



Walsall Area Partnerships

North Walsall Area Partnership (Birchills-Leamore, Blakenall, Bloxwich East, Bloxwich West)

Area Panel

13 September 2016

Summary of Event Planning

1. Purpose

This report sets out a summary of event planning around fairs and circuses within Walsall Council's green spaces.

2. Recommendations

That this report be noted.

3. Background

Walsall Council has a long history of hosting events across their green spaces and venues within the Walsall borough. These events are a good way to bring money into the Council and encourage cohesive communities.

4. Application

All event organisers are required to complete an Event Planning Application Form (appendix 1). All new events must submit the completed form three months prior to the next Safety Advisory Group meeting and those who have operated in Walsall before the timeline is one month. Safety Advisory Group meeting dates can be found at [http://cms.walsall.gov.uk/index/leisure_sports_community/event_planning.htm#safety_advisory_group_\(sag\)_meeting_dates](http://cms.walsall.gov.uk/index/leisure_sports_community/event_planning.htm#safety_advisory_group_(sag)_meeting_dates)

The comprehensive form requires details of what the event will entail, how many people are expected, catering providers, plans around crowd control, fire exits, access for emergency vehicles, car parking, traffic management, fire aid, risk and fire assessments, insurance and waste disposal, to name but a few.

There is extensive helpful information available to help organisers plan a successful event at http://cms.walsall.gov.uk/index/leisure_sports_community/event_planning.htm (appendix 2)

To highlight a few:

Event safety

The Health and Safety Executive provides guidance on event safety through their website and publications www.hse.gov.uk/event-safety





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The Events Industry Forum have produced a 'purple guide' which details essential information for planning and managing a safe site, however this is only available online and through a subscription charge (currently £25 per 12 months) www.thepurpleguide.co.uk

ADIPS and PIPA

Operators of funfairs and children's rides will need to provide evidence that their rides have been independently inspected on an annual basis through the Amusement Device Inspection Procedure Scheme (ADIPS). (www.adips.co.uk)

For operators of inflatables there is a similar procedure called PIPA. A PIPA tag means that the equipment is designed to a recognised standard based on safety, tested by a national qualified inspector and approved for commercial use. (www.pipa.org.uk)

Catering

All catering establishments are required by law to register with the local authority. They will need to supply food hygiene certificates and their latest Environmental Health inspection report when applying. Environmental Health recommend only using those catering establishments with a rating of three or greater.

Licensing

If the event includes 'regulated entertainment' an application to the Council's licensing service would be required, with for a Premise Licence (which can be time limited) or a Temporary Event Notice.

Insurance

All organisers are expected to have Public Liability Insurance and where the organiser employs or contracts in a service, or has external organisations involved, copies of their insurance should be obtained.

5. Completed applications

All completed forms are vetted by various teams before it can be signed off to go to the Safety Advisory Group. These include the grounds teams, infrastructure teams, strategic development officer, community liaison officer, Health and Safety manager and the arboricultural surveyor. Any queries or missing information can be reviewed at this stage.

The Safety Advisory Group memberships consists of Walsall Council's Traffic Management Services, Walsall Council's Licensing Services, Walsall Council's Environmental Health Services, Walsall Council's Clean and Green services, Walsall Council's Town Centre Managements Services, West Midlands Police, West Midlands Ambulance Services, West Midlands Fire Service and Walsall Council's Building Control Services. Event organisers are invited to discuss their application and ask questions. The Group will advise the event organiser where improvements can be made but it is down to the applicant to take this advice on board. The Safety Advisory Group can reject an application even if it was approved preliminary.





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Once approved various site visits take place with the organisers and Clean and Green over the period of their allocated stay. Clean and Green staff will carry out inspections throughout the event and the Health and Safety manager will do spot inspections on unannounced visits.

All event organisers are asked to sign an Event Conditions Agreement which details their responsibilities in respect of the use of the open space.

6. Costs and Bonds

Payment of all hire charges must be made 28 days prior to the event date. Walsall Council can cancel a booking if the charges are not received.

Circuses and fairs are charged two rates depending on the day of operation.

Fairs and circus premium daily rate – Friday, Saturday, Sunday and Monday bank holidays (based on a maximum of 6 adult rides) - £450.00

Fair and circus premium daily rate – Friday, Saturday, Sunday and Monday bank holidays (based on a maximum of 4 adult rides) - £350.00

Fairs and circus standard daily rate – Monday, Tuesday, Wednesday and Thursday (based on a maximum of six adult rides, same applies for 4 adult rides on non premium days) - £150.00

Additional adult rides can be agreed with a charge of £75 per adult ride per day.

Following a recent consultation with the Showman's Guild, Funfair Providers and Clean and Green staff, it was decided that the first two days from pulling on site will be FREE, after that there will be a fee of £100 per day site rental, until the day of operation. One day dismantle day will be free, any additional days for dismantling will be decided upon the size of the funfair, and will be charged accordingly. Clean and Green have to be flexible over the access to sites when adverse weather conditions could cause further damage. They will allow organisers enough time to access and dismantle from sites in a safe manner and which causes the least upset to local residents.

A returnable bond of £500 is required from event organisers in the event of damage or loss to the Council. Any costs incurred will be deducted from the bond first and outstanding costs will be recovered as a debt from the organiser. 90% of organisers will reinstate damage to grounds themselves or work with Clean and Green to address any problems.

7. North Walsall

Of the five fairs and three circuses who used venues in the borough since July 2015 one funfair and one circus were asked to address damage after vacating the land. Both events were at Swanney's Field and were down to the wet conditions of the field at the time of access or departure. Repairs were completed following the circus in April at a cost of £170. Following the fair in June there was some damage to the ground which required five tonnes of top soil to be shipped in at a cost of £190. The grounds team will grass this if necessary





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and costs will be deducted from the bond.

A small amount of damage was done at Reedswood after the fair but this is expected to grow over. Should this not happen the fair will be informed of the inspection results and be asked to pay for the damage.

