure would be required should they leave prior to or during the events?
(b) Policy/Legal Risk	Do you and/or your committee comply with all relevant legislation e.g. Licensing, Data Protection Act and Disability Discrimination Act etc?
(c) Financial Risk	Are there any risks that could affect your and/or your committee's ability to meet financial commitments, or risk from cash flow. Is there sufficient insurance cover to meet possible civil action?
(d) Physical Risk	Are there risks from fire, vandalism, theft, security, terrorism and how will they be managed?
(e) Contractual Risk	What are the risks should a contractor fail to deliver the appropriate effective service or product?
(f) Reputation Risk	Are there risks that could result in bad publicity, loss of resources, i.e. sponsorship?
(g) Technical Risk	What are the risks should there be failure of equipment for the event, e.g. IT systems, Visual and Audio Display Equipment, vehicles, plant, hoists, etc and how can they be managed?
(h) Environmental Risk	Are there risks from the event that could cause pollution from such things as chemicals, excessive noise, biological agents, i.e. animal waste or environmental risks from the weather, or from lack of natural light?
(i) Competitive Risk	Are there other events on at the same time that could affect the event being successful?
(j) Customer/Citizen	Should the event fail to meet expectations of the participants and/or public visiting the event, what could be the outcome, i.e. being sued, return of money etc?
(k) Operational Risks	Are there risks that may affect the operational arrangements at the event e.g. failures in communication, access gates being locked, industrial action etc?

Safe & legal events

Risk Assessment

5a. EXAMPLE OF EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM

YOUR LOGO HERE

RISK ASSESSMENT

ASSESSMENT REF NO: _____

Activity: Muggins Hill Summer Festival (14 June 2011)				Location: Muggins Hill Green			Assessor: Joe Bloggs 2011		Date: 12 May			
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective.	Target date	Responsibility	Completion Date	New Residual Risk Score
	Public	Employee	Contractors		Probability	Severity	Rating					
Slips, Trips and Falls	✓	✓	✓	Site inspection prior to Festival	4	3	12	Ensure litter is picked up, ground is even and any trip points adequately protected.	08.06.09	Event Manager	14.06.09	2x3=4
Severe Weather leading to cold injuries	✓	✓	✓	None (summer festival)	1	5	5	None	08.06.09			
Fire Hazards (electrical)	✓	✓	✓	None	4	5	20	All contractors and event staff to ensure all equipment and installation procedures meet current regulations conduct risk assessments and follow event operational plan accordingly.	08.06.09	Event Manager and Contractors	14.06.09	2x5=10

RISK ASSESSMENT

Activity: Muggins Hill Summer Festival (14 June 2011)	Location: Muggins Hill Green	Assessor: Joe Bloggs	Date: 12 May 2011
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective.	Target date	Responsibility	Completion Date	New Residual Risk Score
	Public	Employee	Contractors		Probability	Severity	Rating					
Fire Hazards (blocked exits, obstructed emergency routes)	✓	✓	✓	None	4	5	20	Event Safety Manager to carry out fire risk assessment and use pre-event checklist, Stewards to monitor all areas. All staff and contractors briefed on emergency procedures, correct emergency exit and route signage to be used.	08.06.09	Event Manager	14.06.09	2x5=10
lack of Crowd Control leading to crush injuries	✓	✓	✓	None	4	5	20	Event arena to be controlled by fencing, stewards and Police. Event capacity of ????? not to be exceeded. Event Manager(EM) to produce a robust communication plan. All staff to follow operational plan accordingly	08.06.09	Event Manager	14.06.09	2x5=10
Violence to staff and public	✓	✓	✓	None	4	5	20	Staff to avoid confrontation and allow security/police to deal with aggressive individuals.	08.06.09	All staff	14.06.09	2x5=10
Vehicle Collision Injuries	✓	✓	✓	None	4	5	20	Traffic Management Plan to be completed by Event Safety Manager (ESM) in consultation with Tayside Police and DCC City Development Department	08.06.09	Event Manager and Contractors	14.06.09	2x5=10

