



**GREAT
YARMOUTH**
BOROUGH COUNCIL



A SAFETY GUIDE FOR SMALL EVENTS

This guide has been produced to help anyone planning a smaller public event to ensure it is not only successful but also safe.

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**A PUBLIC
EVENT IS ANY
PLANNED EVENT
TO WHICH THE
PUBLIC HAVE
ACCESS, EITHER
FREE OR ON
PAYMENT OF AN
ENTRANCE FEE.**

INTRODUCTION

This guide has been produced to help anyone planning a smaller public event to ensure it is not only successful but also safe.

If you require specialist health and safety advice or any further information on planning your event, please contact the Commercial Team at Environmental Health.

You may also need to contact other organisations for advice such as the Fire Service, Police, Coastguard and Norfolk County Council Highways for road closures.

Contact addresses and links to relevant publications to assist you in organising an event can be found at the back of this guide.

If you are selling alcohol or if you will be having music, dancing or other forms of entertainment you may require a licence from the Licensing Authority of Great Yarmouth Borough Council (see the contact details at the back of this guide). It is important that you allow plenty of time prior to the event to apply for a licence.

You may also require a 'Musical Licence' from the PPLRS Ltd. to play music.

Remember you must look after the public or any other person attending your event. Failure to do so could result in legal action or claims for compensation being taken against the events committee or organiser especially if anyone is injured on your site.



If you organise an event whatever the size from a small fete to a large firework display you must look after the health, safety and welfare of anyone who may be affected by it.

The event organiser or committee is responsible for planning and managing the event and ensuring that all legislation is complied with. As there are many types of events that take place the issues covered in this guide are general.

This is not intended as a detailed guide, but its aim is to provide some general advice for event organisers. For larger events reference should be made to the [Purple Guide](#) that provides more comprehensive Information.

HOW DO I START?

Firstly, you will need to consider your aims and objectives for the event.

Doing this will provide you with a good starting point for planning your event.

1. What type of event will you be having?
2. Where are you going to have it?
3. What size will the event be?
4. Who is it for?
5. What attractions or activities will be at the event?
6. Who will be organising it?
7. How much will it cost?



IT'S ABOUT TIME



It is important to allow plenty of time to organise your event. You may need to apply for a premises licence or temporary event notice, permission to close roads, seek specialist advice etc.

All of these can take some months to obtain. You will need to decide and detail who is going to be involved with the event and what their responsibilities will be. Ideally this should be documented.

Next you will need to consider a number of key issues regarding your event.



PLANNING YOUR EVENT

The list to the right gives you a good starting point of things to consider. However, it is by no means exhaustive and there may be other issues that are applicable to your event.

For each of these key issues you need to identify the possible hazards and decide how you will eliminate or control any risks from the hazards you have identified.

This is known as a “risk assessment”.

- Site conditions e.g. access, fencing, capacity, ground conditions, fire safety
- Emergency planning
- Means of communication
- Crowd management
- Traffic management e.g. vehicle access, parking, marshalling, road closures, public transport links
- Electrical safety including generators
- Safety of structures such as marquees, stages and lighting rigs
- Use of gas cylinders
- Catering operations
- Fairground rides e.g. bouncy castles
- Firework displays
- Welfare facilities e.g. toilets, information points
- Waste disposal
- Noise and vibration
- Facilities for those with special needs
- First aid and medical services
- Insurance

RISK ASSESSMENT

Remember your risk assessment should show that you have considered the key safety issues that affect your event and that you have reasonable precautions in place for maintaining health and safety standards.

Further information on completing risk assessments can be found on the Health and Safety Executive website at www.hse.gov.uk/risk/risk-assessment.html

For each of the key issues that you have identified that are applicable to your event you should consider what could cause harm to people. For example, trailing cables may create a trip hazard.

Where you have identified a hazard, you will need to consider who will be harmed. You will need to consider members of the public, performers, stall operators, stewards etc. For example, a cable may create a risk to the public if it is trailing across a walkway.

You must then consider if you have adequate measures in place to either eliminate

or reduce any risk you have identified e.g. trailing cables can be re-routed to remove the risk or covered to reduce the risk of tripping. In some cases, it may be necessary to take further action to deal with a risk.