There have been no cost implications to the Council as a result of using our green spaces to host events as damage charges were set against the bond.

Clean and Green are reviewing whether Swanney's Field is a good site to operate from in the short term. Events requesting this location will be decided on an individual basis and be dependent on the ground conditions.

8. Conclusion

Walsall Council works with a variety of fairs and circuses across the borough and these operate effectively with no cause for concern.

Many of the fairs Walsall Council work with are also members of the Showman's Guild who have a code of rules for its members. The Guild incorporates its own safety committee and played a large part in drafting the Code of Safe Practice at Fairs, first published by the Health and Safety Executive in 1984.

Clean and Green regularly review their procedures to ensure they are fit for purpose and adhere to current safety guidelines. They will continue to work closely with fair and circus operators to provide an alternative source of entertainment in a controlled and safe manner through a collaborative and flexible approach.

Acknowledgments

My thanks to Matthew Petty and Narinder Singh Chumber who helped with the information given in this report.

Report Author

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Area Manger North Walsall





Walsall Council

EVENT PLANNING



Application Form

Name of Your Event:

Date of Your Event

Summary

Walsall Council encourages the hosting of events at Council venues across the borough, including parks and green spaces. This application form is to be used by organisations/individuals wishing to arrange any event within Walsall.

When completing the application form please also refer to the Event Conditions document which details your responsibilities. It is important that you read this document and understand all of your responsibilities prior to completing the application form.

If you require assistance completing the application form or require specific advice on a planned event please refer to the useful contact information on **Page 17**.

Once your completed application has been received, it will reviewed by the Council and referred to The Safety Advisory Group (SAG), as necessary.

Please note that if your event has taken place in Walsall previously, you must provide a completed application form 1 month prior to the next SAG meeting. If your event is a new event, you must submit a completed application form 3 months prior to the SAG meeting. For details of when the Safety Advisory Group meet, please visit the website

http://cms.walsall.gov.uk/index/leisure_sports_community/event_planning.htm

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SECTION 1 - EVENT DETAILS

1.1 Name of event	
1.2 Type of event	
1.3 Location of event	
1.4 Proposed date	
1.5 Description of proposed event	

1.6 Please tick the boxes that are applicable to your event

Commercial Event
Funfair only

Community Event
Circus only

Charity Event
Private Event

1.7 Approximate number of people expected to attend Attendees at any one point in time? E.g. 3,000 total attendance over five days = 600 per day.	
---	--

1.8 Is the event free to the public?

Yes

No

If no, please list the admission charge(s)

--

1.9 Do you have a booking system in place?

Yes

No

If yes, please explain what you have in place

--

1.10 What are the timings of your event.

Event	Date	Time	
		FROM	TO
Arrival on site			
Site Setup			
Operating Times			
Site Clearance			
Departure			

1.11 If your event includes ride/attraction/stalls, please list these below

	Type of ride/attraction/stalls	Who is this being provided by
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

1.12 Contents of the Event

Do you intend to use or permit any of the following attractions and facilities at the event? (Please tick as many boxes as may apply (some of these may not be permitted at some venues))

Fairground/Amusement rides/ ADIPS	<input type="checkbox"/>	Temporary water supplies	<input type="checkbox"/>
Food and refreshment concessions	<input type="checkbox"/>	Temporary gas supplies/LPG	<input type="checkbox"/>
Inflatable's/Bouncy Castles/PIPA	<input type="checkbox"/>	Bar/alcohol	<input type="checkbox"/>
Arena events/Shows	<input type="checkbox"/>	Barbecue	<input type="checkbox"/>
Car Boot Sale	<input type="checkbox"/>	Live music/sound broadcast	<input type="checkbox"/>
Scaffold structures	<input type="checkbox"/>	Fireworks/pyrotechnics/bonfire	<input type="checkbox"/>
Portable generators	<input type="checkbox"/>	Fencing/Barriers	<input type="checkbox"/>
Marquees Tents	<input type="checkbox"/>	Temporary toilets	<input type="checkbox"/>
Temporary staging	<input type="checkbox"/>	Public address/sound system	<input type="checkbox"/>
Stalls and exhibitions	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please list below any additional facilities and attractions that are not listed above:

1.13 Are food and drinks being provided at your event. Yes No

If yes, please provide details (company name and/or Trading As, address and telephone number) of the food provider below:-

Name of Individual (food provider)	
Trading/Company Name	
Address	
Telephone	
Which Local Authority Environmental Health Department is this individual/company registered with?	