RISK ASSESSMENT

Activity: Muggins Hill Summer Festival (14 June 2011)	Location: Muggins Hill Green	Assessor: Joe Bloggs	Date: 12 May 2011
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective.	Target date	Responsibility	Completion Date	New Residual Risk Score
	Public	Employee	Contractors		Probability	Severity	Rating					
Sub contractors not operating in a safe and legal manner	✓	✓	✓	None	4	5	20	All Contractors and Sub Contractors are to confirm in writing to the Event Manager that they have conducted and documented risk assessments and they are to follow the Event Operational Plan	08.06.09	Event Manager and Contractors	14.06.09	2x5=10
Sanitation arrangements	✓	✓	✓	None	4	5	20	Portaloos to be available (including disabled) in the event arena. Portaloos to be monitored routinely by event safety manager.	08.06.09	Event Manager	14.06.09	2x5=10
Special needs for wheelchair users	✓			None	4	5	20	Personal evacuation plans to be completed for special needs and wheelchair users.	08.06.09	Event Manager	14.06.09	2x5=10
Welfare arrangements	✓	✓	✓	None	4	5	20	First Aid Post to be set up, British Red Cross Volunteers to be present, All personnel to be aware of emergency evacuation procedures.	08.06.09	Event Manager	14.06.09	2x5=10
Excessive noise levels	✓	✓	✓	None	3	4	12	Environmental Health Officer notified, local residents informed, Hourly checks by Event Safety Manager, Noise meter used.	08.06.09	Event Manager	14.06.09	

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RISK ASSESSMENT

ASSESSMENT REF NO: _____

Activity: Muggins Hill Summer Festival (14 June 2011)	Location: Muggins Hill Green	Assessor: Joe Bloggs	Date: 12 May 2011
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Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective.	Target date	Responsibility	Completion Date	New Residual Risk Score
	Public	Employee	Contractors		Probability	Severity	Rating					
Food poisoning	✓	✓	✓	None	4	5	20	All staff preparing and serving food to be food hygiene trained, facilities to be cleared through DCC Environmental Health & Trading Standards Department	08.06.09	Event Manager	14.06.09	2x5=10
Terrorist Activity/Bomb Threat leading to mass panic and crush injuries	✓	✓	✓	None	2	5	10	Raise staff awareness of the threat. Ensure Event Management Team are familiar with DCC Generic Emergency Plan and Tayside Strategic Co-ordinating Group Plans and activation procedures	08.06.09	Event Manager	14.06.09	2x5=10

Further actions approved by: Event Manager	Signature: <i>Joe Bloggs</i>	Date: 12 May 2011
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Urgency of Action = (20+ Very High) (16-20 High) (9-15 Moderate) (4-8 Low) (1-3 Very Low)

Severity = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

Probability = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

Review Date: 18 June 2012

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RISK ASSESSMENT

ASSESSMENT REF NO: _____

Activity				Location:			Assessor:					
							Date:					
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective.	Target date	Responsibility	Completion Date	New Residual Risk Score
	Public	Employee	Contractors		Probability	Severity	Rating					

YOUR LOGO HERE

RISK ASSESSMENT

ASSESSMENT REF NO: _____

Activity				Location:			Assessor:					
							Date:					
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective.	Target date	Responsibility	Completion Date	New Residual Risk Score
	Public	Employee	Contractors		Probability	Severity	Rating					
Further actions approved by:					Signature:					Date:		

Urgency of Action = (20+ *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

Severity = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

Probability = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

Review Date:

Step 3: Draw up an Event Plan

Good planning is of fundamental importance when organising an event and to achieve this, sufficient time must be allocated to fully prepare for the event. Evidence of this is demonstrated through the 'Event Plan'. For any event plan to be effective, it must incorporate the measures identified by the risk assessment & risk management process to control and/or minimise the risk. Event Organisers who propose to stage events in Dundee in partnership with Dundee City Council or using Dundee City Council property or land must produce an Event Plan.

What's inside?

Draw up an Event Plan

- Reasons to Write an Event Plan
- The Event Plan Contents
 - Brief Summary
 - Site Plan
 - Health and Safety Policy
 - Communications
 - Crowd Management
 - Vehicle Management
 - Fire Arrangements
 - Welfare Arrangements
 - Working with Children & Young People
 - Lost Children
 - Security
 - Medical/First Aid
 - Incident Reporting
 - Event Activities
 - Waste/hygiene Matters
 - Temporary Structures
 - Insurance Arrangements
 - Training Requirements
 - Contingency Arrangements
 - Emergency Arrangements
 - Site Safety Inspection
 - Appendix
- Example - Incident Report Form

