



# Events Safety Guidance

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<b>Service:</b>	Regulatory Services
<b>Document Aim:</b>	To provide advice to aid event organisers' understanding of what to include when writing an event management plan.

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## 1. Introduction

This guidance pack has been designed to provide information to organisations wishing to arrange an event in Waverley. The information contained within the pack can be used for all events regardless of size; however some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple car boot sale to a large outdoor carnival, therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

It is important to plan ahead and agree the programme of activities well in advance of the event date.

## 2. Application Process

You will need permission from the Council to hold an event on Council owned Parks & Countryside sites (this includes filming). Please contact [parks&countryside@waverley.gov.uk](mailto:parks&countryside@waverley.gov.uk) for further information.

You will also need permission from the Council to hold an event on Council owned car parks (this includes filming). Please contact [parking@waverley.gov.uk](mailto:parking@waverley.gov.uk) for further information.

For all other events please complete the [Outdoor Event Application Form](#) and email to [HealthandSafety@waverley.gov.uk](mailto:HealthandSafety@waverley.gov.uk).

Once we have received your event request, we will contact you and advise which documents will be required and if a Safety Advisory Group will need to be convened.

Once all requested documents and information have been received, we will contact you and confirm the event can go ahead with 'no objection'. It is recommended that you apply at least six months in advance to ensure the event is properly planned and that licenses and road closures notices (if necessary) are obtained.

**Important note: When sending event documents to the Council, please provide them all in one go where possible. The deadline for providing information to the Council is 10 working days before the date of the event. Late submission of requested documents will result in the Council being unable to grant permission for your event to go ahead.**

## 3. Safety Advisory Group

It is recognised that whilst public events can enhance community life in Waverley, there is a potential risk to public safety and adverse environmental effects posed by the numbers of people attending such events. In recognition of this, Waverley's Safety Advisory Group was established, with input from relevant stakeholders and the Emergency Services to ensure proper management is in place. Larger events, events of an unusual nature or events that are new to Waverley will benefit from meeting with the Safety Advisory Group.

The membership of a Safety Advisory Group (SAG) is as follows:

- Waverley Borough Council
- Surrey County Council Highways
- Surrey Police
- Surrey Fire and Rescue
- SECAMB
- Health (NHS)
- And any other relevant parties

As a requirement of a road closure being granted, event organisers may be required to attend a SAG meeting and receive “no objections” **at least one month prior to the event**. For events running on open roads, SCC or WBC will advise if SAG is required.

Copies of applications received, and the details contained therein, may be passed to other officials and interested parties. Event organisers may, therefore, be contacted directly by other officials concerning certain aspects of the proposed event (i.e. street collections, public entertainment, liquor licensing, food safety, health and safety issues etc.) if there is a need to do so.

**The Safety Advisory Group exists to consider plans presented by the organisers of events and offer guidance on the contents and structure of the Event Plan. It is not the role of the Safety Advisory Group to assist in planning the events or writing plans. The purpose of the Safety Advisory Group is to offer guidance to help organisers discharge their responsibilities. The members of the Safety Advisory Group will not accept or adopt any of the responsibilities of the organiser.**

## 4. Risk Assessment

Event organisers have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and of the public and participants attending, so far as is reasonably practicable.

This responsibility can be met by carrying out a detailed risk assessment. Completing a site specific risk assessment is an essential part of organising a successful event. It will ensure the safety of everyone involved with your event. All hazards associated with the event should be identified, the level of risk assessed, and appropriate control measures implemented to reduce these risks to an acceptable level. **All events must comply with Health and Safety Law, and you must take all necessary precautions to ensure the event takes place safely.**

A formal record must be kept of the risk assessments. A simple guidance note and an example form are provided with this pack. Completed forms should be retained for future reference and submitted to the Safety Advisory Group or enquiring officials if required.

Where the event consists of more than one attraction (e.g. a summer fete) a written risk assessment will be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied. Any contractors or third parties involved in the event should also carry out their own risk assessments and these are to be submitted with the application.

To help you complete a risk assessment, we have produced a guidance leaflet and assessment template. You can use these to guide you through the process with your own event.

## 5. Event Management Plan

Event organisers are required to produce and submit to the SAG, a clear plan of the proposed event.

The plan should include the following key areas:

- The lay out of the event which identifies the position of all the intended attractions and facilities.

- Stage location, sound sources and lighting where applicable
- The designated entrances and exit points for the public
- Vehicular access for emergency vehicles and emergency evacuation routes
- Circulation route for traffic
- Steward locations
- Lost children and vulnerable people point

A [template Event Management Plan](#) (for guidance only) can be found on the Council's street trading webpages.