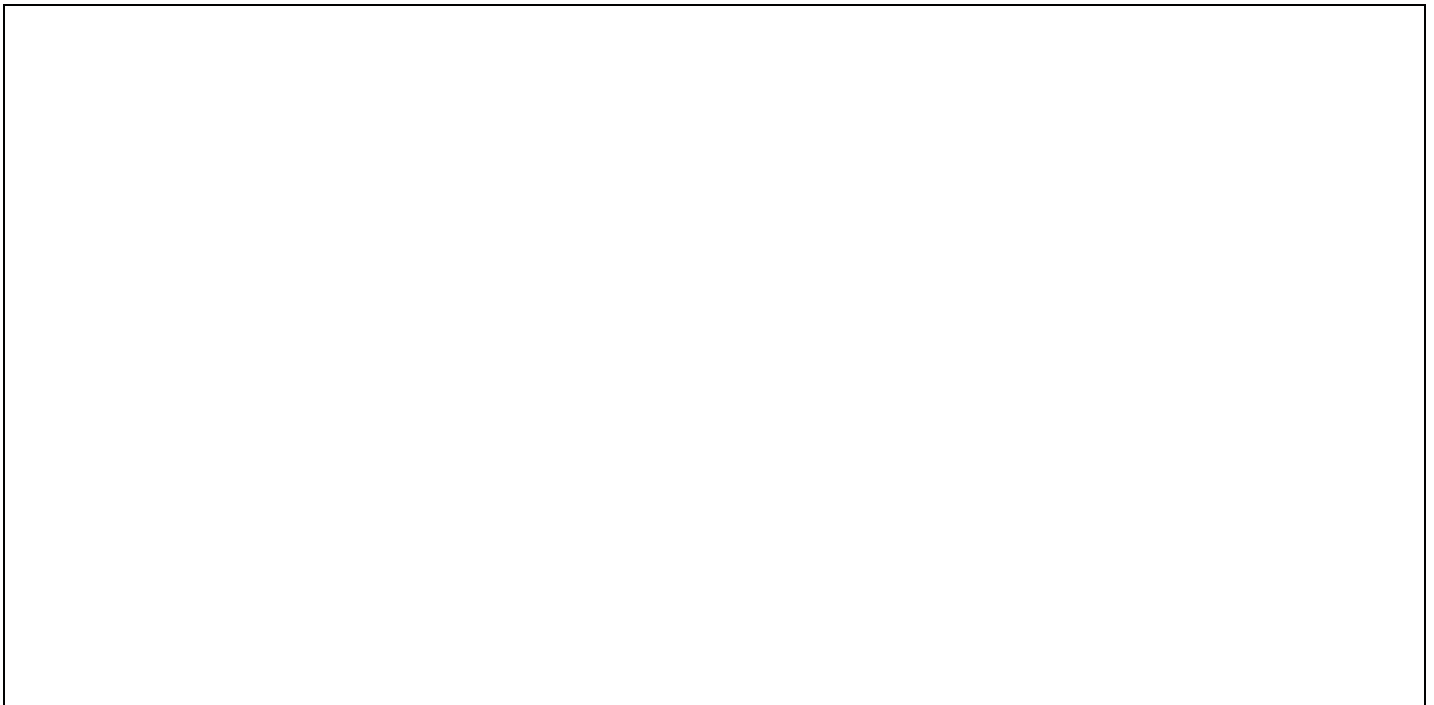
**SECTION 2 – NAME AND ADDRESS OF RESPONSIBLE ORGANISATION/
EVENT ORGANISER**

Name of Organisation:	
Address of Organisation including Postcode :	
Name of Event Organiser/ responsible person	
Address of Organiser (if different from above)	
Postcode:	
Tel No: (Home)	
Tel No: (Work)	
Tel No: (Mobile)	
Email:	

SECTION 3 – EVENT LOCATION/PROPOSED ROUTE:

Please provide

- An scale plan (available upon request) including:-
 - access for emergency appliances and/or route plan where relevant
 - all structures including stages
 - indicating internal layout
 - fire exits
 - escape routes
 - fencing
 - firefighting equipment
 - emergency lighting
 - crowd control plan
 - safety considerations for the access and egress of the event.



For events which involve or will take place on the public highway including road closures please complete **Section 6 – Events on Public Highway** part of this document.

To provide additional information please include in **Section 17, page 15**.

SECTION 4 – PREVIOUS EVENT EXPERIENCE:

4.1 Have you organised an event of this type previously? Yes No

Please outline your previous experience of organising this type of event?

Can you provide references if requested? Yes No

SECTION 5 – CAR PARKING & TEMPORARY TRAFFIC MANAGEMENT ARRANGEMENTS:

5.1 What plans have you made to meet the capacity of the expected attendance, at this event?

SECTION 6 – EVENTS ON THE PUBLIC HIGHWAY: If your event is on the public highway, please provide details of the following:

6.1 Traffic Management Plan:-

(Please attach a separate copy if necessary)

6.2 Assembly point (location and time):

6.3 Parking facilities in vicinity of assembly point:

6.4 Dispersal point (location and time):

6.5 Parking facilities in vicinity of dispersal point:

For highway/traffic management information and to discuss any road closures refer to Traffic Management contacts on Page 17.

SECTION 7 – PERMISSIONS: If applicable, has permission been granted for private land to be used in connection with this event?

Yes No N/A If yes, please give details:

SECTION 8 – DEMONSTRATIONS: Are any organisations likely to demonstrate in opposition to the event?

Yes Possibly No if yes or possibly, please give details:

SECTION 9 – EVENT SUPPORT:

Please give details of the support being organised for your event.

9.1 FIRST AID PROVISION – please provide qualifications/certificates of first-aiders

9.2 STEWARDS/SECURITY OFFICERS

9.3 HIGH VISIBILITY CLOTHING

9.4 COMMUNICATIONS SYSTEMS (RADIO/MOBILE PHONE)

9.5 LOST CHILDREN/CONTROL POINTS

SECTION 10 – BRIEFING ARRANGEMENTS:

Please give details of the arrangements made for briefing stewards/security officers about their roles and duties.

SECTION 11 – PROFILE OF THE EVENT:

Will the event have a Local Regional National Profile (please tick)

If Regional or National please provide more details including possible media interest/ attendance and if there are any high profile guests to be invited.

SECTION 12 – RISK ASSESSMENT/FIRE RISK ASSESSMENTS

Has a risk assessment and/or separate fire risk assessment for the event been completed?

Yes No

Please include a copy of your risk assessments with your completed application form (please refer to the Events guidance note and the West Midlands Fire Service guidance for fire safety at outdoor public events document. You may also refer to (events) HSE webpage.

SECTION 13 – INSURANCE

Do you have public liability insurance? Yes No

Please include a copy of this with your completed application form.

SECTION 14 – WASTE DISPOSAL

What arrangements have been made for litter picking and waste disposal?
Please supply name, address and contact details of the company/person disposing of the waste and details of their waste carrier’s license.

--

SECTION 15 – VEHICLES/FLOATS: If your event includes for example a mobile/carnival procession, how many vehicles/floats will be there?

Please supply the following details:

Vehicle type	Registration No	Driver’s name	No. of people & type of display

Please continue on a separate sheet if necessary.