Safe & Legal Events

Draw up an Event Plan

1. Reasons to Write an Event Plan

- *Thinking through and writing down all the procedures and arrangements you have put in place for your event is not only a useful exercise for you and your committee, but can assist the appropriate authorities, e.g. emergency services, with their own arrangements should an emergency arise.*
- *Should you need to apply for permissions and licenses, e.g. processions in a public place, Public Entertainment Licence etc. an Event Plan will be requested.*
- *Should you/your committee be sued for injury or damage resulting from the event your risk assessments and event plan will provide your insurance company with the necessary evidence to prove that you were not negligent.*
- *When you come to organise the event again next year, you will have a record of all the procedures you tested the previous year and won't have to start from scratch. This is particularly useful if there are changes to committee membership*

2. The Event Plan Contents

- a. Brief summary of the event** – This part of the event plan is not essential, but gives the person reading the event plan a brief overview of the whole event, and may include such information as its history and how it developed over the years.
- b. Site plans** – Site plans identify the location of all intended attractions, facilities, entrance/exit points, including for emergency services and the deployment of stewards, first aid points etc. They should also contain location points of utilities (water, electricity, telephones etc). Dundee City Council managers at sites likely to be used regularly as venues will have existing site plans with this information.
- c. Health & Safety Policy** – it provides a framework in which health, safety and welfare can be managed at the event and is made up of three sections:
 - General statement: 'The organisers (name) will safeguard so far as is reasonably practicable the health, safety and welfare of all persons who might be subject to risks from its activities. This will be achieved by co-operating, communicating and co-ordinating with all relevant agencies, organisations, volunteers, etc. necessary to manage the health & safety at the event'.
 - A chart or list that clearly details responsibilities/duties of the organisers, stewards, etc.
 - Arrangements, i.e. procedures, safety rules, to manage the health, safety and welfare at the event, as identified in the risk assessment process.

This includes some or all of the following:-

d. Communications

For larger scale events, a 'Control Room' is essential as it acts as a communication centre for staff, participants and visitors alike. People will expect to access help and information. A public reception fronting a private control centre might be the best way to set up so all information is centralised but providing a quiet place for phone calls or conversations the

public don't need to hear! Necessary adaptations to programmes or procedures can be quickly delivered.

The Control Room can also be used as a centre for First Aid, Lost Children and Lost Property. A public address system should be controlled from here allowing important public announcements to be delivered.

In the event of an emergency, all information should flow through the Control Room, leading to efficient delivery of information and reaction to situations.

The Control Room should have a supply of Incident Report Forms and Checklists. These should be held centrally once completed to ensure the emergency services have easy access to the information if required.

For smaller scale events communications and control are just as vital. Event Organisers must consider this as integral to their event.

e. Crowd Management

Specific arrangements for stewarding should be included in this section. This covers measures to reduce overcrowding, such as open further ticket booths, increase stewarding to ensure crowd movement. The section should also include the maximum number who can attend the event (at any one time), measures to monitor this and arrangements should this number be reached.

In addition it could mention signage, high visibility clothing or identifications for stewards, temporary barriers (if required) and any personal protective clothing or equipment (e.g. waterproof clothing, torches for night-time etc).

Stewards - Easily identifiable stewards are essential to draw attention to any danger and manage temporary responses.

A suitable number of stewards will need to be appointed to manage the event. The risk assessment process will identify the required number. They will need to be:

1. Fit and capable to carry out their appointed duties (i.e. long spells of standing, walking, etc) and licensed according to Security Industry Agency (SIA) regulations for the specific task they are carrying out.
2. Readily identifiable (e.g. fluorescent jacket, vest, badge, blazer, etc).
3. Fully briefed and trained in their duties at the event. This may include:-
 - Working under the guidance of the main steward and/or designated organisers.
 - Manning temporary car parks and directing traffic (but not on public roads).
 - Advising, controlling and directing participants, stall holders, etc., on set-up and closure of the event.
 - Advising, controlling and directing the public.
 - Raising the alarm for fire, using the equipment provided to fight fire (as far as is possible without endangering themselves) and ensuring clear access/egress for emergency services.
 - Call for first-aiders should the need arise.
 - Watching for problems around the site and reporting to the control room.

A number of relief stewards will be required at your event to ensure that all stewards receive regular breaks away from their appointed duties (a minimum of 20 minutes per six hour period or for those under 18 years of age, a minimum of 30 minutes per four and a half hour period).

A walkie-talkie system linked to the control room is essential for requesting assistance and sharing information. Ensure staff are properly instructed on use at the briefing. Note: The control room operator would be responsible for managing all the two-way radio channels.