For example, if a covered cable is in an area that is dark you may decide you need to light the area to make it more visible, display warning signs or highlight the cable cover with hazard warning tape.

If you have five or more employees, you must record the findings of your risk assessment and it is strongly recommended that you do this with all events however small or large. An event risk assessment form contained in this pack enables you to do this. The findings of your assessment must be brought to the attention of all people who may be affected by it such as other exhibitors, stewards etc.

At regular intervals during the planning stage and during the event you should review your risk assessment to ensure it remains applicable.





SAFETY MATTERS

It is essential that a risk assessment be completed for your event.

Not only does it highlight any risks that could arise at the event but also it will identify where you may need to seek advice and information from other agencies such as the Fire Brigade, Police, Coastguard, Ambulance Service and the Local Authority.

It is important that you also obtain risk assessments from other persons attending your event e.g. exhibitors and vendors.

If an incident occurs at your event you may be required to produce a copy of your risk assessment as it is your documented evidence to show that you have adequately considered the main health and safety risks associated with your event.

You may also find that insurance companies will require copies of the risk assessments before they will provide cover.

For most small events carrying out a risk assessment is a relatively straightforward process however for large events you may need to seek specialist help.

A sample risk assessment for a small fete is provided in this pack.

NEXT STEPS

When you have completed your risk assessment it is helpful to have what is known as an event management plan.

This should provide detailed information on the organisation and management of your event.

This should include as appropriate:

- Who is responsible for what
- A copy of yours and other relevant risk assessments e.g. those of other companies involved.
- Details of the event e.g. venue, first aid, access, toilet and welfare facilities etc.
- Details of action to be taken in the event of an emergency



Anyone picking up a copy of the plan should be able to see exactly how the event is being organised.

This is useful for example if key organisers are ill or absent on the day of the event.

It is recommended that a site plan is produced showing the

layout of the site, location of stages, toilets, first aid points, emergency access routes, parking areas etc.

The Great Yarmouth Event Safety Advisory Group provides an [event management plan template](#) you can use for your event.

What if someone is injured at the event?

You should keep full details of any accident or incident. Where possible take photographs.

Some serious accidents must be reported to the Enforcing Authority for your event.

Details on how to report accidents can be found at www.hse.gov.uk/riddor/. You may also need to report any accidents or incidents to your insurance company.

When the event is over the site must be dismantled and cleared safely and be left in a safe condition

After the fun is over and before you think about doing it all again next year it is important that you review your event and consider if any lessons can be learnt from the way it was organised.



THINGS TO CONSIDER

For each of the key issues mentioned previously there are several health and safety issues that you will need to consider at your event.

This list is by no means exhaustive and there may be others that will apply to your particular type of event: -

Site Conditions

The site needs to be suitable for your event in all weather conditions. It should be of sufficient size, free of obvious hazards e.g. ponds, overhead power lines, trip hazards etc.

There should be adequate road links to the site and sufficient entrances and exits. Consider if there are residents close by and if noise from the site will create problems. You will also need to think where signage will need to be provided and if there is a need for perimeter fencing. Any fencing will need to be safely erected and capable of withstanding any load placed on it. Are there adequate utilities such as electric, water, gas and sewerage on the site?

Fire safety

It is important that fire exits are distributed around the site and clearly marked including being lit at night. All persons involved with the event should know

what to do in the case of fire. Firefighting equipment must be provided and there should be means of warning the public of a fire such as loud hailers. Access for emergency vehicles must be kept clear to the site at all times. You may also need to carry out a fire risk assessment for the event. You should consult your fire authority for specific advice on this matter.

Emergency Planning

Procedures need to be in place to deal with any emergency that may arise and ideally these should be documented. All persons involved in the event should be aware of these procedures. It is also important that there is adequate means of communication between key personnel and with the public. (See below)

Communication

There must be effective communication between organisers and to the public. This is important for day-to-day problems such as lost children, accidents and for communicating safety messages. If you are relying on mobile phones you should ensure they work in the area where the event is taking place.

