



Doncaster
Council

A handy events guide

Events can be an easy way to engage with many people at once. But for them to be a success, you need to ensure they have been thoroughly planned to the last detail. The following guidance sets out some of the things that you need to consider.

It is likely that additional guidance will be required for specialist events and larger scale activities and there are many national associations who may be able to offer advice on specific types of event.

Event safety

First things, first – think about safety! Event-goers, employees, volunteer helpers, contractors and anyone involved in the event need to enjoy the day without the risk to their health, safety and welfare.

Be sure to carry out a detailed risk assessment – all events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

The HSE have a specific website for Event Safety Advice at <http://www.hse.gov.uk/event-safety/index.htm>



Pre-planning

The Where, When, Who, What? Checklist

Where is the event going to be? Have you found a suitable venue and do you have permission to use it? What about the impact on the community and how easy will it be for people to get there? Are there suitable car parking requirements?

Consider **when** the event will take place including the time of year and day of the week – also try to ensure that your event doesn't clash with any other major events in the area.

Who is the event aimed at – young children, teenagers, older people or people with disabilities?

What type of activities will there be? Do they pose any potential hazards? Will any specialist equipment be used at the event? Some equipment may require certificates of erection by a competent person.

Code of Practice

For larger events, you will need to comply with guidance particularly the Code of Practice for Outdoor Events published by the National Outdoor Events Association. Check out www.noea.org.uk for further advice. Other recommended reading is The HSE Guide to Safety at Events.

Welfare arrangements

How many attendees do you expect and how long will your event last, then you can gauge your toilet and first aid requirements. More advice is given in the Code of Practice for Outdoor Events (see above link).

Timescale

Give yourself as much time as possible to organise the event. Specialist advice and permission may be required and this could take time.



Special permission

A Premises Licence or Temporary Event Notice is likely to be needed if the event includes the sale of alcohol or entertainment consisting of music, singing, dancing, plays, films and some sports like boxing and wrestling. There may be a fee depending on the size and location of the event. Speak to the local licensing officer on 01302 736000. Also ensure you are meeting with the Performing Rights Society (PRS) regulations in relation to using live or recorded music at your event. Further details can be found at www.prsformusic.com

Also remember to keep tabs on noise levels during the event.

Insurance

All events require public liability insurance. All contractors and performers will also need their own public liability insurance cover with a £5 million Limit of Indemnity. Other insurances may also be required. Quotations should be obtained from your insurance provider. NB – when events are held on Doncaster Council premises and/or land, you are not covered by the Council's insurance. It is your responsibility to ensure you have appropriate insurance cover.

Event plan

This should include all your health and safety arrangements. Once you've resolved all the issues referred to above, keep records of the proposals as a formal plan for the event and this will help you when carrying out your risk assessments.

Organising the event

Set up an event committee

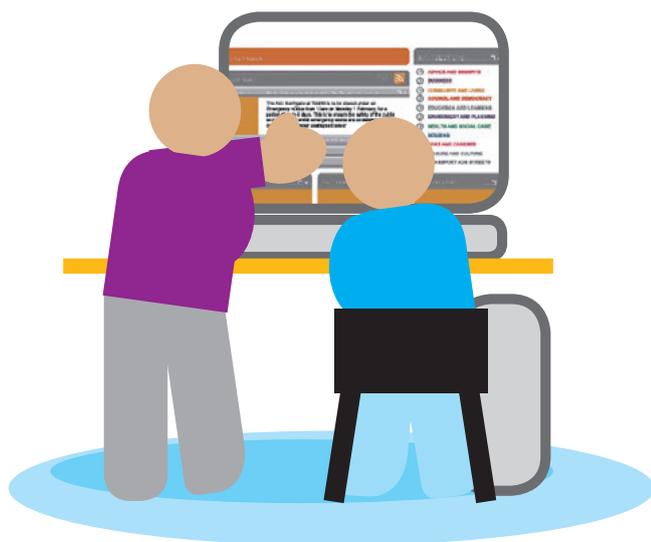
Give each committee member a responsibility based on their suitability - this includes an event manager to liaise with other organisations, another person to be responsible for health and safety and a committee member to co-ordinate and supervise stewards.

Advice from the emergency services

Get advice from the local police, fire service, ambulance and first aid providers.

Site plan

Plan the layout of the site for the event including where everything will go, the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.



Emergency plan

Make sure you have a plan in place in case there's an emergency incident. Obviously the detail of the plan will depend on the size and nature of the event.

Temporary structures

Staging, tents, marquees, stalls etc are just some of the temporary structures that you might need for your event. Source someone suitably qualified to safely erect them and the location of any such structures should be identified on the site plan. Temporary structures should only be obtained from experienced suppliers.

Catering

If you need a caterer, take sensible steps to ensure they are reputable – ensure they are registered by a local authority and check their hygiene rating by visiting: <http://ratings.food.gov.uk/> Further guidance can be obtained from the council's Food Enforcement Team on 01302 737572 or 737560. Layout wise, make sure the caterers are sensibly positioned away from children's activity areas and near to water supplies and that adequate space is left between catering facilities to prevent any risk of fire spread.

Stewards

Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Give them written instructions, site plans and checklists. All stewards should be properly trained and competent as they will need to be on the lookout for hazards during the event.