Temporary Barriers and Marking out the Event Site - The types, numbers and locations of temporary barriers will depend on the size and nature of the event. They can be used to:-

- Aid pedestrians/crowd movements.
- Separate pedestrians/crowds from activities (e.g. dangerous areas).
- Segregate pedestrians/crowds from vehicles, animals etc.
- Physically secure areas (e.g. natural hazards, dangerous areas, etc).
- Cordon off areas.

Different types of barriers are used for various purposes. They may consist of posts strung together with rope, tape or chain, or of a fixed type such as pedestrian steel barriers, fencing, etc. In addition, stands, displays, vehicles, etc., may also be utilised as a form of pedestrian barrier. Care must be taken when choosing the type of barriers, as they must be suitable for the purpose intended (e.g. a rope barrier will not be suitable to stop an animal kicking out).

The temporary barriers and markings must not themselves present a hazard (e.g. unstable barriers falling over, tripping over low barriers, overcrowding from poorly located barriers, etc). Safe methods include marking out with biodegradable paint (as seen on rugby/football pitches) and/or by using posts and pegs (provided they are at least 1m/3ft in height, thus reducing the risk of tripping).

Overgrown Pathways/Slips & Trips/Lighting - At an outdoor event, you may have a little work to do to tidy up the access routes. Remember to think about lighting if your event ends after dark. Can people still move safely to the exits, toilets and car parks?

f. Vehicle Management

- Keep traffic moving on public roads by giving clear directional signage helping new visitors to the area to find the event effectively.
- Manage event traffic so as not to cause queues and disrupt normal road users.
- For safety reasons, separate pedestrians and vehicles with crowd barriers or temporary diversions.
- Extra traffic means extra parking. Temporary parking areas and no parking zones may be required to keep area traffic moving.

Any traffic management plan on public roads should be made in consultation with **Tayside Police**.

The **City Development Department** will provide help and advice on directional signage, temporary road closures and can help you source equipment such as crowd barriers and cones for hire.

Road Closures/Restrictions

These should be considered very much as a last resort. Think very carefully about alternatives to holding an event in a venue that would require closure or restriction of a public road. The process includes statutory procedures and can incur charges. Closures can also cause major inconvenience to users of the area with diversions and restricted parking. Where there is a requirement for restrictions for road users (e.g. road closure, diversions, signs, cones, etc.), a Temporary Traffic Regulations Order (TTRO) may need to be applied. You will need at least 6 weeks to arrange a TTRO and it is not automatic, each case will be assessed on its merit.

If your event is likely to cause increased traffic, parking restrictions and coning may also be advised on main streets to ensure efficient flow of through traffic. Discuss all these options as part of your traffic management planning.

Moving Procession

Where an event involves a moving procession, a temporary hold may be put on traffic. Consult the Police on how best to manage this.

Temporary Road Signage

Taken from Department of Transport Advisory Leaflet – ‘Provision of Temporary Traffic Signage to Special Events’

Temporary traffic signs may be erected for a limited period to guide traffic going to special events which are expected to attract a considerable volume of traffic. These are to assist road safety and reduce congestion by giving clear directions to road users seeking the best route to an event. They may only be sited for the duration of the event.

Parking

Temporary car parks can be set up, with permission, on ground near to your event site. If using areas not normally used for traffic, think about:-

- Easy, swift access off the main highway to avoid congestion.
- Easy, swift exit at the end of the event.
- Signposting.
- Possible need for coning entrances and exits to allow drivers to clearly see onto the road before pulling out.
- Consider the need for police or traffic wardens to carry out traffic control (**stewards are not permitted to direct traffic on public roads**).
- If you opt for grassed areas, watch heavy vehicles and mud.
- Disabled access.

The Clean Up

After an event has passed along a public road or area, there may be a need for cleaning prior to re-opening the area.

g. Fire Arrangements

If you are using an established venue, there will be a procedure in place. As the event organiser, you should make sure you familiarise yourselves with all the procedures and equipment. In a temporary venue, marquee or open environment, you will need to consider a range of issues.

Event organisers must ensure that fire risk assessments are completed appropriate to the risk and that they are self compliant with the new fire safety laws as described in step 1 paragraph 13.

<http://www.infoscotland.com/firelaw/files/PLEA.pdf>

When you apply for your Licence, Tayside Fire & Rescue will be asked to comment on your submitted Event Proposal. They have powers to inspect the event premises and enforce the regulations if necessary. The local fire station safety officer will be informed of your event.

