



Safety & Wellbeing Policy Arrangement

Section 23 – Management of Events

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Arrangement Section 23 – Management of Events

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APPENDIX: Pro-forma for Managing Small Events

Schedule 1 – Impact Assessments

Further guidance on this matter can also be obtained from the Safety team at healthandsafety@northlan.gov.uk

Arrangement Section 23 – Management of Events

1. Introduction

This policy and associated guidelines aims to assist those who organise Events such as firework displays, sports days, exhibitions etc. to enable them to ensure the health, safety and welfare of everyone working at, or attending, the Event.

The guidelines are intended to be used by all involved with Events organised by the Council or its services.

Planning and management

Venue and site design

Fire safety

Major incident planning (emergency planning)

Communication

Crowd management

Transport management

Structures

Barriers

Electrical installations and lighting

Food, drink and water

Merchandising and special licensing

Amusements, attractions and promotional displays

Sanitary facilities

Waste management

Sound: noise and vibration

Special effects, fireworks and pyrotechnics

Camping

Facilities for people with special needs

Medical, ambulance and first-aid management

Information and welfare

Children

Performers

TV and media

Stadium music events

Arena events

Large events

Small events

Classical music events

Unfenced or un-ticketed events, including radio roadshows

All-night music events

Unlicensed events

Health and safety responsibilities

2. Policy

The Council recognises its responsibility under the Health and Safety at Work etc. Act 1974 to ensure the Health and Safety of its employees and others who are involved in organising, managing, working at, or attending any Event organised by or under the auspices of the Council.

Each Event will have an authorised person who will be designated to be in charge of the Event ('Designated Person'). For Large Scale Events (attendance > 2000 people) or an Event considered to constitute a high risk for example firework displays, an Event Safety Manual will be compiled and issued to all relevant organisations or individuals **at least 10 days** before the Event commences.

For all other Events, a pro-forma will be completed and issued to relevant organisations or individuals **10 days** before the Event.

For each Event, the designated person will take all reasonably practicable steps to ensure that, prior to work starting, any risks arising out of or in connection with the Event have been identified and assessed, and that suitable measures have been put in place to control the risks.

Any contractors engaged by the Council to carry out works in connection with the Event will be assessed to satisfy the Council of their competence with regard to health and safety. Section 19 of the Council Policy Arrangements "Control of Contractors Working in Council Premises" will apply and the designated person in charge of the Event will be responsible for acting as, or nominating, a Supervising Officer.

3. Implementation and Review

Where applicable, each service should implement these arrangements, or, in consultation with the Council Health and Safety Officer, an adaptation of the arrangements more suitable for operational needs. A copy of the departmental arrangements will be lodged with Business, Organisational and People Solutions.

It should be noted that the policy statement above is Council policy and cannot be altered without reference to the Council.

These arrangements will be reviewed on a regular basis in line with changes in legislative requirements, working practices etc.

The Council Health and Safety Officer will monitor to ascertain that, where applicable, each service has implemented these arrangements or an agreed adaptation of them.

4. Guidelines

4.1 Designated Person

All persons designated to organise Events will require to be authorised by the Assistant Chief Executive of the service on which behalf the Event is being organised.

The designated person will be required to consider the likely attendance at the Event, consider if any aspect of the Event is likely to constitute a high risk and decide if an Event Safety Manual or a pro-forma is required.

4.2 Event Safety Manual

Event Safety Manuals for large scale or high risk events are based on principles of health and safety management and risk assessment. It is acknowledged that each Event will be different and will require a particular configuration of elements, management, services and provisions.

The multiplicity of different types of Event, ranging from sporting competitions to firework displays, presents an array of health and safety issues for organisers. Many of these Events will have common features which may include:

- Traffic management
- Sanitation
- Marquees and tents
- Trade stands
- Caravans
- Crowd Control
- Services e.g. Electricity
- Specialist activities
- First Aid
- Fire
- Equipment
- LPG
- Manual Handling
- Hazardous Substances
- Working at Heights

Many of these activities will require specialist input/advice, pre-planning is the key to successful Events.

The HSE Guidance, "HSG (195) The Event Safety Guide: A guide to health and safety at music and similar events" should be consulted during the compilation of an Event Safety Manual. A copy of the Event Safety Manual compiled for the fireworks display at Strathclyde Park could be used as a model when compiling a manual and a copy of this can be obtained from the Principal Health and Safety Officer.

4.3 Small Events

The Health and Safety at Work Act 1974 places a legal responsibility on everyone working at the planned Event to ensure that, whatever is done, it does not endanger anyone, including themselves, other employees or the Public.