Crowd Management

Crowds should be adequately managed especially where there are likely to be surges of people such as at entrances/exits. It is important you have sufficient clearly identifiable stewards to manage these areas and again means of communicating safety messages.

Traffic Management

It is important traffic is carefully managed to keep it away from pedestrians. Stewards should be in car parks and these should be adequately signed and large enough for your event. Access to the event will need to be kept clear at all times especially for the emergency services. If nearby roads need to be closed, you must obtain the relevant permission. If your event is at night you should consider providing lighting to the car park. Measures may also be needed to retrieve vehicles if they breakdown or become stuck due to poor weather conditions.

Electrical Safety

The electrical system must be installed and maintained in a safe condition by a competent person. Cables should be so positioned so that they do not create a trip hazard and

all parts of the system should be protected against the weather and damage. Sockets supplying any equipment outdoors must be protected by a residual current device (RCD) with 30mA RCD protection. It is important that vendors/exhibitors electrical installation is also checked and that any generators and fuel are safely located. All portable electrical equipment including extension cables and boards must be inspected regularly and maintained.

Safety of Structures

Any structures such as marquees, staging, and lighting rigs should be erected by a competent person and inspected prior to use. Structures such as seating should not be overloaded, and stewards should be used to manage these areas. Safety barriers must be suitable for their location and be capable of withstanding any load placed upon them.

Use of Gas Cylinders

Any gas cylinders such as those used for barbecues should be secured so that they cannot fall. Cylinders should be kept away from any heat source or flammable materials and proper handling aids such as a sack barrow should be provided for moving them.

Firework Displays

A competent person wearing suitable protective clothing should carry out firework displays. You will need to have enough space for the display, ensure fireworks are stored safely and that sufficient firefighting equipment is provided. Stewards should control crowds and prevent

access to the firing area. Spent fireworks should be cleared up after the display. You may need to contact certain agencies such as the Coastguard prior to your display and it is strongly recommended you advise local residents especially those who own animals or may be vulnerable such as the elderly.



THINGS TO CONSIDER - CONTINUED



Catering Operations

All caterers should comply with relevant food hygiene legislation. It is important to check that their electrical and gas system is safe and if they are using generators they are safely located. Adequate waste disposal facilities will need to be placed near to any catering operations. Environmental Health can provide further food hygiene guidance. (see contact details)

Fairground Rides

Fairground rides including inflatables such as bouncy castles create a serious risk of injury to the public if they are not properly maintained. You should check that any ride operator is competent and that the ride is provided with a current inspection Certificate. Fairground rides must have an up to date mechanical inspection certificate certified by the Amusement Devices Inspection Procedures Scheme [ADIPS](#) With inflatables, you must look for confirmation of their inspection by ADIPS or [PIPA](#) (an inspection scheme set up by the inflatable play industry to ensure that inflatable equipment conforms to recognised safety standards). The ride must be erected safely and dangerous parts such as blowers to inflatables should be guarded.

In the case of inflatables these must be secured to the ground, supervised and not overloaded.

If you are having bungee jumping you should thoroughly check the companies risk assessments and work practices. You may wish to speak to other event organisers who have used the company in their area. It is also strongly recommended you consult the Health Safety, and Licensing Team at Environmental Health for advice on this activity.

Toilets and Welfare Facilities

Enough toilets should be provided for the expected number of people attending your event. Toilets need to be signed and serviced regularly so that they can be kept clean and in working order. You may need to provide disposal facilities for nappies and sanitary products.

Lost property / children

If you are having a large event it is recommended you have an information point that can also be used as a base for lost children/property.

Waste Disposal

You will need to have adequate arrangements for regular removal of rubbish from the site and the safe disposal of waste.

Noise

It is important that you do not create a noise problem to local residents living near

your event. The musical entertainment, public address systems, generators etc. may create excessive noise levels. You need to minimise the effect this will have to residents. It is useful to advise local residents of the event in advance and provide a contact telephone number so that they can discuss problems or concerns. This is especially important when you are having firework displays as the noise from this type of event can cause distress to vulnerable residents and pets/livestock.