SECTION 16 – DETAILS OF SUPPLIERS/CONTRACTORS/ SUBBONTRACTORS: If you have ticked any of the services/attractions listed in **SECTION 4** , or supplied information on additional facilities or attractions, please supply the name of the supplier/contractor, their address and contact details below.

Type of service/attraction	Name of supplier	Address	Contact details

Please continue on a separate sheet if necessary

SECTION 17 – ADDITIONAL INFORMATION: Please use the space below to provide any other useful information or to expand on the details of your event.

SECTION 18 – NOISE AND LIGHT NUISANCE

If applicable, what considerations would you make to reduce light and noise nuisance to neighbouring residential areas.

SECTION 19 - CHECKLIST & DECLARATION

I have enclosed the following documentation (tick those that are applicable):

Completed Events Planning Application	<input type="checkbox"/>	Event Layout Plan	<input type="checkbox"/>
Signed Events Conditions	<input type="checkbox"/>	Public Liability Insurance	<input type="checkbox"/>
Risk assessment	<input type="checkbox"/>	Temporary events notice	<input type="checkbox"/>
Fire Risk assessment	<input type="checkbox"/>	Amusement Device Inspection (ADIPS)	<input type="checkbox"/>
Copy of event Publicity	<input type="checkbox"/>	Traffic Management Plan	<input type="checkbox"/>
Procedures Scheme	<input type="checkbox"/>	Risk Assessment – Working at Heights	<input type="checkbox"/>
Risk Assessment – General Overview	<input type="checkbox"/>	Risk Assessment – Use of Vehicles	<input type="checkbox"/>
Emergency Evacuation Plan	<input type="checkbox"/>	Risk Assessment – Falling Objects	<input type="checkbox"/>
Risk Assessment – Use of Ladders	<input type="checkbox"/>	Risk Assessment – Extreme Weather	<input type="checkbox"/>
Risk Assessment – Trips, Slips and General Injuries	<input type="checkbox"/>	Sign off Sheet	<input type="checkbox"/>
Risk Assessment – Electrocutation	<input type="checkbox"/>	Method Statement (Cupola and Quarter Pole Type Tent)	<input type="checkbox"/>
Working at Height – Permit to Work	<input type="checkbox"/>	Safe System at Work	<input type="checkbox"/>
Daily Tent Check Sheet	<input type="checkbox"/>	Method Statement – Risk Assessment	<input type="checkbox"/>
Personal Protective Equipment (PPE) supply disclaimer	<input type="checkbox"/>	Ariel Act/Lighting Rig/Overhead Items Check Sheet	<input type="checkbox"/>
Copies of any other relevant documentation			<input type="checkbox"/>
Please state			

I hereby agree to comply with the conditions set out in the form and any terms and conditions for the staging of my event as communicated by all authorised officers of the Council.

Name in Block Capitals:
 Position in Event Organisation: (if applicable)
 Date:
 Signed:

Please send this completed form, together with all supporting documentation on the check list below to:-

Environmental Improvement Team
 Clean and Green Services,
 Environmental Depot 200 Pelsall Road, Brownhills, Walsall. WS8 7EN
 Telephone: 01922 650000/Email: CleanandGreen@walsall.gov.uk

Useful Contact Information

Service	Information
Walsall Council Traffic Management Service	<p>For events which take place on the highway/footpath or have an impact on the highway.</p> <p>Steve Griffiths: 01922 654645 stephen.griffiths@walsall.gov.uk Steve Hawley: 01922 654648 stephen.hawley@walsall.gov.uk</p>
Walsall Council Clean & Green Services	<p>For events which take place in Council parks, open spaces and countryside sites and application process.</p> <p>Telephone: 01922 653344 Email: cleanandgreen@walsall.gov.uk</p>
Walsall Council Licensing Service	<p>For events that may require licensing as regulated entertainment and provision of placards (event advertising signs and posters).</p> <p>Telephone: 01922 653050 Email: licensing@walsall.gov.uk</p>
Walsall Council Environmental Health Service	<p>For food, health and safety advice, noise from music - live, recorded or reproduced.</p> <p>Telephone: 01922 653010 Email: environmentalhealth@walsall.gov.uk</p>
Walsall Council Building Control Service	<p>For advice over structures such as staging, temporary grandstands, barriers, etc.</p> <p>Telephone: 01922 652600 Email: buildingcontrol@walsall.gov.uk</p>
West Midlands Police	<p>Event organisers can contact their local Police team over guidance on event and crowd safety. Please note that West Midlands Police do not put in place road closures on behalf of event organisers and the use of the public highway should be discussed with Walsall Council Traffic Management service.</p> <p>Telephone: 0345 113 500 and ask for the Help Desk Email: www.west-midlands.police.uk/contact-us/</p>
West Midlands Ambulance Service	<p>To notify the Ambulance Service of any major events that have large numbers attending or potential risk of injury and discuss appropriate medical provision.</p> <p>Telephone: 01384 215555 Email: enquiries@wmas.nhs.uk</p>

INTERNAL USE ONLY

**WALSALL METROPOLITAN BOROUGH COUNCIL
USE OF PARKS AND OPEN SPACE
MANAGERS CHECK & APPROVAL FORM**

Event Provider: _____

Event Location: _____

Event Dates: _____

No.	Item	Tick	Comments
1	Event Details (1.1-1.9)	<input type="checkbox"/>	
	Timings (1.10)	<input type="checkbox"/>	
	Rides/attraction (1.11)	<input type="checkbox"/>	
	Content of Event (1.12)	<input type="checkbox"/>	
	Food Safety (1.13)	<input type="checkbox"/>	
2	Organiser details	<input type="checkbox"/>	
3	Location plan/routes	<input type="checkbox"/>	
4	Previous	<input type="checkbox"/>	
5	Car parking	<input type="checkbox"/>	
6	Events on Highway	<input type="checkbox"/>	
7	Permissions	<input type="checkbox"/>	
8	Demonstrations	<input type="checkbox"/>	
9	Event Support	<input type="checkbox"/>	
10	Briefing Arrangements	<input type="checkbox"/>	
11	Profile of Event	<input type="checkbox"/>	
12	Risk assessment/Fire Risk Assessments	<input type="checkbox"/>	
13	Insurance	<input type="checkbox"/>	