In section 5, more detailed information and guidance follows entitled '**Guidance For Small Events**' which is intended to be of assistance to those planning an Event which is **not** deemed to be 'large scale' i.e. attendance > 2000 or an Event **nor** considered to constitute 'high risk'. The following Section 5 is a basic reminder of some of the issues that need to be addressed and of the rules which should be adhered to while working at the planned Event. It gives Event Organisers key factors to consider before the planned Event takes place.

4.4 Pro-Forma

The pro-forma for small events is set out in Appendix 1 to this document. This will be completed by the Designated Person/Event Organiser and submitted to the Assistant Chief Executive for signature.

4.5 Risk Assessment

A risk assessment must be undertaken by the designated person for each Event. This must include the identification of hazards, the evaluation of the risks from the hazards and the control measures which will be implemented to control the risks.

Where an Event Safety Manual is required, the risk assessments contained in Section 4 of the Council Health and Safety Policy Arrangements, "Risk Management (Health and Safety)" should be undertaken using the Council Risk Assessment method and the assessments should be appended to the Manual. Information from these assessments, particularly the measures employed to control the risks, should be included in the Manual at the appropriate points.

In the Pro-forma for Small Events, it will be acceptable to list the risks and the control measures on the form.

It may be possible to use generic assessments if the risks and the circumstances are the same.

Where a control measure refers to another document, for example, departmental guidance note or code of practice, the relevant extract from the document must be written into the manual or pro-forma or the document must be appended.

Risk assessments and control measures must take account of the involvement or attendance of young or disabled persons. For example, disabled persons may require special access consideration for entertainment areas, such as reserved front seats and stewards to assist in evacuation.

5. Guidance for Managing Small Events

The Health and Safety at Work Act 1974 places a legal responsibility on everyone working at the planned Event to ensure that, whatever is done, it does not endanger anyone including themselves, other employees or the Public.

In producing this Guidance for Managing Small Events, North Lanarkshire Council recognises its overall responsibility for the general safety and the observance of legal obligations and the maintenance of safe systems of work throughout the site of the Event. However, it is also the responsibility of each participating sub Contractor to ensure that the detailed safety measures necessary to perform their work safely and in compliance with the relevant legislation are carried out including the assessment of any risks. This Guidance for Managing Small Events is not intended to be a comprehensive, detailed account of how you should carry out your work to comply with Health and Safety Legislation, but simply a basic reminder of some of the issues that need to be addressed and of the rules which should be adhered to while working at the planned Event.

5.1 Planning the Event

The Event Organiser must consider if the attendance at the Event is likely to be above 2000, or if any aspect is likely to be high risk, which would mean that an Event Safety Manual is required. If an Event Safety Manual is not required, then the pro-forma for Managing Small Events should be completed. The following guidelines are intended to assist the completion of the pro-forma.

5.2 First Aid Provision

All personnel involved in the Event must familiarise themselves with the location of the First Aid Point on the Event Site. The Event Organiser is the person responsible for the ongoing provision of first aid after the start of the Event.

In determining the level of first aid provision, the Event Organiser should consider the type of activities being proposed and the level of participation and numbers attending the Event. In arriving at a decision about the level of first aid provision deemed appropriate, the Event Organiser, as the person responsible, should refer to the Council Policy on First Aid – Section 9: First Aid and if necessary take advice from the uniformed First Aid Organisations i.e. St Andrew's Ambulance Association or British Red Cross Society.

Care must be taken on the discovery of any blood spillage or discarded hypodermic needle. Any such discovery should be reported to the Event Organiser.

5.3 Fire Safety Arrangements

The level of fire safety arrangements necessary will be dependent on the scale of the Event, the activities and risks involved, and the location or premises where the Event is to be held.

The **Fire Safety (Scotland) Regulations 2006** define certain fire safety measures such as ensuring means of detecting and fighting fire, provision of an audible alarm signal, escaping from workplaces in the event of a fire and, importantly, requiring employers to include fire hazards in their risk assessments.

For Events outside, for example, where a marquee is hired, then fire protection is often a condition of the hire agreement.

In planning Events where the Risk Assessment undertaken identifies potential fire safety risks, the Fire Brigade is a valuable source for advice on the level of control measures required.

A Fire Safety Notice should be prominently displayed indicating the arrangements in place, the sound of the fire alarm e.g. continuous ringing bell, klaxon, whistle etc. and the location of the assembly point.

If a fire is discovered, the alarm should be raised, but on no account should the fire be tackled unless it is safe to do so.

The organisation team should familiarise themselves with the nearest fire fighting equipment point.

Any required Licensing Conditions shall be specified in the Fire Safety Arrangements, and it should be noted that compliance with Licensing Conditions is mandatory.

