



East Staffordshire Safer Events Policy

Author:	R Liddle	Original Date:	November 2014
Version:	1	Review due:	September 2024

Approved by	Deputy leader
--------------------	---------------

Document Review			
Version	Amendment	By	Date
2	Minor amendments on organisational roles	R Liddle	March 2015
3	Prevent agenda and clarification of events to be notified	R Liddle	September 2023

CONTENTS

1. Introduction
2. Policy Statement
3. Scope of the Policy
4. Membership
5. East Staffordshire Safety Advisory Group- Terms of Reference
6. Initial Notification of an Event
7. Responsibility of the Event Organiser
8. Risk Assessment and Event Safety Management Plans
9. Small Events
10. Large Events
11. Non-compliance, Remediation and Enforcement
12. Monitoring and Review

1. Introduction

- 1.1 There are many types of public events that take place within East Staffordshire every year which bring a variety of challenges for the Council and Emergency Services. These events can enhance community life and increase visitors into the area, but if they are planned poorly then the risk to public safety and the environment is increased. Proper planning and management by the event organiser is key to reducing that risk and ensuring that events are held safely with consideration for the wider community.
- 1.2 The Safety Advisory Group aims to provide a forum for discussing and advising on public safety at an event; help organisers with the planning, and management of an event; and encourage cooperation and coordination between all the relevant agencies.

2. Purpose

- 2.1 This Policy recognises that safety is the prime responsibility for the event organiser, together with the land owner and provides a framework for East Staffordshire Borough Council to coordinate a multi-agency approach to promote good practice in event safety planning in a consistent and coordinated way.
- 2.2 The aim is to, so far as is reasonably practicable, offer advice in order to ensure the highest possible standards of public safety at events and to encourage the wellbeing of the public, operatives and others affected by such events. In this context the 'public' includes those attending the event, but also those in the surrounding areas that may be affected by the impact of it.
- 2.3 The role of the SAG is advisory and as such it does not have legal powers or responsibilities and is not empowered to approve or prohibit events from taking place. It cannot make any decisions on behalf of the local authority or other agencies.
- 2.4 Event organisers and others involved in the running of an event retain the principal legal duties for ensuring public safety.
- 2.5 This Policy follows the guidance given in The UK Good Practice Guide to Working in Safety Advisory Groups, The Purple Guide, the Health and Safety at Work Act 1974 (and associated Regulations), the Licensing Act 2003 (and statutory guidance) and the Health and Safety Executive Guide on SAGs.
- 2.6 These duties and rights will be respected and balanced in a way that ensures events are managed and planned with safety as a priority.

3. Scope of the Policy

- 3.1 This policy covers all public events that pose a significant public safety risk, whether in terms of numbers and profile of people attending, or the nature of the event and the challenge of the environment should be considered. They include events run by a person or an organisation for which members of the

public may attend either by purchasing a ticket or free entry. This does not cover private parties or normal business activities.

3.2 Public events across the Borough range from small charitable events to large events such as music concerts and festivals. The types of events for which this policy is appropriate include:

- Marches and parades
- Fun runs/ cycle races/ charity walks/ Road races
- Festivals, fairs and large scale markets
- Concerts and music festivals
- Shows, fetes and street parties
- Motor sports
- Bonfires and firework displays

3.3 The decision to consider an event will be based on a risk based approach and be determined by considering a combination of:

- Events of an unusual nature
- Levels of Risk with the event
- Numbers attending (at any one time)
- Scale of the event

4. Membership

4.1 The membership of the SAG shall include representatives from the following organisations/services:

- East Staffordshire Borough Council
- Staffordshire Police
- West Midlands Ambulance Service
- Staffordshire Fire & Rescue
- Staffordshire County Council

4.2 In addition, representatives from the following organisations may be consulted or asked to attend the Safety Advisory Group subject to the nature of the event:

- The Event Organiser
- Property/land owners (on whose land the event will take place)
- The promoter
- Trading Standards
- Health & Safety Executive
- Environment Agency
- Countryside Commission
- Transport Operators
- St Johns Ambulance
- British Transport Police
- Security and stewards representatives