## 6. Traffic Management Plan

In the event that a road closure is required a map should be submitted clearly identifying which roads will be affected, either directly or indirectly. Highlight which roads will be closed and indicate at what times. Consideration should also be given to how traffic will be managed and how traffic will be diverted. Where will signs and marshals be located? Will barriers be needed and where will these be sited? The map should include details of how traffic will be managed at key junctions and what signage will be used.

A 'run sheet' will also be needed which sets out an 'action-by-action' timeline to ensure successful Traffic Management Plan delivery. It should be cross referenced against the map and should include accurate timings and clarity over who is making any decision/giving any instruction.

All functions that require a road closure or diversion will need a Road Closure order either from Surrey County Council Highways or Waverley Borough Council.

The two main legislations permitting a road closure are:

### 6.1 Town Police Clauses Act 1847

Section 21 of the Town Police Clauses Act 1847 empowers local authorities (Waverley Borough Council) to close streets to prevent obstruction "in all times of public procession, rejoicing, or illuminations, and in any case when the streets are liable to be obstructed".

This Act is used to close streets to traffic on occasions when the ordinary day-to-day use of the street or highway is or is liable to be, obstructed or dislocated by substantial numbers of persons, on foot or in vehicles, participating as spectators or otherwise in the occasion. Examples are national celebrations, local carnivals and fairs.

However, the words "in any case when the streets are liable to be obstructed" cannot be read so as to include any other type of activity. The right to close the streets must be limited to "public processions, rejoicings and illuminations" and cannot be extended to any other type of event.

This legislation cannot be used for the purposes of erecting a street market stall or other semi-permanent obstructions in the carriageway. Its use is primarily to protect the public from interference from vehicles during an event and is generally referred to as a "Thronging Order" (because of the concentration and numbers of people likely to be involved).

Events which do not involve substantial numbers of people obstructing the streets may be able to obtain a temporary road closure if it is necessary for the safety of the public, either those attending the event or those who may be affected by it. However, not all events can legally justify the use of a temporary road closure and in such cases, it may be necessary to make a short duration permanent order. Not all events will fall within a legal category that will

allow a road closure to be made and event organisers should therefore not assume that a road closure is a formality or will automatically be granted.

Waverley Borough Council requires a minimum of 4 weeks notice in order to consider and process either a Thronging Order or a temporary road closure. For short duration orders a minimum of 6 months is required so as to accommodate the necessary statutory processes. You should therefore contact the council as soon as possible in the planning of your event so as to avoid disappointment and aborted planning.

## 6.2 The Road Traffic Regulation Act 1984

This provides traffic (SCC Highways) authorities with the authority to regulate traffic within their area.

Road Traffic Regulation Act 1984 s.16A  
(Prohibition or restriction on roads in connection with certain events)

In this section “relevant event” means any sporting event, social event or entertainment which is held on a road.

If the traffic authority for a road are satisfied that traffic on the road should be restricted or prohibited for the purpose of:

- (a) facilitating the holding of a relevant event,
- (b) enabling members of the public to watch a relevant event, or
- (c) reducing the disruption to traffic likely to be caused by a relevant event,

The authority may by order restrict or prohibit temporarily the use of that road, or any part of it, by vehicles or vehicles of any class or by pedestrians, to such extent and subject to such conditions or exceptions as they may consider necessary or expedient.

An order under this section may relate to the road on which the relevant event is to be held or to any other road.

This type of Order can only be used once in a calendar year (except with the consent of the Secretary of State).

**Important note: Although a road may be the subject of a road closure order, the road remains subject to the constraints of the Road Traffic Acts and users must comply with the legislation.**

## 6.3 Signage

If your event involves road closures, there will be a legal requirement to display advanced notice signs on the roads affected. It will be the responsibility of the event organiser to arrange for the notification signage to be put up along the route of the road closure and also pay for any charges associated with this. The signs must comply with the requirements set out in the Traffic Signs Regulation & General Directions 2002 (amended 2011) and must be signed off by Surrey County Council prior to deployment. You will also be responsible for the removal of these signs.

## 6.4 Stewarding/Marshalling

A steward is someone who is held responsible for the safety and care of spectators; they must be easily identifiable by using tabards or high visibility jackets.

A marshal is someone who is held responsible for the safety and care of participants; this only applies to events on the highway/road. They also must be easily identifiable by using tabards or high visibility jackets.