14	Waste Dispose	<input type="checkbox"/>	
15	Vehicles & Floats	<input type="checkbox"/>	
16	Suppliers/Subcontractors	<input type="checkbox"/>	
17	Additional Information	<input type="checkbox"/>	
18	Noise and Light Nuisance	<input type="checkbox"/>	
19	Declaration & Checklist	<input type="checkbox"/>	
Event Conditions Page 15	Event Conditions	<input type="checkbox"/>	
Appendices A	Appendices A – Placards / advertising/request form	<input type="checkbox"/>	
Appendices B	Event Conditions Appendices B Conditions of Let applicable to all Fairs	<input type="checkbox"/>	
	Declaration of Operational Compliance (DOC) Fairs	<input type="checkbox"/>	
	Other (Specify):		
	General Comments:		
	Consultees (where applicable)		
	Head of Service/ Service Managers	<input type="checkbox"/>	
	Strategic Development Officers	<input type="checkbox"/>	
	Community Liaison Manager	<input type="checkbox"/>	
	Community Liaison Officers	<input type="checkbox"/>	
	Senior Countryside Officers	<input type="checkbox"/>	
	Health and Safety Manager	<input type="checkbox"/>	
	Grounds Maintenance	<input type="checkbox"/>	
	Street Cleansing	<input type="checkbox"/>	
	Internal Communications	<input type="checkbox"/>	
	Clean and Green	<input type="checkbox"/>	
	Environmental Health	<input type="checkbox"/>	
	Friends Groups	<input type="checkbox"/>	
	Elected Members	<input type="checkbox"/>	
	Has this application been referred to Safety Advisory Groups?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Date of SAG
	Have SAG recommendations been complied with?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

		<input type="checkbox"/> N/A	
	Invoice raised for fees	<input type="checkbox"/> Yes	
	Processed by		
	Payment received from event organiser	<input type="checkbox"/> Yes	
	PEER Form	<input type="checkbox"/> Yes	
	Pre –Event Checks	<input type="checkbox"/> Yes	
	Post Event Checks	<input type="checkbox"/> Yes	

Clean & Green Representative / Approval:

Signed Approval ✓: _____

Print Name: _____

Signed Rejected X: _____
(Reasons detailed above)

Print Name: _____

Date: _____

Event planning – appendix 2

The Walsall Safety Advisory Group, commonly known as SAG, meets as necessary to consider proposed events. SAG is a partnership arrangement between a number of council services and the emergency services which provides advice and guidance to event organisers.

If you are an event organiser please refer to the ‘information for event organisers’ contained within this page. Dependent on the type of event you are planning you should find the following information of help in:

- Giving general guidance around safety and event planning.
- Signposting you to where more specific advice and guidance is available.
- Providing specific points of contact in order for you to discuss your event and where permissions and/or licences may apply.

Walsall Council will look to maintain and update information contained in these web-pages as required. However, it is the responsibility of the event organiser to ensure they obtain competent advice and that this is current and up to date. Walsall Council cannot be held responsible for information that is provided by outside organisations, agencies or bodies and where industry standards and guidance has changed.

Please refer to the sections relevant to your event and the points of contact provided.

Information for event organisers

The following information provides event organisers with general guidance over event safety and what to consider, as well as providing links to other organisation's websites and, documents which may be of use.

While every reasonable effort is made to ensure that the information provided on this site is accurate, no guarantees for the currency or accuracy of information are made. Walsall Council and its partner agencies is not responsible for the content of any other websites which this site provides links to and accepts no liability or responsibility for the information contained on other websites or provided by other organisations.

Planning for and managing a safe event

Dependent on the type and scale of your event, the following sections will help you as an event organiser to consider what level of planning and management is required. This information will also assist when completing your [Event Planning Application Form \(PDF 318KB\)](#). The information provided covers key points and, where possible, reference is made to more detailed information either through web links or publications.

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Event Safety

The Health & Safety Executive (HSE) provides guidance on event safety both through their web-site and guidance documents, many of which can be downloaded for free. Guidance documents can also be purchased from HSE publications. The HSE and the local authority (depending upon the type of event) are the national regulator and enforcing body for health and safety in the UK. They have the power to investigate any accidents or dangerous occurrences and can prosecute those believed to have breached health and safety legislation where appropriate.

The HSE have created a micro site which provides useful information including responsibilities of an event organiser along with information on specific topic areas and resources. This can be found at www.hse.gov.uk/event-safety

The resources section includes important guidance such as:

- HSG154; Managing Crowds Safely - www.hse.gov.uk/pubns/priced/hsg154 (PDF) (available as a free download or can be purchased)

Please note that the HSE guidance document, HSG 195 Event Safety Guide (commonly known as the 'Purple Guide') has now been withdrawn. The HSE have replaced this with the information contained on their micro-site within their website.

In response to the withdrawal of the HSE's Event Safety Guide the Events Industry Forum (EIF) has made available a new 'Purple Guide' following consultation with the HSE and representatives from the events industry. This guide is only available on-line and is available

Event planning – appendix 2

following payment of a yearly subscription. Further details are available on 'The Purple Guide' web-site which can be found through the following link www.thepurpleguide.co.uk

For new event organisers or for large, complex events or where events have a high level of risk, the Purple Guide is an essential reference for planning and managing a safe event. The Purple Guide not only provides a greater level of detail on the sections covered here but, also gives more comprehensive information on sections such as venue design and site safety; working at height; children and young people; animal welfare and gives examples and case studies. The Council recommends that event organisers consider this as part of their initial planning and organisers should contact EIF Ltd if they wish to enquire over the suitability of the information contained within this guide.