- Traffic Management Consultants
- Voluntary Groups
- Other Service Providers

5. East Staffordshire Safety Advisory Group – Terms of Reference

- 5.1 To ensure that each member of the Group is aware of their individual and collective roles and that they are suitably qualified, authorised and competent to represent their organisation.
- 5.2 To ensure that all aspects of relevant legislation, and its compliance, are considered when evaluating an event notification and that agencies with an interest in the event are notified through the Group as necessary.
- 5.3 To advise the event organiser in order to ensure high standards of health and safety.
- 5.4 To promote good practice in safety and welfare planning.
- 5.5 To promote a consistent and coordinated, multi-agency approach to event planning and management.
- 5.6 To advise the event organiser in respect of the formulation of appropriate contingency and emergency arrangements.
- 5.7 To advise the event organiser in respect of relevant legislation and guidance
- 5.8 To encourage arrangements to minimise disruption to local communities.
- 5.9 To consider the implications of significant incidents and events relevant to their venues and events.
- 5.10 To consider the implications of significant incidents and events relevant to the surrounding areas and facilities.
- 5.11 To receive report relevant to debriefs, visits and/or inspections of the venue or event.
- 5.12 To promote clarity of roles and responsibilities relevant to the event.
- 5.13 To keep a written record of all meetings, to clearly note recommendations agreed by the Group and actions arising from those meetings.

6. Initial Notification of an Event

- 6.1 The following information will be requested with the initial notification of event:
 - The event organiser contact details
 - Date of the event
 - The location of the event
 - Brief description of the event and event activities

- Audience/participant profile
 - Estimated attendance numbers
 - Length and timing of the event
 - Access and egress arrangements for the site
 - Infrastructure and details of any temporary structures
 - Any specific requirements affecting the public highway
 - Availability of alcohol
 - Arrangements for first aid and fire safety
 - Arrangements for waste provision
 - Any use of pyrotechnics
- 6.2 Notification of an event should be via the appropriate notification form available on the Councils website. This can be submitted online, posted or emailed to the relevant address.
- 6.3 Where Council Land is to be used for an event you must obtain permission from the Council by writing to or emailing the Open Spaces Team. Further information is available at <http://www.eaststaffsbc.gov.uk/parks-and-open-spaces/use-of-council-land>
- 6.4 Information following notification of an event should be passed to the Environmental Health Manager who acts as Chair of the SAG (or his nominated representative) who will co-ordinate the sharing of this information and initial responses amongst the Group. The Group will be asked to consider whether a meeting needs to be established to discuss the proposal so as to assess the safety issues surrounding the event, or whether responses can be made electronically.
- 6.5 It is important that cooperation is encouraged from event organisers to ensure timely notifications and availability of relevant documentation. It is therefore imperative to establish a culture whereby it is recognised that working with the Safety Advisory Group is a positive and beneficial experience. We will utilise social media to promote and publicise the safety advisory group to promote engage businesses for cooperation.
- 6.6 Failure to provide notification of an event within the timescales detailed in 7.2 may result in the SAG being unable to consider or provide a response to the event notification.
- 6.7 The onus is on members of the Safety Advisory Group to review the documentation and to raise any issues of concern or advice. If no concerns are raised it will not normally be necessary to raise the matter at a meeting. Where concerns are raised consideration would be given to the need to arrange a meeting or a teleconference with relevant members of the SAG.
- 6.8 Where a SAG meeting is venue specific, consideration will be given to the advantages of holding a meeting at the venue to ensure that members have some familiarity with the venue prior to event.
- 6.9 It should be noted that there are specific (statutory) time scales for applications for a Premises Licence and for a Temporary Event Notice. Event organisers must consult with the Licensing Section at East Staffordshire Borough Council

to determine the process, timescales and requirements of the Licensing Authority.

6.10 For events held outdoors, and/or on land or in premises/locations not normally used for events, the following criteria apply:

- If less than 500 persons are expected to attend (including persons involved in the event itself) then consultation with the Local Authority should begin as soon as practicable but no later than 2 months prior to the event.
- If more than 500 persons are expected in total, then consultation with the Local Authority should begin at least 10 weeks prior to the event if there are no licensable activities.
- For large events, that will attract several thousands of people and/or are held over multiple days, consultation with the Local Authority must begin at least 6 months prior to the event, with complex events needing 9-12 months notice.

7. Responsibility of the Event Organiser

7.1 The event organiser and/or land owner has a duty to exercise overall control of the event and ensure all reasonable precautions are taken to maintain the safety of the people at the event throughout its duration.