Please consider how you will manage spectators and participants and whether there is a need for stewards/marshals at your event. If there is a requirement, the SAG will advise whether they need to hold a valid SIA licence, chapter 8 accreditation (for traffic management purposes) or Community Safety Accreditation Scheme (CSAS) qualification.

If stewards or marshals are deployed the event organiser must ensure they have adequate training and/or briefing in advance of the event and provide suitable welfare on the day. This will include both verbal and written briefings where appropriate. If required to attend SAG, you may be asked to present training documents. All stewards must wear viable identification and/or display their SIA Licences. All SIA licences should be checked that they are valid before employment of each individual's services. This can be done at: <https://services.sia.homeoffice.gov.uk/rolh>

## **6.5 Communications Plans**

On site communications are essential at events, both for controlling the public via public address systems and for keeping in contact with essential members of the organisational team during the actual event.

Radio communication is excellent for large events covering extensive sites; however, organisers should be aware that there are limitations on their use, due to geographical location or more simply if caused by the undisciplined user who insists on talking over other transmissions.

There are also a number of technical considerations to be made, e.g. two channel systems or multi-channel systems and special headsets for communications inside entertainment marquees where it may be difficult to receive or hear communications over the sound of on-stage public address or stage gear. Consider also earpiece reception for staff/stewards/helpers in the front line. Innocent messages overheard by the public, if misheard or misinterpreted can cause panic.

Priority talk-through arrangements for key posts, e.g. Safety Officer and Event Co-ordinator for dealing with emergencies is essential.

A link into the public address system is also an essential feature in controlling the behaviour of the public through public announcements.

## **7. Fire Safety Plan**

Surrey Fire and Rescue Service will give advice on all aspects of fire safety and are also a valuable source of advice on the location/type and number of temporary fire alarms and extinguishers required at your event.

### **7.1 Means of escape**

The means of escape arrangements are always dictated by the occupant capacity, which is the maximum number of people who can be safely accommodated at the venue. People should be able to walk to safety along a clearly recognisable route by their own unaided efforts regardless of where a fire may break out at the venue. However, for some people with disabilities it will be difficult, if not impossible, to make their way to a place of safety without the assistance of others. Carefully consider the arrangements for these people.

When evacuation is necessary, people often try to leave the way they entered. If this is not possible (perhaps because of the position of the fire or smoke), they need to be able to turn away from the fire and find an alternative route to a place of safety. However, the audience may underestimate the risk or be reluctant to use exits they are unfamiliar with. It is essential to train stewards to recognise this fact and to ensure that the audience leaves promptly.



Outdoor venues such as parks, fields and gardens of large houses or stately homes will normally have boundary fences at their perimeters. To provide means of escape, which will allow for an orderly evacuation to take place, ensure that:

- the number and size of exits in the fences, etc., are sufficient for the number of people present and are distributed around the perimeter;
- exits and gateways are unlocked and staffed by stewards throughout the event; and
- all exits and gateways are clearly indicated by suitable signs, which are illuminated if necessary.
- Exits and exit routes should be kept clear of obstructions and should be immediately available if needed
- Signs clearly indicate exits, are large enough to be seen at maximum viewing distance and are of the European “running man” standard

At the planning stage, consult the fire authority and Waverley about the proposals for means of escape.

## 7.2 Fire fighting

Suitable and sufficient fire fighting facilities should be provided for small fires, where trained stewards or helpers know how and what to do, safely. It is good practice to always seek advice from the Surrey Fire and Rescue Service

For events that involve naked flames, suitable means of extinguishing clothing fires on people should be provided; this would normally be a dry powder fire extinguisher or fire blanket. All stewards should be aware of the risks and should know the relevant emergency procedures.

## 8. Health & Safety

**Safety is your responsibility and as an event organiser you have a duty of care for the people who will work at and attend your event.**

### 8.1 First Aid Plan

The Event Organiser and Safety Officer should carry out a medical risk assessment, taking into consideration such things as the activities, the numbers, types and age groups attending, accesses and egress, the site and structures, Health, Safety and Welfare issues. Provision of adequate numbers and types of resource (e.g. First Aiders, Ambulances, Paramedics etc.) should be based upon published guidance, especially the Event Safety Guide (“Purple” Guide) and Guide to Safety at Sports Grounds (“Green Guide”). Many organisations provide medical services, but you must ensure that the organisation you choose is competent, well trained and able to meet the demands of the Event. Medical provision for the event should not rely upon the NORMAL provision made by the statutory NHS Ambulance Service for use by the General Public (i.e. “999” system).

