



Oulton Broad Parish Council

Good Practice and Safety Guidelines for Events and Hire of Public Space

On behalf of **Nicholas Everitt Park Trust**
The Pavilion, Nicholas Everitt Park, NR33 9JR

clerk@obpc.uk

01502 564289

Introduction

All the events ran in Nicholas Everitt Part are kindly run by permission of Nicholas Everitt Park Trust. Oulton Broad Parish Council will be doing all the organising with the event holders. All events and activities held on Trust land require permission to be obtained in advance. This applies to events of all sizes from small community initiatives to large-scale productions that attract thousands of spectators.

Your aim is to produce a successful event which can be enjoyed safely by all visiting public. This information pack has been designed to assist individuals and organisations with arranging events. It assists any organiser of a private or public event on Trust land that requires the piece of land to have reduced access to other users or members of the public. The pack also provides details on using Trust managed open space for events and special occasions.

This information pack gives general advice that should be used when arranging any type of event. However, it must be remembered that events are extremely diverse, ranging from craft stalls to major music festivals. This guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events. Please note that when organising events OBPC will have to adhere to the Deed of Gift, the Trust's governing document.

The forms contained within the pack can be used for all events regardless of size. However, parts of the information may not be relevant for smaller events. Organisers are invited to share information with the Parish Clerk at any stage and to seek advice.

To achieve a successful event, you must identify all potential hazards and dangers and then decide, on your own or with appropriate help, the safety precautions that need to be taken and how you will put them in place.

As the event organiser you will be held ultimately responsible in law for the safety of people at your event. It is essential that all events, even those in aid of charity, should comply with recognised safety standards. Even if the purpose of the event is in aid of a good cause it will not protect people from having accidents or you from liability.

Major events will require additional information and you should first contact Oulton Broad Parish Council to discuss your plans before you make an application. This must be done a minimum of 6 months before the proposed event. However, it could and should take longer for a major event. It is advisable to refer to the 'The Purple Guide' which has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events <https://noea.org.uk/resources/the-purple-guide/> please note that there is a subscription charge for this publication but if you are regularly organising major events it is a useful resource.

When planning and organising an event it is recommended that you refer to the 'The Event Safety Guide' produced by the Health & Safety Executive (ISBN 0-7176-2453-6 t: 01787 881165).

<http://www.hse.gov.uk/event-safety/running.htm>

There will also be additional clubs and associations who may be able to offer specific advice and we work closely with the Suffolk Advisory Group who also consider the safety of events.

<http://www.suffolkresilience.com/running-an-event-safely/>

The Oulton Broad Parish Council/Nicholas Everitt Park Trust Events Application Form must be completed **by the relevant deadline** and submitted along with all the relevant documentation **before** any consideration can be given to your request.

No advertising of your event may be undertaken until such time as the application consultation process has been finalised and Oulton Broad Parish Council has given you permission to hire/use its land.

Stage 1 – Pre-Planning

Detailed pre-planning is essential to ensure the event is safe and successful. The following needs to be considered at this stage:

The Event Management plan should be drafted at least three months before the event. For events with up to 1000 people you should aim to give three months' notice. For events with people between 1000 – 5000 you should aim for six months' notice. Events over 5000 people should be twelve months' notice (this is not applicable to our 'open space').

Where

Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community and residents, how easy it will be for people to travel to the venue and what the car parking requirements are. Consider the suitability of the venue and existing on-site hazards, such as water and power cables. Consider whether emergency routes will be adequate.

When

Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. The event should not clash with other major events in the area.

Who

Identify the aims of the event. Are particular groups or types of people targeted, such as young people, teenagers or the elderly or disabled? If so, specific facilities may be required to accommodate them.

What

Decide on the type of activities to be held. Will there be any specific hazards such as high-risk sports? Establish the size of the proposed event and whether or not an entrance fee will be charged. Please note we are governed by the Deed of Gift in relation to closed park, paid entry events.

Stage 2 Organising the Event

Attendances

The maximum number of people the event can safely hold must be established. This may be reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that any one particular attraction may draw large numbers of visitors.

Camping Areas

No camping within the park allowed at any time. No BBQs allowed.

Code of Practice

For larger events there will be a need to comply with guidance particularly the Code of Practice for Outdoor Events published by the Outdoor Events Association: <https://noea.org.uk> T: 01749 674531, which gives advice on structures, marquees, tents, and electrical matters. The HSE 'The Event Safety Guide' is also a very useful document also see www.hse.gov.uk/entertainment/index.htm.

Contingency Plan

Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist tracking 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.

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. Organisers of larger events may wish to liaise with the emergency services, local hospitals and the East Suffolk Council's Emergency Planning Officer and create a planning team to consider all potential major incidents and how you would deal with them. Your Emergency Plan can be added to your Event Plan.