Facilities for those with Special Needs

People with disabilities should have adequate access to your event. Parking spaces need to be provided near entrances and appropriate toilet facilities should be provided. You will also need to ensure there is access to areas such as marquees, seating etc. You must also ensure they are covered in your emergency plan.

First aid and Medical Services

First aid provision should be suitable for the expected number of attendees. It is recommended that at any event two identifiable first aiders are provided. Any first aid posts should be signed and you must ensure there is access to the site for emergency vehicles at all times.

Insurance

You should ensure you have adequate public liability insurance to cover your event as well as checking any exhibitors or vendors have their own insurance.

Animal Welfare

You must ensure the welfare of any animals on the site. If the public, particularly children are allowed or encouraged to come into contact with animals, hand washing facilities must be provided. You should also consider the provision of water and shade for animals especially in hot weather.

Camping

If camping is provided the area should be well drained and level. Suitable toilets and washing facilities should be available and you should provide an adequate number of fire points, lighting and waste bins.

On the [Great Yarmouth Events webpage](#) there is a link to a checklist that you can use prior to and during your event to help you consider the areas that are important to securing the safety of everyone involved. The checklist covers the main health and safety issues that should be considered for most events however you might find some additional areas specific to your type of event.

USEFUL CONTACTS

During the planning of your event you may decide you need to seek further information, help or specialist advice.

The following provides contact details for various agencies that may be able to assist you.

**Great Yarmouth
Borough Council**

**Marketing Engagement &
Events Team**

Tel: 01493 846100
events@great-yarmouth.gov.uk

Licensing

Tel: 01493 846304
licensing@great-yarmouth.gov.uk

Environmental Health

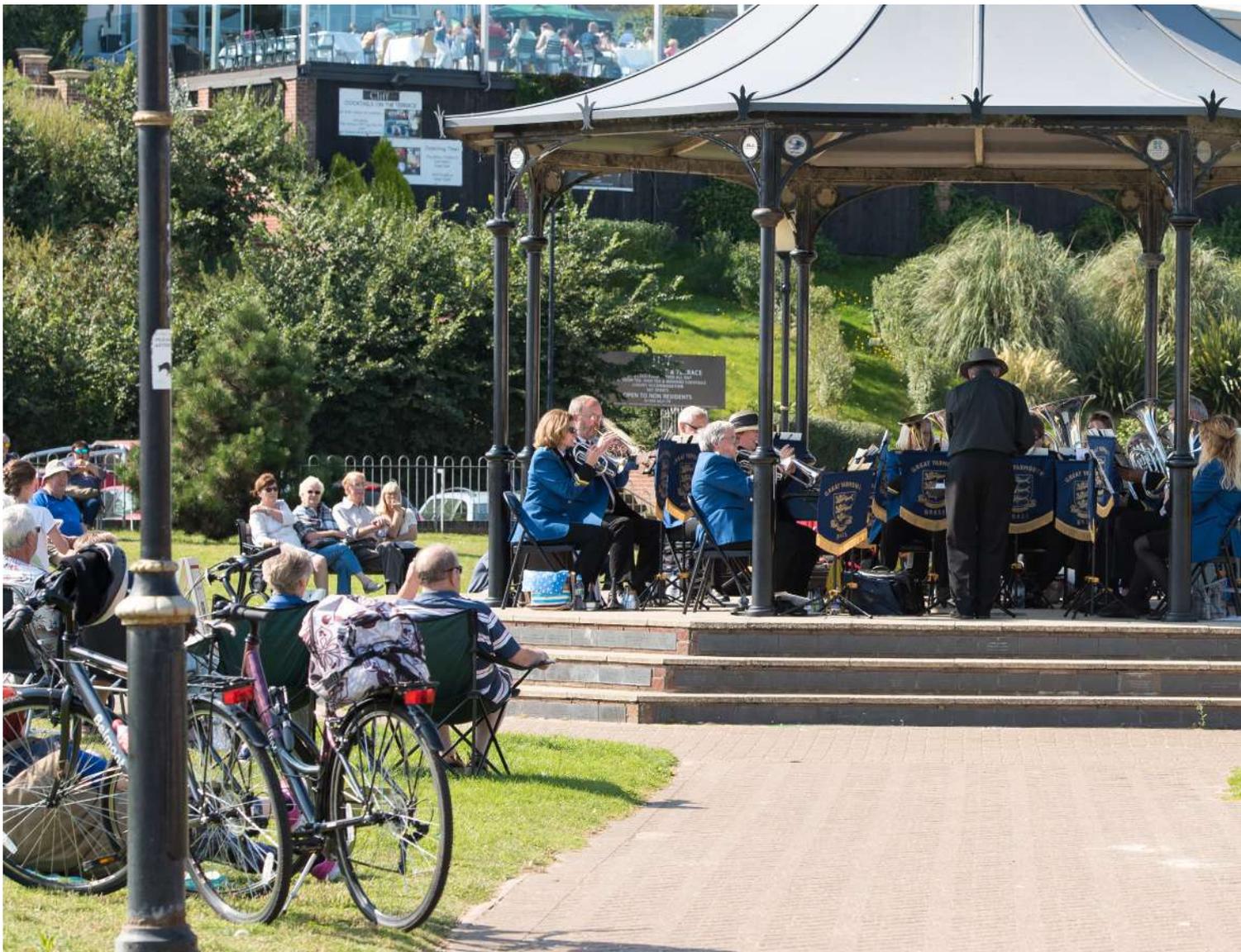
Tel: 01493 846478
health@great-yarmouth.gov.uk