Note that First Aiders should be currently certificated and:

- be at least 16 years old
- have no other duties or responsibilities
- have identification
- have protective clothing
- have relevant experience or knowledge of requirements for first aid at major public events
- be physically and psychologically equipped to carry out the assigned roles
- Also, first aiders under 18 years old must not work unsupervised”



## 8.2 Accidents

If a reportable accident occurs, the names and addresses of witnesses should be obtained, ideally photographs taken, and a report made by the organisers. An accident form should be completed, and one copy sent to the landowner. For more serious accidents the procedure required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will need to be followed, and the [HSE Incident Contact Centre \(ICC\)](#) informed. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.

If you need to make a RIDDOR report, please use the following link:  
[How to make a RIDDOR report - RIDDOR - HSE](#)

## 8.3 Emergency Plan

A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. If something goes badly wrong, and those attending, both visitors and organisational personnel, need to be evacuated from part or all of the event area, plans must be made, emergency escape routes identified, as well as the identification and provision for separate and guaranteed access for emergency services responding to an incident. You may have to liaise with the emergency services, local hospitals and the local authority emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. You will also need to consider who will manage the emergency and liaison with the Emergency Services should an emergency occur. You will also need to ensure that all those involved in the event are aware of the Emergency Plan and what to do.

## 8.4 Contingency plans

Consider the implications of extreme weather conditions on the event. Will the event be cancelled or postponed? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

## 8.5 Temporary Structures

Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained who will erect it and what safety checks are required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, generators, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependent upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers. The standards for lighting, emergency lighting, access/egress remain the same for temporary and permanent structures

Temporary structures must be capable of withstanding poor weather conditions and in particular winds. Wind speeds must be monitored in advance and during events to ensure that temporary structures do not collapse, blow over or lift in windy conditions. Please see the following link, showing further HSE guidance relating to temporary demountable structures:  
[Event safety - Temporary demountable structures \(hse.gov.uk\)](#)

It is the applicant's responsibility that the event is lawful under The Town and Country Planning Act 1990. Legislation regarding temporary buildings and uses and whether they are permitted

development is found under The Town and Country (General Permitted Development) Order 2015 (as amended) Schedule 2, Part 4.

### **8.6 Bouncy Castles and Other Inflatable's**

All bouncy castles and other inflatables must comply with the Health and Safety Executive PIPA Regulations and Guidance on 'Inflatable Play Equipment' such as castles, slides and domes. As the event organiser you should ensure that the inflatable equipment you use has valid PIPA annual inspection and is bearing a valid PIPA inspection tag. You can check this by entering in the tag number visible on the equipment at [PIPA Inflatable Play Inspection - Safe Bouncy Castles](#).

The following link shows safety advice for the use of inflatables:  
[Bouncy castles and other play inflatables: safety advice \(hse.gov.uk\)](#)

Only employ a competent business with experienced and trained staff to supply your bouncy castle or inflatable. If you are to operate the bouncy castle ensure that you are provided with written instructions about the safe setting up, inspection, operation and supervision of the equipment, and that the name and address of the manufacturer or supplier is clearly marked upon it, along with the 'manufactured date'.

### **8.7 Fun Fairs**

Where an event involves fun fair rides, the event organiser must notify the Council at least two months before the event as specific documentation must be completed and returned.

- The additional documentation for a Fun Fair includes:
- Agreement
- Third Party Public Liability Insurance Cover of a minimum value of £10 million per ride
- ADIPS forms for all rides
- Risk Assessment

### **8.8 Fireworks**

On the grounds of public safety, bonfire and firework displays on public land are restricted to professional operators and recognised bonfire and firework societies. Your attention is drawn to the HSE publication "Working Together on firework displays" which can be purchased. Further HSE information regarding firework displays can be found on the following link:  
[HSE Explosives - Organising firework displays](#)

There are also rules about times for setting off fireworks, which can be found via the following link:  
[Fireworks: the law - GOV.UK \(www.gov.uk\)](#).

## **9. Environmental Health**

Waverley Borough Council's Environmental Health Section is responsible for enforcing legislation regarding food safety, environmental protection (noise) and the temporary use of mains water.

### **9.1 Food and Beverages**

Food hygiene legislation applies to any activity that involves the provision of food including beverages. All traders selling food should be registered as a food business with the local authority where they are based and comply with the necessary Food Hygiene Regulations. You must provide details of all food/beverage stalls attending your event to the Environmental Health Team at Waverley Borough Council on 01483 523393 or by email to [environmentalhealth@waverley.gov.uk](mailto:environmentalhealth@waverley.gov.uk).