Event Plan

This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your **risk assessments**. It should also highlight individual responsibilities in the run up to the event and during the event. **You will be asked to supply a copy of your Event Plan to Oulton Broad Parish Council.**

The Event Plan should include:

- **Site Plan**
- **Risk Assessments**
- **Attendances**
- **Emergency Plan**
- **Contingency Plan**
- **Promotion**
- **Key Contact Details**

For help with writing your event plan; <https://suffolkresilience.com/event-safety>

Insurance

All organisers of events will require public liability insurance with a limit of indemnity of a minimum of £5 million per claim. If an event is deemed higher risk then we reserve the right to increase this to £10 million. You should always talk to your insurer and consider whether higher cover than £5 million is necessary. All contractors, exhibitors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

Liaison

You need to inform the local police about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with Oulton Broad Parish Council, East Suffolk Council and/or the relevant organisations. You may also be asked to provide copies of your Event Plan to the County Event Safety Advisory Group (SAG).

Licences

A Premises Licence or in certain circumstances, a Temporary Events Notice will be necessary to carry out what are known as 'licensable activities' in a premise. These activities are described by the new licensing act as being:

- any sale of alcohol by retail
- the supply of alcohol in a member's club
- regulated entertainment, such as films, plays, indoor sports, boxing or wrestling, live or recorded music or dancing
- late night refreshment (hot food or hot drink between 11.00pm and 5.00am the next day)

A Temporary Events Notice (TEN) can be issued for events for up to 499 people (including staff, stewards and performers) and for a maximum period of four days. Applications must be given to the Police and to the Council at least 10 working days before the event in question.

For events exceeding 499 people an application for a premises licence will need to be submitted. This must be done at least 58 days before the event. For any licence applications please contact East Suffolk Council Licensing team on 01502 523619 or email <https://www.eastsuffolk.gov.uk/business/licensing/>

You must contact the licencing authority (usually East Suffolk Council) to check deadlines and timescales and discuss the relevant and specific licensing requirements that apply to your event and are in force at the time.

Promotion

You will need to consider how you plan to inform the community and visitors of your event. You should ensure that a timeframe is in place to give as much notice as possible to those you want to attract to the event.

Responsibilities

When organising any event there must be a named organiser who is identified at the earliest opportunity. For larger events there should be a detailed management structure drawn up detailing who is responsible for what – this should all be recorded in your Event Plan.

One person should be identified as the event manager and be responsible for liaison with other organisations such as the Council, the local police force and other emergency services. You should have a named Health and Safety Officer to whom all queries can be referred about safety procedures in case of an emergency.

Risk Assessments

You must complete a risk assessment for your event. Taking everything into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated Event Plan. A timescale should be specified where necessary. Your risk assessment can be added to your Event Plan.

For information on Risk Assessments please see the appendices at the back of this document and <https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>.

Risk Assessments – Contractors

Your contractors could include a fun fair ride, face painter or walkabout performer. As the event organiser you are responsible for anything you contract in.

Road Closures

If your event is on a road or highway you will need to gain permission from Suffolk County Council <https://www.suffolk.gov.uk/roads-and-transport/roadworks/apply-to-close-a-road-for-an-event/>

Site Plan

Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths. You will be required to supply a copy of this to Oulton Broad Parish Council.

Specialist Equipment

Will activities require the use of specialist equipment? If so, does this equipment pose any specific hazards? Will a particular activity require barriers etc? Some equipment such as a stage will require certificates of erection by a competent person that must be available on request.

Welfare Arrangements

The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the Code of Practice for Outdoor Events referred to above. Permanent toilets should be checked for adequacy and maintained during the event. If they are maintained by East Suffolk Norse™ (Oulton Broad Parish Council's contractor) you must inform them you will be holding your event and make arrangements for extra opening times with them directly if necessary. The provision of drinking water may be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. There is a permanent parks café and additional cafes in the near vicinity. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

Stage 3 Provisions and Services

Animals at events

The keeping and/or use of some animals requires a licence to do so e.g. pony/donkey rides or specified dangerous wild animals such as reindeer etc.

You must provide copies of all relevant licences and registration documents for each animal with your event application plan.

Please consider the Deed of Gift.

Balloons and Sky Lanterns

Oulton Broad Parish Council does not authorise the release of mass balloon and Chinese lanterns for events taking place on Trust land. Helium filled latex and foil coated balloons can pose a serious threat to wildlife and livestock and lit sky lanterns pose a significant fire hazard.

It is part of our terms and conditions of hire that you agree not to release these as any part of your event.