5.4 Sanitation and Welfare Arrangements

Even for planning and managing Small Events, the provision of adequate sanitation and welfare facilities is a consideration requiring to be addressed. For Events outdoors, the Environmental Protection Act 1990 places restrictions on lavatory waste disposal and this means that some form of collection service will be required.

It is no longer acceptable practice to use soakaway toilets or latrines and a means of disposal for chemical toilets will be required if these are provided. All toilets will require a water supply with sufficient pressure to operate the flush mechanism. Adequate welfare arrangements for washing and drying hands will also be required and proper segregation and signage of male and female lavatories.

An alternative for Small Events is the Portable Toilet (e.g. Portaloo) with on-board waste tanks. However, these may require a back-up service routine for collection and emptying waste.

For indoor Events, there will require to be sufficient lavatory urinals and cubicles including wash hand basins, soap, paper towels and sanitary towel bins where necessary. The toilets will require to have signage to indicate if they are for the use of males or females and must not open outward in such a manner as not to afford privacy to the user.

5.5 Emergency Procedure and Crowd Control

An Emergency Plan should be devised and should contain the procedures to be followed in the event of an emergency. This should contain Evacuation Procedures, where this is appropriate, and a named person who will be in charge of Crowd Control. The plan should be included in or attached to the pro-forma.

The named person in charge of Crowd Control will be responsible for the management of persons on the site in the event of an emergency and their instructions should be followed implicitly.

5.6 Temporary Structures (Including Marquees, Tents etc.)

During the erection and dismantling of any structure, unauthorised personnel should not enter into the designated work areas.

Safety helmets must be worn in designated 'hard hat areas' where there is a foreseeable risk of head injury. Control measures put in place as a result of risk assessment carried out by contractors to minimise risks to health and safety must be adhered to.

Emergency exits, signage, lighting and seating should be in accordance with the appropriate British Standards.

5.7 Electricity

All electrical installations on the Event site must comply with general requirements of the latest edition of the Institute of Electrical Engineering Regulations.

No alterations should be made to existing electrical installations on the Event site without the authorisation of the Property Services Division of Housing and Property Services.

All electrical equipment used on the Event site should be regularly inspected, including visual checks, by a competent person. Defects should be remedied immediately or equipment withdrawn from the service.

All portable electrical equipment requires to be P.A.T. tested and should carry inspection stickers. Certificates should be available for inspection if required. Contractors supplying their own generators must produce the appropriate installation certificate. Should North Lanarkshire Council engage an electrician to inspect equipment, a fee may be charged.

5.8 Vehicle Movement on Site

On arrival at the site of the Event, traffic should be directed to their destinations by a named person. All unauthorised vehicles must be vacated from the Event site by (say) 10 am on the day of the Event. There will be no further access to or from the site of the Event until (say) 1 hour after the Event.

The Event site speed limit will be 10 mph and should be adhered to at all times. Hazard warning lights should be switched on when the vehicle is in motion.

When reversing a vehicle is necessary, extra care should be taken. A banksman should be used especially when pedestrians are present, and also in areas of poor or restricted visibility.

All vehicles must stay on pathways and hardstanding areas. Any vehicles causing damage to paved or grassed areas will be liable for the costs of reinstatement.

5.9 Event Equipment

Mechanical equipment should comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER), Lifting equipment should comply with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

All inflatable devices should be erected in accordance with the manufacturer's directions and provision made for variances in ground conditions.

All inflatable bouncing devices should be located, protected, anchored and operated in accordance with H.S.E. Guidance Note PM 76 – 'Safe Operation of Passenger Carrying Amusement Devices – Inflatable Bouncing Devices'.

All suspended equipment should be provided with a secondary means of protection – i.e. safety chain or line.

All aerial rigging work should only be carried out by competent, experienced individuals able to supply written confirmation of their competence.

Suitable personal protective equipment must be worn in accordance with the risk assessment carried out for the work activity e.g. harness, headgear etc.

All lifting equipment, including wire ropes, winches, chain hoists, shackles, span sets etc. should be suitable and sufficient for their purpose.

Lifting equipment should be inspected and maintained in accordance with the relevant guidelines and the required documentation should be available to support such maintenance and inspections.

5.10 Liquid Petroleum Gas

LPG should be stored in accordance with the guidance contained in the L P Gas Association Code of Practice 24 – Use of LPG Cylinders Part 4: 1999 – Use of LPG for Catering at Outdoor Functions.

Smoking or naked lights are prohibited where LPG is stored.

5.11 Mobile Catering Units

All food vehicles and preparations areas shall comply with current standards and be available for inspection by Environmental Health Officers prior to opening.