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Event Management Plan (EMP)

Preparing an overall EMP helps an organiser and all those involved understand what the event consists of, what safety arrangements will be in place and how the event will be managed.

How big and detailed an EMP needs to be will depend on the type and scale of the event and EMP's can take various formats. All event organisers have a responsibility to plan for the safety of all those taking part in their event, including not only the visiting public but those working on/or at the event. It brings together all information and should be able to cover the relevant topic areas as per the HSE's Event Safety Guide.

This should include who will be responsible for safety at the event, what action will be taken in an emergency and how people will communicate. SAG can scrutinise EMP's and advise event organisers over any area that should be considered.

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Risk Assessment

All event organisers should consider making an assessment of the significant hazards and risks around their event and what they will do to stop accidents and incidents occurring.

A risk assessment is a careful examination of what at the event could cause harm to people so that you can decide whether you have already got appropriate controls to prevent the hazard occurring or whether you need to do more to prevent the potential harm.

Risk assessments can take various formats and the HSE's website provides further guidance in this area. www.hse.gov.uk/risk-assessment

Organisers will need to obtain copies of risk assessments from any persons, companies or organisations who will be working at their event or providing some sort of service to the event.

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Crowd safety and safe capacities

Event organisers should consider how many people they expect will attend their event and how crowds will be managed. How this is planned for and managed depends on many factors, for example, what type of event it will be; what access arrangements will be required; is it a free event (ticketed or not) or paid entry; will it attract a static or passing crowd; what type of audience is expected (e.g. young, old, family or mixed groups, etc); what type of activities will take place and, who is performing.

The location and layout of the event site is important as this could limit numbers and safe evacuation. For large scale events or, where a venue or site has restricted access event organisers should consider estimating the safe capacity for the site and the time it will take to evacuate people to safety along with access for the emergency services.

Organisers should then plan to manage this which will include what level of security and stewarding/marshals are required.

The HSE has produced guidance ‘Managing Crowds Safely’ which can be downloaded for free at www.hse.gov.uk/pubns/books/hsg154.

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Fire safety

The potential for a serious fire should be assessed and, in some cases, event organisers should consider undertaking a fire risk assessment.

When an event takes place, the Regulatory Reform (Fire Safety) Order 2005 comes in to play. Dependent on what and where your event is taking place, there is guidance available from the Department for Communities and Local Government.

Follow this link which will take you to the Fire Safety Risk Assessment Guides and you can download the relevant guide for free; for example there is one for ‘Open Air Events and Venues’.

- www.gov.uk/fire-safety-law-and-guidance-documents-for-business

Examples of areas to consider are; food stands and concessions; electrical equipment; flammable materials and products; poor waste management; arson; etc.

Risk assessments for the food concessions and market stalls should always be completed and made available for inspection when, and if required, and the Chief Fire Officers Association (CFOA) has produced templates which can be downloaded for free using the following link.

- [Fire Risk Assessment](#)

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Fire safety also impacts when looking at safe capacities and the need to prepare an emergency plan and evacuation plan. Fire safety is also a major consideration when organising a bonfire and fireworks event.

Additional information relating to specific areas of fire safety can be found in further sections such as Catering and Food Safety and Fireworks and Bonfire Displays.

To notify West Midlands Fire Service of any major event that may impact upon fire safety of any relevant persons; guidance on fire risk assessments; crowd capacities and evacuations in the event of an emergency, telephone 0121 380 7500 or e-mail firesafety.admin@wmfs.net.

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First aiders

At indoor venues or stadia, first-aid facilities are likely to have been agreed. However, the historical number of first aiders provided at an existing venue does not replace the need to carry out an assessment for each event. Some venues will be in multiple use. In such cases, the overall provision of medical, ambulance and first-aid resources should take account of all activities taking place within that venue.

At events attended by a very young audience and at large events or street carnivals, the number of first aiders may need to be significantly increased or, the ratio of first aiders to professional ambulance workers, doctors or nurses altered. In these circumstances, the ambulance provision required should be discussed with the local NHS ambulance service, who may recommend special requirements. This may include the provision of an ambulance control unit or an ambulance emergency equipment vehicle. Further information can be found at [St John's Ambulance service](#) or the [the British Red Cross](#).

Furthermore, where persons are employed, you are required to assess the level of first aid provision. Further advice is available at www.hse.gov.uk/firstaid

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Temporary Structures

Event organisers should consider the safety of any temporary structure which will be used at their event. The term temporary structure includes marquees; staging (open and enclosed); temporary stands/seating; barriers; ramps; etc. The design; intended use; location; ground/site conditions and possible weather conditions are all important factors to consider.

For large scale or major events detailed information should be prepared including how any structure should be set up, used and taken down.

The Institution of Structural Engineers shop.istructe.org/temporary-demountable-structures publish guidance but this has to be purchased.

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However, the event safety section of HSE web-site also provided valuable guidance www.hse.gov.uk/temporary-demountable-structures .

Useful information on the hiring of marquees can also be found on the MUTA web-site by following this link:-

- www.muta.org.uk

MUTA members sign up to a Code of Practice requiring them to be legal, decent, honest and truthful. They are obliged to provide a professional standard of workmanship, to check all their own work, and to maintain public liability insurance of at least £1m.

They must follow MUTA's industry-leading Best Practice Guide and submit themselves to independent inspection to ensure that they do. Members who fail their inspection are required to make immediate improvements; failure to do so results in expulsion.

The use of barriers requires careful consideration based on their intended use, for example; are they to be used for queuing, to demarcate an area or to help control crowds.

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Funfairs and children's rides

Owners/operators should be able to provide evidence that their rides have been independently inspected on an annual basis through the Amusement Device Inspection Procedures Scheme (ADIPS).