The following list of considerations has been compiled to steer you in the right direction. The list is not exhaustive and should be used in conjunction with the Practical Fire Safety Guide available through the link above.

- **Means of escape/exit routes should be:-**

- Clear of obstruction.
- Unlocked and easy to open.
- Clearly marked/signposting/illuminated.
- Correct width as per the conditions that apply.
- Staffed – if required, a member of staff should be allocated to each exit in the event of emergency.

- **Things to note**

- Overcrowding – find out the legal capacity and do not exceed it!
- Fabrics used for decoration/stage curtains etc., must be made flame retardant.
- Heating equipment should be properly maintained, fixed and guarded, and turned off when premises are unoccupied.
- PAT Certification will be required for all electrical equipment and valid on the day.
- Electrical Installation Certificate required post set up.
- Gas appliances to be serviced by current CORGI registered engineer.
- Cigarettes – ensure there are adequate non-combustible receptacles.
- Access routes for emergency vehicles must be maintained at all times.

- **Warning System** – you must have a method to warn of fire/emergency

If your venue has an alarm, you must be aware of the sound and the required procedures.

- If no alarm is installed, a mobile alternative such as a klaxon and PA may be used.
- All staff should be aware of the operating system.

- **Emergency Lighting** – in the event of a power failure, due to fire or other eventuality, you will need to evacuate people from danger. Established venues will have emergency lighting systems in place. In a temporary venue, you may need to provide torches or a generator for back up.

- **Fire Extinguishers**

- You will need to provide appropriate numbers and types of extinguishers for the layout of your site to deal with the particular risks.
- Extinguishers should be located at well marked points across the site/venue.
- Staff should be briefed in the use of extinguishers.

- **Emergency Fire Action Plan**

- Assembly points must be identified.
- A nominated person who will call Tayside Fire and Rescue and liaise with them on arrival must be identified.
- The nearest telephone should be identified – do not rely completely on mobile phones!
- A written emergency fire action plan will be part of your main Event Plan; this should detail all responses to precautions above.

- Your stewards' briefing should include a session on operations in event of a fire and/or evacuation. Clear roles should be outlined.
- Remember to consider your participants as well as the audiences. Also consider those who may need assistance in the event of evacuation.

h. Welfare Arrangements

Toilets, baby changing facilities (both with wheelchair access), fresh water supply and chemical disposal points will need to be considered at outdoor events. When assessing the number of sanitary conveniences required, the size of the event, its locations, the numbers expected, and food and/or drink availability will have to be taken into consideration. Even if your site has permanent facilities, they may not be able to accommodate the number of people expected at your event. As a rough guide the following table taken from the HSE publication 'The Event Safety Guide' (the Purple Guide) may be used:-

For events of less than six hours		For events lasting over six hours	
<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>
1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males	1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males
One hand washing facility per five toilets (including adequate supply of soap, and hand-drying facilities).			
NOTE: Separate facilities may be necessary for events staff especially food handlers.			

Remember that facilities will need to be checked, cleaned and supplies replenished as the event goes on – make sure someone is allocated this job.

A suitable number of toilets for the disabled will also need to be provided in accessible locations. If the event is of a long duration, you may also need to consider facilities such as fresh water supply, temporary showers, chemical toilet disposal etc.

Hire companies will provide further advice on requirements for your audience.

i. Working with Children & Young People

It is worth thinking about providing services that will make it easier and more comfortable for families to spend the day at your event. It is not a legal requirement but families will really appreciate these small considerations that will allow the adults to relax and enjoy their day. This includes access for buggies (or a secure area to 'park' them) and removing dangers for wandering toddlers and small fingers (e.g. socket covers and heater guards; providing clean floors/grounds).

For more information and advice check:-

www.childreninscotland.org.uk

Tel: 0131 228 8484.

j. Lost Children

Looking after lost children at events requires a careful system to protect the children and the staff involved. Tayside Police will be able to advise on lost children procedures.

k. Security

Depending on the nature of the event, specific security measures may be required for site security or cash handling, including collection and banking arrangements. This section may refer to additional documentation dealing with specific details and the names of those persons who have access to it.

Cash Handling

A good system should be set up that creates efficient, safe and accountable cash handling.

- Security – How will cash be carried away from the gates? Where will money be stored and counted ready for banking? Who will carry the cash? Are they trained and qualified to carry cash?
- Accountability – ensure staff are not put in a position where they could be accused of stealing.
- Issue numbered tickets so that number of tickets sold can be matched to cash income.
- Wherever possible, staff should work in teams, not alone.