The use of LPG in mobile catering units should also comply with the LPG Gas Association Code of Practice 24 – Use of LPG Cylinders Part 3: 2000 – Use of Mobile Catering Vehicles and Similar Commercial Units.

5.12 Manual Handling

Where reasonably practicable, manual handling should be avoided. If possible, use mechanical means.

If manual handling of loads must be undertaken, you must, (i) carry out a manual handling risk assessment, taking into account the task, the load, the working environment and the individual's capability, and (ii) remove or reduce any risks of injury identified by the Risk Assessment by implementing measures to control the risks.

Any measures put in place as a result of a manual handling risk assessment to prevent the risk of injury must be adhered to.

5.13 Housekeeping

Plant, equipment, material etc. should be stored in a safe and tidy manner so as to prevent any unnecessary risks to health and safety e.g. trip hazards, obstructing exits, passageways or traffic routes, causing a fire hazard etc.

5.14 Working at Heights

When working at heights, it is necessary that a suitable means of access, appropriate to the task be used. Control measures require to be implemented which will remove or minimise the risk of falling from heights and also prevent objects falling from heights endangering persons below.

5.15 Special Effects

The use of any pyrotechnics, lasers, strobes, smoke machines or performances involving naked flames will be authorised only after the appropriate risk assessment has been carried out and given to the Event Organiser prior to the planned Event.

5.16 Accident/Incident Notification

All accidents, incidents (including near misses, which could have resulted in an accident) in addition to being notified according to each contractor's own procedures, must be notified to the Event Organiser.

5.17 Hazardous Substances

No work should be carried on which would be liable to expose anyone to substances hazardous to health unless an assessment has been made to evaluate the risks to health (examples of hazardous substances are chemicals, paints, dusts etc.). This is a requirement of the Control of Substances Hazardous to Health Regulations 1999 (Regulation 6) and additional guidance, including an Assessment Form, is given in North Lanarkshire Council Health and Safety Policy Arrangements 'Section 13 – Control of Substances Hazardous to Health'.

5.18 Further Information

Should further information be required on any of the issues raised, contact the Event Organiser who may in turn consult the Departmental Safety Officer or the Council Health and Safety Officer for advice.

It is in the interests of everyone involved that the Event is staged in an environment which is safe, and without risks to Health and Safety. Co-operation with the Event Organiser is both valued and vital to the success of the planned Event.

6. Conclusions

- 6.1** The effective Management of Events depends on extensive background preparation, detailed planning and effective control measures being in place at the Event to ensure public safety.
- 6.2** Liaison with experts and the statutory authorities will ensure successful Events take place with effective procedures having been agreed and developed to properly manage the Event.
- 6.3** Effective leadership is the key to decision making and informed decision making relies on ensuring a professional input on safety matters.

PRO-FORMA FOR MANAGING SMALL EVENTS



1. Name of Event: _____
2. Responsible Person in Charge of Event:
(Director or Head of Service) _____
3. Event Organiser: _____
4. Address: _____
5. Location of Event: _____
6. Date(s): _____
7. Estimated Numbers Attending: _____ (> 2000 Event Safety Manual Required)

Identified Risk	Control Measures
•	
•	
•	
•	
•	
•	

9. First Aid Arrangements: _____

10. Fire Safety Arrangements: _____

11. Welfare Arrangements: _____

12. Marquees and Tents (if applicable): _____

13. Emergency Plan: _____

14. Crowd Control Measures (if applicable): _____

15. Organisation Team: _____

16. Site Services (if applicable): _____

17. Traffic Management: _____

18. Special Activities at the Event: _____

19. Insurance Section Notified: YES Third Parties Advised (please tick)

20. Site Plan Attached: YES No (please tick)

21. Others: _____

Signed: _____ Date: _____

Designation: _____

Copied To	

Impact Assessments

Document Title: Health and Safety Policy
Arrangement Section 23 – Management of Events.

Date: 01 April 2017

Review Date: As circumstances dictate.

Environmental Impact Assessment: This document has been assessed for significant environmental impact; no detrimental impact has been identified.

Equality Impact Assessment: This document has been assessed for significant equality implications; no significant issues have been identified.

General Comments: This document is the arrangement section, relating to the management of public or corporate events, associated with the Council's health and safety policy required by the Health and Safety at Work Act 1974, the general aims of the council is to ensure a healthy and safe environment for all persons working for or attending Council led events. Nothing in the document serves to have any negative impact on the above issues and indeed, in general, associated documents will encourage positive consideration of the factors to ensure all members of the workforce and community are afforded access to the same safe and healthy workplace.