7.2 The event organiser must:

- Notify and consult with the SAG within the timescales stated above.
- Obtain any relevant licences or permissions prior to the event including permissions for any planned road closures
- Obtain relevant public liability insurance to cover the period of the event
- Attend SAG meetings if required
- Undertake a Risk Assessment
- Prepare and submit an Event Safety Management Plan to the SAG no later than 2 months prior to the event. This should include the key findings from the Risk Assessment (See section 8)
- Complete and submit a Fire Risk Assessment for the event
- Appoint a competent Event Safety Officer throughout the planning stage and during the actual event
- Provide site plans indicating all relevant details
- Participate in a debrief of the event should the Safety Advisory Group believe appropriate

8. Risk Assessment and Event Safety Management Plans

8.1 The event organiser is required to carry out a 'suitable and sufficient' assessment of the risks to the health and safety of employees and others, including the audience. The assessment should be completed by a competent person.

8.2 A risk assessment is simply a careful examination of what could cause harm to people, how serious that harm may be and the likelihood that it will occur. By

doing this, the organiser will be able to decide what precautions are required. Knowing the event thoroughly is a precursor to conducting risk assessments.

- 8.3 The organiser should focus on those risks likely to cause real harm to employees and the public. Even small events could have a range of hazards, e.g. working at height, vehicle movements and electricity
- 8.4 There are five simple steps that need to be taken to assess the risks arising from any particular work activity:
- Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record your findings and implement them
 - Review your assessment and update if necessary
- 8.5 The Event Safety Management Plan should consolidate information into a single authoritative document. This will vary significantly in size and detail, depending on the scale and complexity of the event. Some of the key components are likely to include:
- an outline of the event – date, location, start/finish time, type of activity or event
 - the event safety policy statement detailing the organisation chart and levels of safety responsibility
 - an audience profile – who is expected to come and what implications this might have for safety management, such as arrival circulation and exit profiles, expected densities, and the numbers and types of stewards
 - a management outline – details of the key management holders and their duties
 - details of the event, including venue design, structures, audience profile and capacity, duration, food, toilets, refuse, water, special effects, access and exits, music levels etc
 - the transport management plan detailing the parking arrangements, highway management issues and public transport arrangements
 - the contingency plan including a major incident plan
 - summary of key risk assessments and findings
 - site plans

9. Small Events

- 9.1 Most events are small scale and if well planned and managed will not present circumstances that would breach any relevant legislation nor cause any significant concern to the SAG.
- 9.2 In the case of small events, the role of the SAG will be to consider the proposals for the event and conduct an assessment of the arrangements put in place by the event organiser to ensure they are suitable and sufficient for the proposed event. This will involve consideration of the Event Safety Management Plan. Individual members of the SAG may require further information from the event organiser but ordinarily it is anticipated that from

the professional judgement of the officers concerned, a formal meeting will not normally be held. Any individual concerns will be minuted and circulated to each SAG member then communicated in writing to the event organiser.

- 9.3 If any SAG member disagrees with the decision/comments from another member and this cannot be resolved directly, then the SAG will be convened and chaired by the Local Authority.

10. Large Events

- 10.1 The SAG will meet directly with the event organiser where the event is considered to be large, along with any other contributors considered necessary for the planning and management process. The SAG will:

- Check that the event organiser has appointed competent health and safety and environmental management assistance
- Check that a suitable and sufficient general risk assessment and fire risk assessment has been undertaken for the event
- Assess the Event Safety Management Plan to ensure it is suitable and sufficient
- Ensure that there is an agreed emergency contingency plan in place for dealing with major incidents
- Ensure that, if necessary, a Statement of Intent is prepared which sets out the responsibilities of the relevant organisations involved in the event
- Monitor implementation of the Event Safety Management Plan
- Where appropriate, ensure that a thorough review and debrief is held after the event, making recommendations as necessary.

11. Non Compliance, Remediation and Enforcement

- 11.1 If an event organiser fails to make adequate arrangements to cover their legal duties and obligations, and proceeds with the event, the SAG will consider what actions it should collectively and appropriately take – whilst individual SAG members will also consider what actions may be appropriate for their own organisations, having regard to their own Enforcement Policies.

- 11.2 The principles of this Policy are supported by consistent, proportionate and fair responses to non-compliance. Where prosecution is to be considered, this will ordinarily have been preceded by information, advice/education and written representation clearly identifying the concerns of the SAG and identifying the actions, duties and responsibilities required of the event organiser.

12. Monitoring and Review

- 12.1 This Policy will be reviewed on an annual basis.
- 12.2 The review will be recorded and details of any changes communicated to all SAG members.