Make sure you order enough change, set ticket and programme prices so you do not have to deal with lots of small change.

l. Medical/First Aid

Two things you can guarantee about any event, the date it has been arranged for and the high probability someone will have an accident or be taken ill. A minor accident can turn into a major crisis if it is not dealt with quickly and efficiently and it is worth noting that as an event organiser you could be held liable if you do not provide suitable first-aid cover at the event. Depending on the nature and type of the event, first-aid cover may be from appointed trained first-aiders. Medical Practitioners, Paramedics, the British Red Cross and/or St Andrew's First Aid. The risk assessment process will assist in identifying the level of first-aid provision.

Both the British Red Cross and St Andrew's First Aid have skilled volunteers throughout Scotland who provide First-Aid cover at thousands of public events every year. The volunteers bring a wealth of experience and are highly skilled in the provision of first-aid at events. They will provide advice on the most effective first-aid provision to protect members of the public attending your event and where required, can provide short-term loans of items such as wheelchairs.

It is worth noting these volunteers are not paramedics, they do not carry oxygen, or drugs, however, some carry defibrillators and are trained to use them.

m. Incident Reporting

You will need to create a system for recording specific details of any reported incidents. A designated person(s) will need to complete the incident report form at the time of the incident (see example incident report form below). In addition, the incident will require investigating and the findings recorded for future reference. Should you be informed, at a later date, that a claim is to be made against you, i.e. organisers, this information can then be transferred on to the insurance claim form.

Note: Should a serious incident or accident occur, this will require reporting to the appropriate authorities, e.g. Police, Insurance Company, etc. In addition, serious accidents, i.e. person taken to hospital, will need to be reported to the Health and Safety Executive who may then wish to carry out an investigation.

n. Event Activities

This section refers to any requirements/procedures for specific activities carried out by participants, exhibitors, contractors etc (e.g. bouncy castle, bucking bronco safety procedures etc).

o. Temporary Structures

If the event requires temporary structures such as staging, tents, marquees, stalls, etc. this section should include details on siting and dismantling requirements and details of safety certification, if required.

p. Waste/hygiene Management

This section should include arrangements for the provision of rubbish bins, clearing up during & after the event and removal from site. Extra bins (including dog waste for outdoor events where dogs are allowed) will need to be placed and provision made for collection. You may also need to engage staff/volunteers to pick litter and keep these bins emptied. Be aware of hazards such as weather and wasps and plan accordingly with covered bins where appropriate. A central collection point for a large amount of waste may also require hire of a skip.

q. Insurance Arrangements

This section covers type and level of insurance obtained

r. Training Requirements

This section should detail training/briefing sessions and written instructions for stewards, marshals, staff, etc. in order that they understand their role and responsibilities.

s. Contingency Arrangements

These arrangements cover pre-planned specific actions to be implemented should an identified situation arise, such as extreme weather at outdoors events, participant or attraction cancellations, loss of venue, etc.

t. Emergency Arrangements

These arrangements are specific actions to be implemented in the event of an emergency. This may be from a member of the public taking ill, a fire, evacuation of premises/area, etc. Emergency routes will need highlighting on the site plan.

u. Site Safety Inspection

These inspections cover prior to, during and after the event and this sub-section covers who will undertake them and when.

v. Appendix

This includes all relevant documentation, including risk assessments, participant lists, licences, insurance details, etc.

Event Accident Report Form

Section 1 - Event Details

- Name of event _____
- Event location _____
- Event date - arriving _____
 - leaving _____
 - time of event _____ to _____

This form is only to be completed by the event organiser or their representative and not by the person suffering the loss or injury.

Section 2 - Injured Person

- Surname _____
- Forenames _____
- Contact address _____

- Postcode _____
- Tel no. - home _____
- Mobile no. _____
- Date of Birth _____

Employee Volunteer Exhibitor Contractor Public

Other _____

Section 3 - Date and Time of Accident

- Date and Time reported _____
- Person reported to _____
- Details in accident book? Yes No

Section 4 - Details of Injury

(specify left or right side); and/or loss or damage

- Please provide full details: _____

- Details of action taken _____

- Assisted by event representative (please give name) _____
- First-aid administered (please give name) _____

Please tick relevant boxes

Ambulance called Yes No Taken to hospital Yes No

Name and address of hospital attended _____

Taken home Yes No

Section 5 - Circumstances

- Circumstances of accident and location _____

Section 6 - Witnesses

- Name _____
Address

- Name _____
Address

Section 7- Person completing this form

- Name _____
Address

Telephone
number _____

Signature _____

Step 4: Checklists

Before, during and after your event you should carry out a series of checks to ensure that everything in your plan has been covered and that no changes have been made that have implications for health and safety or may contravene any licence conditions.