Norfolk Trading Standards

Tel: 0344 800 8020
trading.standards@norfolk.gov.uk

Norfolk Constabulary

Tel: 101
www.norfolk.police.uk



Norfolk Fire & Rescue Service
Tel: 0300 123 1669
hq@fire.norfolk.gov.uk

James Paget Hospital
Tel: 01493 452452
www.jpaget.nhs.uk

Performing Rights Society for Music Licence
www.prsformusic.com/help/contact-us

Norfolk County Council
Highways Road Closures
Tel: 01263 738831

Norfolk County Council
Application for a Road Closure

Coastguard Operations Centre
Tel: 01262 672317
Zone.10@hmcq.gov.uk

FURTHER INFO

The health safety executive website www.hse.gov.uk provides detailed information on all the health and safety topics covered in this guide. Most publications can be downloaded for free.

The [Great Yarmouth Borough Council Event Safety Event Page](#) provides guidance & check lists for persons holding an event. There is also on this site application forms for street closures and for temporary event notices/premises licences.



Event Risk Assessment Form (Sample)

Name of Event: Small Fete

Organiser: S Flatman

Assessment completed by: S Flatman

Date: 1/1/19

List hazards here e.g. Bouncy Castles, Electrics,	Who might be harmed e.g. Public Entertainer	Is risk adequately controlled? Detail action you are taking to	Is there any further action you Detail further action you are
Electrical safety	All	Cables kept off ground or covered Plugs and sockets protected against weather RCD provided at all sockets	Need to PAT test all electrical equipment Make sure we check trader's electrical equipment
Gas cylinders for barbecue	All	All cylinders secured and changed by competent person	Plan to check all cylinders prior to then event
Burns from barbecue	Public	Hot surfaces kept clear of public	Notices warning of hot surface to be displayed
Erection of small marquee	All	Erected by competent person Pegs highlighted	
Car parks	All	Stewards wearing high visibility clothing will direct traffic	
Accumulation of waste	All persons	Sufficient number of waste bins provided	
Injury to persons	All	First Aid Kit and 1 first aider provided. Access kept clear at all times	Provide notebook to record incidents
Fire	All	Fire extinguishers provided at various locations. Fire blanket provided near barbecue Access kept clear at all times	Regularly check fire precautions are still in place
Tables and display stands	Public and exhibitors	All to be erected securely and checked by a competent person	
Bad Weather	All	Check weather forecast. Have other arrangements in place if adverse weather is forecast.	Consider if event is safe to go ahead
Food Poisoning and allergic reaction to food	All	Full food hygiene requirements will be implemented. Hand washing facilities provided	Serving staff to know allergen contents of food supplied



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