All food businesses are awarded a Food Hygiene Rating when they are inspected. You should check the rating of the food businesses you are allowing to attend your event at [Search for ratings | Food Standards Agency](#). Only those with a rating of 3 or more should be allowed to attend.

Any member of staff who handles food is to be supervised and instructed and/or trained in food hygiene in a way that is appropriate for the work they do. Staff handling open, high risk food is to be appropriately trained, to a level 2 Food Safety in Catering.

## **9.2 Food Safety Management System**

Food safety management is all about what you do to manage how food is produced within a food business, to make sure it is safe to eat. Businesses preparing or serving high risk foods must have in place a Documented Food Safety Management System including up to date record keeping relating to the food business. Further information can be obtained from the Food Standards Agency website [www.food.gov.uk](http://www.food.gov.uk) or by contacting Environmental Health on 01483 523393.

## **9.3 Noise**

Noise associated with events can cause significant problems. In particular, any event that finishes after 23:00 hrs will require careful planning to prevent complaints being received and the possible intervention of Environmental Health Officers. If an event finishes before 23:0pm, it still has the potential to cause nuisance and any noise related to the event needs to be carefully considered. Officers may serve notices under the Environmental Protection Act 1990 to require noise to be controlled if issues arise.

Prior to your event taking place you must provide details of any potential noise associated with your event; this may include entertainment noise, fireworks, generators etc.

Thought should be given to the siting of potentially noisy equipment such as generators and compressors, as well as the orientation of any stage or marquee. Events requiring a licence may be subject to specific noise conditions – e.g. setting of noise levels.

[Guidance on Noise Management Plans](#) and what to consider can be found on the council's street trading webpages.

You must ensure that you are operating within any licensing restrictions. Advice on Licensing legislation can be found on our website via the following link:

[Waverley Borough Council - Premises licence - guidance](#)

## **9.4 Temporary Use of Mains Water for Events**

[Guidance](#) can be found on the council's street trading webpages.

## **9.5 Litter and Waste**

You must have adequate arrangements to dispose of litter and other waste generated at the event. We will not dispose of any waste, so trade waste companies should be contacted for assistance – there will be a charge for this service.

## **9.6 Public Conveniences**

Ensure there are adequate toilets and hand washing facilities available for the number of people expected to attend the event. Consideration should be given to the location, access, construction, type of temporary facilities, lighting and signage.

## 10. Licences and Consents

Certain activities are licensable and may require a licence from Waverley Borough Council. A licence may be required if you plan to;

- Sell/supply alcohol
- Have regulated entertainment (live or recorded music, plays, films etc.)
- Late night refreshment (provision of hot food or drink between 23:00 and 05:00)
- Event on a car park – For events in a car park contact [parking@waverley.gov.uk](mailto:parking@waverley.gov.uk)

You must ensure that you are operating within any licensing restrictions. Advice on licensing legislation can be found on our website: [Waverley Borough Council - Premises licence - guidance](#), or contact the Licensing Department at [licensing@waverley.gov.uk](mailto:licensing@waverley.gov.uk)

Additionally, you may also need Street Trading Consent. Please see our [website](#). Please contact [environmentalhealth@waverley.gov.uk](mailto:environmentalhealth@waverley.gov.uk) for further information.

## 11. Insurance

You will need to arrange public liability insurance for your event. The policy cover must be for a minimum indemnity sum of £5 million per incident. Please ensure your insurers are fully aware of all the activities taking place and that all your exhibitors, sub-contractors and caterers etc. all have their own insurance. Evidence of this may be requested before, at or after the event.

My Community Starter is a free online resource for people who want to get involved in organising smaller, more straightforward community activities. It is a useful tool that is simple to use. It has links to all the relevant best practice and guidance on running events. There is a section on Insurance considerations, and you have the option to purchase insurance direct from them.

Alternatively, insurance cover can be obtained through most local insurance brokers.

## 12. Further Contact Addresses

- Surrey County Council Highways - [events@surreycc.gov.uk](mailto:events@surreycc.gov.uk)
- Surrey Police - [operationalplanning@surrey.pnn.police.uk](mailto:operationalplanning@surrey.pnn.police.uk)
- WBC SAG – [HealthandSafety@waverley.gov.uk](mailto:HealthandSafety@waverley.gov.uk)
- WBC Environmental Health - [EnvironmentalHealth@waverley.gov.uk](mailto:EnvironmentalHealth@waverley.gov.uk)
- WBC Licensing – [Licensing@waverley.gov.uk](mailto:Licensing@waverley.gov.uk)
- WBC Parking – [parking@waverley.gov.uk](mailto:parking@waverley.gov.uk)