This section includes suggested checklists for you to use. You should feel free to adopt these as necessary to suit your event.

What's Inside?

Checklists

	Paragraph
• Checklist 1: Pre-event Checklist – “Have you covered everything?”	1
• Checklist 2: Daily Checklist – “Is everything in place, has anything changed?”	2
• Checklist 3: Post Event Inspection Checklist	3

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Step 4: Checklists

Checklist 1:

Pre-event Checklist – Have you covered everything?

This list is not necessarily exhaustive and other event-related activities may also be added to the checklist.

		Done	Done by whom	By when
1	Have you got public liability insurance?	<input type="checkbox"/>	_____	_____
	YOU REQUIRE - WILL Insurance cover for the event itself	<input type="checkbox"/>	_____	_____
	Have you considered - That all contractors, stall holders and performers have their own public liability insurance <i>(where applicable)</i>	<input type="checkbox"/>	_____	_____
2	Are you employing people? If 'Yes'			
	YOU REQUIRE - WILL Employers liability insurance	<input type="checkbox"/>	_____	_____
	Have you considered - Health & Safety at Work Etc. Act 1974	<input type="checkbox"/>	_____	_____
3	Where is the event taking place?			
	Have you considered - The response and / or reaction of the local community <i>(i.e. to noise and increase in traffic and/or pedestrians)</i>	<input type="checkbox"/>	_____	_____
	The ease of access to the event venue <i>(i.e. for the public and emergency services)</i>	<input type="checkbox"/>	_____	_____
	Car parking requirements <i>(e.g. numbers of spaces required, directional signage, etc.)</i>	<input type="checkbox"/>	_____	_____
	Existing hazards in the area <i>(e.g. overhead power lines)</i>	<input type="checkbox"/>	_____	_____

Done

Done by
whom

By
when

4

When is the event taking place?

Have you considered - The time of year *(possible extreme weather conditions)*

Time of day and day of week *(considering public transport, noise levels, lighting, etc.)*

Other major or competing events on same day within the area.

5

Who is likely to attend the event?

Have you considered - Likely groups of people *(i.e. sex, age, size, interests)*

Their expectations / specific needs *(e.g. disabled facilities such as parking and specific viewing areas)*

6

What type of event is it?

Have you considered - Types of activities and specialist equipment *(e.g. bouncy castles etc.)*

Licensing requirements

Specific hazards *(e.g. animals)*

Size of proposed event / anticipated number of people

7

Have you made emergency arrangements?

Have you considered - Fire prevention and fire fighting *(see 'Essential Contacts' for Tayside Fire & Rescue details)*

First Aid provision *(see 'Essential Contacts' for British Red Cross / St Andrews First Aid details)*

Done

Done by whom

By when

Police (see 'Essential Contacts' for Tayside Police details)

Others (e.g. Council Departments, Coastguard etc.)

8 Have you organised welfare arrangements?

Have you considered - Number of sanitary conveniences

Adequacy and maintenance of existing toilets

Provision of wholesome drinking water

Provisions for lost children / persons / property

Provisions for baby changing facilities

9 Are you providing food?

Have you considered - Asking if caterers' have food hygiene certificate

Location of catering premises / stalls (e.g. to prevent spread of fire and reduce risks from queuing in pedestrian / emergency routes)

Contact the Environmental Health and Trading Standards Department for advice and guidance on requirements (see 'Essential Contacts')

Done

Done by whom

By when

10 Stewarding?

Have you considered -

Competence and relevant training

Specific training for first aid / fire fighting

Organising briefing on the event

Means of communication at the event *(two-way radio, mobile phone, public address system, etc.)*

Providing personal protective / identifiable clothing *(e.g. high visibility clothing, suitable footwear etc.)*

Providing essential equipment *(e.g. torch, site plan and time table, whistle, etc.)*

11 What about traffic / vehicles?

Have you considered -

Segregation of vehicles from pedestrians

Separate entrances for vehicles and pedestrians

Specific arrangements for emergency vehicle

Location and layout of car parking facilities *(including stewarding)*

Providing adequate signage and directions in prominent locations

Necessary permission, where the event is held on or affect public highway *(see 'Step 1')*