Bouncy Castles

If a bouncy castle is used at your event you must follow the HSE guidelines – <https://www.pipa.org.uk>. As the event organiser, it is your responsibility to ensure that each inflatable device carries a valid PIPA inspection tag.

Cars on Site

In our public parks/open space no cars are permitted on site without special permission from the Oulton Broad Parish Council. A £300-£500 deposit will be taken for each event and a fine of £25 for each unauthorised car on site will be taken from the deposit. Any cars parked on a public car park must pay the

relevant rate. If cars are needed to be driven through the park. 5 Mph and hazard lights should be used. Please respect that this is a public open space park.

Catering

The provision for catering will be granted at the Council's discretion. Details of all catering units must be submitted to East Suffolk Council's Environmental Health Service at least 14 days prior to the activity. You should check with them their deadlines in force at the time you are planning your event. All catering units must be open for inspection by the Environmental Health Services. If they do not comply with regulations they will not be allowed to trade. The provision of the Food Safety Act 1990 (as amended), Regulation (EC) No. 178/2002 applied by The General Food Regulations 2004 (as amended), Regulation (EC) No. 852/2004 applied by Regulation 17(1) of the Food Hygiene (England) Regulations 2006, or other relevant legislation in force at the time of your event, shall apply.

Adequate space should be left between catering facilities to prevent any risk of fire spreading. Ask to see caterers' food hygiene certification. You may wish to use only caterers who are members of the Mobile Outside Caterers' Association.

Clearing Up

You will be expected to leave the site as you found it. Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. Failure to clear the site will result in deductions from the deposit and any additional costs arising from the clear up will be charged to the organiser. Please contact East Suffolk Norse™ 01502 527100 for any specific waste/cleansing enquiries.

Communication

You will need to communicate to event personnel and it is recommended that you have a suitable communications system. For larger events you may need to set up a control room. Communication details should be included in your Event Plan.

There are three main areas of communication for your event:

- Letting residents and businesses in the surrounding area know about your event plans before the event, the earlier the better.
- Internal Communications on the day of the event.
- Communicating with your audience on the day.

Oulton Broad Parish Council does have a roving PA System that is based in the Yacht Club, you will need to seek permission from them to use it.

Contractors

You should ensure that your contractors are competent to undertake the tasks required of them. Wherever necessary personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments and satisfy yourself that they will perform the task safely.

Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £10 million. Provide contractors with a copy of the event site rules and details of their responsibilities while on the site.

Crowd control

The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, signs, stewards, and the provision of a public address system.

Disabled Provision

Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event. There are disabled parking bays in the Boulevard Car Park, disabled toilets in both the Boulevard and in the main toilet in the park.

Electricity and Gas

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. If you use Trust electricity you will be charged for it.

Electrical Appliances

All portable electrical appliances including extension leads etc. shall be tested for electrical safety and a record kept. The records of a satisfactory test on all equipment shall be available for inspection on the day. Any hired equipment must come with a certificate of electrical safety. The Electricity at Work Regulations 1989 (and other relevant legislation at the time in force) will apply. The Hirer shall obtain approval from the council for the use of generators at the event. All electrical equipment shall be maintained so as to prevent danger, as far as is reasonably practical. Oulton Broad Parish Council requires the entire electrical installation be subject to tests no less stringent than those required by BS 7671:2001 and that a current electrical test certificate be available for inspection. Residual current circuit breakers with a tripping current no greater than 30ma shall be used and if possible, the power supply stepped down to 110volts. Residual current circuit breakers shall have no intentional time delay fitted. You will need to supply a current inspection certificate on the electrical installation completed by an NICEIC/ECA electrical contractor and have it available for inspection on the day. All cables will have to be safely routed to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather must be specifically considered and appropriately managed at outside events.

- All generators shall be earthed at their neutral point by means of a suitable earth electrode and all systems shall be TN-S. Generators should be suitably fenced or barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan. Additional information can be obtained from East Suffolk Council's Environmental Health Officers. You should always ensure you refer to the latest and most appropriate standards in place at the time of your event.

Events Communications – surrounding residents

Please make sure you let surrounding residents and businesses know about your event plans.

Event day communications – internal

You must have a clear communications plan in place and ensure everyone is familiar with the plan.

First Aid and Medical Cover

It is your responsibility to arrange for adequate first aid provision and medical cover. For audiences of less than 5,000, St John or the Red Cross can provide first aid. For audiences of over 5,000, the East Anglian Ambulance Trust must be consulted. The Purple Guide provides a template to help establish your first aid, medical and ambulance requirements. First aid personnel must be dedicated to that role i.e. a first aider cannot be acting as a steward and a first aider.