Crowd control

The type of event and the numbers attending will determine the measures needed. Think about the number, type and positioning of barriers and the provision of a public address system.

Numbers attending

The maximum number of people the event can safely hold must be established. The numbers of people attending may have to be counted to prevent overcrowding.

Provision for the disabled

Disabled visitors need to have adequate and safe facilities, parking and specific viewing areas as well as being able to safely navigate the site.

Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for security property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a security area.

On-site traffic

- Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicle access at certain times and not during the event itself.
- Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access.
- Where are people going to park? Car parking facilities are required at most events and these will have to be stewarded.

Off-site traffic

- Traffic control both inside and outside the site should be discussed with the police to avoid potentially serious accidents.
- Adequate signs and directions should be provided in prominent positions on the approaches to the entrance.
- If road closures, signs on the highway, traffic diversions and/or cones are required, then an application must be made for a traffic regulation order and/or approval from the highway authority. For highways please contact 01302 736000.

Transportation

Keep local rail and bus companies informed about your event – they will need to know if existing services will be adequate and if any diversions or road closures are intended.



Contractors

Vet your contractors! Where possible, obtain and follow up personal references, ask for a copy of their safety policy and risk assessments, for peace of mind that they will perform the task safely. Always ask to see their public liability insurance certificate which should provide a limit of indemnity of at least £5 million.



Performers

All performers should have their own insurances and risk assessments (please ensure you get copies). If you are using amateur performers, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan. Where appropriate, carry out relevant Disclosure and Barring Service (DBS) checks. See link below: gov.uk/dbs-check-applicant-criminal-record

Facilities and utilities

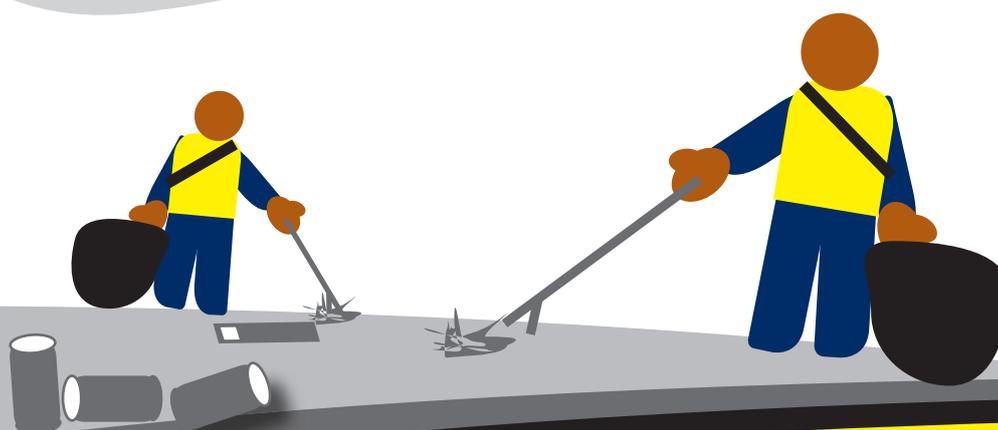
- Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe.
- Any hired equipment should come with a certificate of electrical safety and if events are taking place outside, residual current circuit breakers should be used and if possible, the power supply stepped down to 110 volts.
- Potential hazards due to extreme weather should not be overlooked at outside events.
- Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc
- Generators should be suitably fenced or have barriers to prevent public access from public areas.
- All these arrangements should be clearly shown on the site plan.

Contingency plans

Some things are out of your control – like the weather or an attraction not turning up. Do you have a Plan B, an alternative venue, someone else who can stand in at short notice? Always expect the unexpected and be prepared!

Clearing up

Make sure you have plans in place for waste disposal and clearing rubbish during and after the event.



Final checks!

Routes

Ensure clear access, exit routes and adequate circulation within the site, especially emergency routes.

Inspections

A walk through inspection of the site should be carried out before, during and after the event to identify any potential hazards and that communications are working.

Siting

Make sure that all facilities and attractions are correctly sited as per your site plan.

Signage

Ensure adequate signage is displayed where necessary including emergency exits, first aid points, information and lost children points, toilets and drinking water.

Vehicles

All contractors, performers and exhibitor's vehicles have been removed from the site or parking in the designated area before the public arrive.

Structures

Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as record of this. Check all lighting is working including emergency lighting.

Barriers

Barriers and other protection against hazards need to be securely in place and there should be no risk of anyone falling from staging or other facilities.

Stewards

Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.

Public information

Make sure the public address system is working and can be heard in all areas and do you have an agreed protocol in place for emergency announcements?

Briefing

Check that all stewards and staff have been fully briefed and understand their responsibilities.





After the event

Site condition

Carry out another inspection to make sure nothing has been left on the site that's hazardous to future users and identify any damage which may have been caused. If any structures are left overnight, ensure they are left in a safe condition and protected from vandalism.

Accidents

Hopefully there won't be any but if an accident has occurred, collect the names and addresses of witnesses and photographs and put together a report. Also fill in an accident form and send a copy to the landowner and also advise your own insurance company.

Claims

If someone declares an intention to make a claim following an alleged incident at the event, you should contact your insurers immediately.

Debrief

Review your event and consider how you can make it even better next time round!