Done

Done by
whom

By
when

12 Have you organised arrangements for clearing up?

Have you considered - Rubbish / litter collection, and removal (*prior to, during and after the event*)

Special requirements (*i.e. disposal of sharps, body fluids, dog waste, nappy disposal units, etc.*)

13 Does the event involve performers?

Have you considered - Asking if they have insurance cover and risk assessments

14 Does the event involve power/electricity?

Have you considered - Risks from overhead cables

Portable gas / electrical appliances (*tests and certificates*)

Hired equipment – PAT Test Certificates

Use of residual current circuit breakers

Channelling cables to prevent electrical and tripping hazards

Location and use of fencing / barriers round generators etc.

Done

Done by
whom

By
when

15 Have you produced a contingency plan?

Have you considered - The consequences of extreme weather conditions (e.g. use of specialist matting, additional road surfacing etc.)

The consequences of a major incident occurring

An alternative venue and / or cancellation procedures

Arrangements should performers / stall holders, etc., fail to turn up

16 Will public transport be used?

Have you considered - Need for liaison with bus companies, taxis etc. (they may be able to add extra services)

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Step 4: Checklists

Checklist 2: Daily Inspection Checklist

A walk through safety inspection should be carried out immediately prior to, and during the event. This list is not necessarily exhaustive and other risks may also be present.

If the answer to any of the questions below is 'NO', immediate action must be taken.

Access / Egress	YES	NO	Comments
Are entrances / exits clear?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are stewards / staff in place?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the signage appropriate / adequate?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are car park arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Site Conditions			
Is the site free from tripping hazards? <i>(e.g. cables, potholes, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are permanent fixtures in good condition? <i>(e.g. seats, fencing, signage, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has the area been made safe? <i>(e.g. vegetation cut back, debris removed, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
With the current weather condition, are all measures in place satisfactory? <i>(i.e. no additional hazards from either rain, snow, ice, mud, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Attractions / Activities / Structures			
Have all structures been completed & secured? <i>(Inspected by competent person)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have all activities / attractions been sited correctly? <i>(As per site plan)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have all activities / attractions confirmed that they have relevant documentation? <i>(e.g. insurance, certification, risk assessments etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____

(Continued)

	YES	NO	Comments
Are all potentially hazardous activities segregated and / or fenced off? <i>(i.e. event arena)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are cables / ropes / flags etc. routed correctly to prevent tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Event Provision			
Is fire fighting equipment in place? <i>(e.g. fire extinguishers, fire blankets, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the lighting suitable and sufficient? <i>(i.e. existing or temporary installed lighting)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has electrical supply / equipment been checked / PAT tested?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have temporary toilets been provided where required?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are first aid facilities in place? <i>(i.e. Qualified first-aiders/Ambulance cover)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the control centre in place and is the communication system satisfactory? <i>(i.e. public address system/two way radios/mobile phones)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there an adequate number of waste bins?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are welfare arrangements in place? <i>(i.e. Lost children)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have all hazards been identified by the site inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If 'No' complete additional comments</i>

Additional Comments _____

Name: _____ **Date/Time:** _____

Step 4: Checklists

Checklist 3: Post Event Inspection Checklist

A walk through safety inspection should be carried out after the event. This list is not necessarily exhaustive and other risks may also be present.

If the answer to any of the questions below is 'NO', immediate action must be taken.

Site Conditions	YES	NO	Comments
Is the event site clear of all structures, vehicles, stands, barriers etc?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have all temporary signs, advertisements been removed <i>(i.e. from the event site, buildings, roads)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the event site clear of all waste material? <i>(e.g. litter, packaging, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has the event site been left in a good condition? <i>(i.e. as it was prior to the event taking place)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have the temporary car parks been cleared and left in a good condition?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has all documentation been collected? <i>(i.e. completed incident report forms, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have all permanent fixtures on the event site been left in a good condition? <i>(e.g. seats, fencing, fire extinguishers, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Comments _____

Name: _____ **Date/Time:** _____

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Version Control

Version	Date	Comments
1	01/05/2008	Review/Update
2	05/02/2009	Review/Update
3	21/10/2009	Review/Update Change of Chief Executive
4	10/04/2010	Review/Update
5	01/05/2011	Review/Update Building Standards Section and Contacts (not issued)
6	17/02/2012	Review/Update