Event organisers can ask for copies of certification for any ride to be used and further information can be obtained through the ADIPS website www.adips.co.uk

As an event organiser it is your responsibility to check that the ride provider has the necessary paperwork in terms of maintenance and certificates of Thorough Examination (where applicable)

The HSE's web-site also contains information www.hse.gov.uk/entertainment/fairgrounds with guidance which is free to download.

If fairgrounds are managed by the travelling community then the Department for Communities and Local Government has produced a leaflet that is a good source of information for fire safety and can be downloaded free using the following link.

- www.gov.uk/government/publications/fire-safety-for-gypsies-and-travellers

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Inflatables

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The above term is used to cover items such as bouncy castles as well as other similar types of equipment. Event organisers should ask for evidence that equipment has been independently inspected under one of two schemes which are:-

- PIPA Inflatable Inspection Scheme www.pipa.org.uk which is endorsed by the HSE and.
- ADIPS (see above).
- The Performance Textiles Association (MUTA) also has information on the safe use of inflatables and can be found using the following link. www.muta.org.uk

The Health and Safety Executive (HSE) have issued a safety alert over a certain type of blower fan used with inflatables. If your event is going to include the use of inflatables you should read this alert and this can be accessed through the following link.

www.hse.gov.uk/safetybulletins/inflatable-blower-fans.htm

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Catering and food safety

All catering businesses, including mobile catering, are required by law to register with their local authority. It is advisable for event organisers to ask about the level of training staff have in relation to food hygiene and safety along with requesting copies of food hygiene certification for those working on the event. The business should be able to provide you with a copy of their last Environmental Health inspection report, which will have information about the business hygiene rating. The Environmental Health team recommends that onyl businesses with a hygiene rating of 3 or greater are used. Information on the hygiene rating of a food business is available at the Food Standards Agency Food Hygiene Rrating Scheme website at <http://ratings.food.gov.uk>

More information is available on Walsall Council's Public Safety, Environmental Health website www.walsall.gov.uk/food_safety including information on mobile trading.

Dependent on the type of unit that is being used, the Nationwide Caterers Association (NCASS) provides guidance through their website www.ncass.org.uk/. This includes best practice guidance of which it would be prudent to follow and the guides can be downloaded for free as follows.

- Guidance for the Installation of LPG and LPG Fired Equipment in Tented Structures, Stalls and Gazebos www.ncass.org.uk/uploads/Marqueeese.pdf
- Guidance for the Installation Of LPG and LPG Fired Equipment in Catering Trailers, Converted Vehicles, Portable Kitchens, Carts, Trolleys and Bikes. www.ncass.org.uk/uploads/Trailers.pdf

If a BBQ is going to be used, then this leaflet on BBQ fire safety would be of assistance to ensure that an event, utilising a BBQ, is ran safely. The leaflet can be downloaded for free using the following link

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- www.shropshirefire.gov.uk/docs/promoting-safety/fire-safety-advice/bbq-fire-safety.pdf

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Firework and bonfire displays

The HSE web-site provides guidance on planning and running bonfire and fireworks events and this includes guidance documents (see below):-

- HSG123; Working together on firework displays ~ www.hse.gov.uk/hsg123.pdf (available as a free download or can be purchased)
- HSG;124 Giving your own firework display ~ www.hse.gov.uk/hsg124.pdf (available as a free download or can be purchased)

The Department for Business, Innovation and Skills has produced a tips guide for organisers on Safe and Successful Firework Displays and, this can be downloaded for free using the following link. www.gov.uk/government/10-1039-fireworks-safety-displays.pdf

If your display is planning to provide food and/or a BBQ, then please make reference to the catering and food safety information provided in the relevant section.

To notify West Midlands Fire Service of any major event that may impact upon fire safety of any relevant persons; guidance on fire risk assessments; crowd capacities and evacuations in the event of an emergency, telephone 0121 380 7500 or e-mail firesafety.admin@wmfs.net.

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Road Races and Fun Runs

Where an organiser wishes to hold an event on the highway, this will require consultation with the council's traffic management service who will consider not only the safety issues but, any impact on the highway network.

Where a traffic management plan has been agreed and a road closure is required, the council will put in place any appropriate legal documentation, for which a fee may be applicable in certain circumstances. The actual implementation of any road closures will be the responsibility of the event organiser who must use the services of an approved traffic management company.

Further guidance can also be obtained from the following:-

- UK Athletics 'Risk Assessment for Road Races' www.uka.org.uk/endurance-events (available to download for free)

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Street arts, carnivals and processions

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Information in the above section can also relate to road closures for carnivals and street art events. There is a long tradition of street arts and processions in the UK and further information can be found from the following organisations:-

- The Independent Street Arts Network [ISAN] website isanuk.org/publications where the following guidance documents can be purchased
 - Safety Guidance for Street Arts, Carnival, Procession and Large Scale Performances
 - Setting the Streets Alive: A guide to producing Street Arts Events
- The ‘how to’ guide prepared by Colchester Carnival and free to download and, ‘Planning Street Festivals and Carnivals’ available to download free on the Theatre Arts UK website www.theatrearts.biz/DCsite/streetwork
- Bridgewater Carnival is one of the largest winter illuminated carnivals with information available around their event at www.bridgewatercarnival.org.uk

Due to the nature of road closures and the highway being utilised as a parade route, it is imperative that the Fire Service is informed as it may affect attendance to operational incidents.

Your nearest fire station can be found by using the West Midlands Fire Service web-site:-

- www.wmfs.net/my-nearest-fire-station

Enter the post code for the area your event is to take place at and nearest fire station(s) will be listed along with contact details will be shown.

This advice also applies for major road races, fun runs and street parties.

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Street parties

If planning a street party, you should contact the council's Traffic Management section early in the process to discuss the suitability of the proposed location. Where a road closure is necessary, the guidance above relating to temporary traffic management arrangements apply. Information on planning a street party is also available through the following agencies and organisations:-

- The Department of Communities & Local Government website www.communities.gov.uk which provides information and guidance on street parties; enter ‘street parties’ in the search facility for further information.
- The Streets Alive organisation www.streetsalive.org.uk which gives general information on organising street parties. Click on ‘street parties’ wording contained in the first sentence on the home page.
- The Street Party organisation website www.streetparty.org.uk which gives more detailed information on organising and running a street party plus information on insurance.

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- The HSE web-site www.hse.gov.uk enter 'street parties' in the search facility to find general information plus information dispelling some of the myths behind health and safety being used to stop such events.

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Stunts

Stunts, fights and other potentially hazardous production activities.

This concerns such events as circuses. Further advice is available from www.hse.gov.uk/pubns/etis17.pdf

Such events must be done by a professional stunt performer and be done in a careful and controlled manor by a competent person and subject to a process of thorough risk assessment.

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Water safety

Various type of events can be organised on or near water and can either be leisure based or of a sporting / competitive nature. For many water based sports there is a National Governing Body (NGB) which can advise over running a safe event and the relevant NGB should be contacted for advice.

Permission from the land owner is required and this could be a private land owner or a public body. For most canal / inland waterway events the Canal & River Trust should be contacted <http://canalrivertrust.org.uk/contact-us>.

RoSPA (the Royal Society for the Prevention of Accidents) provides advice and guidance over water based events along with other aspects of safety www.rosipa.com/leisuresafety.

The Outdoor Swimming Society provides guidance over safety www.outdoorswimmingsociety.com/index.php?p=swimming_tips&s=safe_swim but event organisers need to ensure their event is planned and managed appropriately based on the whole event: e.g. taking into account issues such as access / egress, emergencies, dealing with participants and spectators, etc.

Licensing

Your event may require a licence if deemed to include 'regulated entertainment' and this would require an application to be made to the Council's Licensing service for either a Premise Licence (this can be time limited if required) or a Temporary Event Notice (TEN).

This covers a wide range of entertainment as well as the sale or consumption of alcohol and the provision of late night refreshment (after 11pm).

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Insurance

Dependant on the scale and type of event organisers may wish to consider obtaining insurance. This does not make an event safer but will provide appropriate cover if there is a claim made against the event organiser.

Where an event organiser, employs, contracts in a service or has external organisations involved copies of their public liability insurance should be obtained along with copies of their employers liability insurance.

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Government guidance

Government has produced a 'can do' guide for event organisers and this relates to various types of events. Although it is not specific to open air/outdoor events, event organisers may find some aspects of guidance useful dependent on the type of event being planned. [View the 'can do' guide](#) .

Publicity

How an event is publicised can make a big impact not only on attendance but also as to what the expectations are for those attending. Important information can be provided to people before they visit; for example; conditions of entry, parking or public transport provision, preparing for weather conditions, etc.

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Other considerations

In addition to the above event organisers may or will need to take into consideration other elements of safety when planning their event and should refer to the information on the HSE's web-site and the HSE's Event Industry Forum's on-line 'Purple Guide' (12 month subscription required). This will include considering;

- Level of provision required around welfare and sanitary facilities including special needs toilets, baby changing, etc
- Medical cover/facilities
- Traffic movements within and around the site
- Waste management (litter and refuse and collection)
- Lost children policy/procedures
- Noise management
- If special effects are to be used (pyrotechnics, lasers, etc)

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Placarding (notices and posters)

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Walsall Council has a policy on the display of posters and signs on council land including streets, street furniture and lamp columns. Signage on non-council land will require the permission of the land owner.

Event organisers will have to meet the agreed criteria in order to be able to display posters and signs and a copy of the criteria, application form and guidance notes can be downloaded for completion.

- [Placards - Street advertising posters and signage for events \(PDF 27KB\)](#)

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Parks & Open Spaces

Events that take place in parks and public open spaces are subject to an application process and requires up to three months notice dependent on the type and scale of event.

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Safety Advisory Group (SAG) meeting dates 2016

- 15 July 2016
- 5 August 2016
- 16 September 2016
- 10 October 2016
- 7 November 2016
- 9 December 2016

Useful contact information

Service	Information
	Steve Griffiths 01922 654645 stephen.griffiths@walsall.gov.uk
Walsall Council Traffic Management Service	Steve Hawley 01922 654648 stephen.hawley@walsall.gov.uk Graham Wallis 01922 654646 graham.wallis@walsall.gov.uk For events which take place on the highway/footpath or have an impact on the highway Telephone: 01922 653344 Email: cleanandgreen@walsall.gov.uk
Walsall Council Clean & Green Services	For events which take place in Council parks, open spaces and countryside sites and application process Telephone: 01922 653050 Email: licensing@walsall.gov.uk
Walsall Council Licensing Service	

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Walsall Council Environmental Health Service	<p>For events that may require licensing as regulated entertainment and provision of placards (event advertising signs and posters)</p> <p>Telephone: 01922 653010</p> <p>Email: environmentalhealth@walsall.gov.uk</p>
Walsall Council Building Control Service	<p>For food , health and safety advice, noise from music - live, recorded or reproduced.</p> <p>Telephone: 01922 652600</p> <p>For advice over structures such as staging, temporary grandstands, barriers, etc</p> <p>Telephone: 101 and ask for the Help Desk</p> <p>Email: www.west-midlands.police.uk/contact-us/</p>
West Midlands Police	<p>Event organisers can contact their local Police team over guidance on event and crowd safety. Please note that West Midlands Police do not put in place road closures on behalf of event organisers and the use of the public highway should be discussed with Walsall Council Traffic Management service.</p> <p>Telephone: 01384 215555</p> <p>Email: enquiries@wmas.nhs.uk</p>
West Midlands Ambulance Service	<p>To notify the Ambulance Service of any major events that have large numbers attending or potential risk of injury and discuss appropriate medical provision</p>