Fire safety at your event

You must include the risk of fire in your event risk assessment. You must show that you have:

- Identified the fire hazards, i.e. sources of ignition, fuel and oxygen.
- Identified people at risk within and surrounding your site and those at highest risk
- Evaluated the risk of a fire occurring and evaluate the risk to people should a fire occur
- Removed or reduced fire hazards and removed or reduced the risks to people

- Considered detection and warning, firefighting, escape routes, signs and notices, lighting, maintenance.
- Recorded significant findings and action taken
- Prepared an emergency plan
- Informed and instructed relevant people and provided training
- Reviewed and revised your assessment where necessary

Useful resources for fire safety planning include Fire Safety Risk Assessment – open air events and venues and Guide to Fire Precautions in Existing Places of Entertainment and Like Premises.

Fun Fairs

For rides or fun fairs, you should make sure that:

- Any stand-alone ride or rides that are part of a fun fair are part of the ADIPS Amusement Device Inspection Procedures Scheme.
- The operator can provide you with a copy of their Service Annual Inspection papers.
- The operator confirms in writing that they operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice.
- Oulton Broad Parish Council will ensure that under the Deed of Gift the rides can be used.

Where Oulton Broad Parish Council has agreed that the venue shall be used for a fun fair then the hirer shall supply full details of all side shows and rides prior to the due date and shall comply with and ensure that the operators of the rides comply with the guidance given in the publication *Fairgrounds and Amusement Parks – Guidance on Safe Practice – HSG175* published by the Health and Safety Executive and all other statutory requirements:

<http://www.hse.gov.uk/entertainment/fairgrounds/>

<http://www.hse.gov.uk/pUbns/priced/hsg175.pdf>.

In particular a copy of the latest certificate of thorough examination must be submitted prior to the start date.

Oulton Broad Parish Council will require details of all equipment and units one month prior to the event. Details of the electrical and structural contractor must be submitted for the council's approval fifteen working days before the event. Certification that the structures comply with the HSE guidance notes must be submitted four normal office working hours prior to the event (by arrangement or at an earlier time specified).

Funfair operators are required to provide the Council with the insurance, ride inspection certificates and specific risk assessments for any rides that they intend to have at their event.

Failure to provide any information required by the due date shall entitle the Council to cancel the event.

Gas Supplies

Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies for portable generators etc. Gas systems should conform to and operators have regard to the LP Gas Associations Code of Practice 24. Use of LPG cylinders Part 3:2000. Use of LPG in mobile catering vehicles and similar commercial units. Organisers may also wish to refer to HSE LAC 52/13 The Keeping and Use of LPG in Vehicles and Mobile Catering Units. You should always ensure you refer to the latest and most appropriate standards in place at the time of your event.

Health and Safety

You are responsible for health and safety at your event.

Even if you are a community organisation with no employees, you might still have a responsibility under the Health and Safety at Work Act 1974, to ensure that your event and any contractors are operating legally and safely.

The sections below will help ensure you take all reasonable steps to ensure your event is safe and meets health and safety laws and guidelines.

Inflatable play equipment

You will need to make sure:

- The operator can provide a copy of the current PIPA test certificate for the equipment
- The operator carries out the daily checks on the equipment as required by EIS7
- You know when the equipment was last fully inspected
- You get full instructions on its safe operation
- The equipment is clearly marked with limitations of use e.g. maximum wind speeds it will withstand, user height etc.

Performers and Exhibitors

All performers, exhibitors, and vendors etc should have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and Event Plan. Any reference to performer in this guidance should be taken to also refer to exhibitors and vendors etc where relevant in this document.

Provision of Food

You should check that all food traders have been rated under the Food Standard Agency's FSA.

Traders that do not appear on the FSA's website may not be registered for the sale of food and their compliance with food safety laws will not have been assessed.

Please respect the retailers inside and outside the park.

Provision of Drinking Water

If you are providing a temporary water supply you may need to comply with the [Private Water Supply Regulations 2016](#)

Risk assessments and management

Risk assessments cover all health, safety, and planning aspects of your event. You should develop your risk assessment early on, monitor it constantly and adjust it as necessary.

The first step is to develop a risk register, which identifies the risks for your event. Each risk listed in the register will need to be included in the risk assessment. You must include the risk of fire.

Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Counting and banking arrangements should be given careful consideration. Most events require some professional security or stewarding to help with crowd control. Your risk assessment must include your security requirements, which will depend on things like your event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

Sound Amplification

Our open spaces are set in a residential area and you will need to be sensitive to this. If you wish to amplify sound at your event you will need permission from us, and you will need to consult with East Suffolk Council, regarding permissions and any licences that might be required. Please refer to the Code of Practice on environmental noise control of concerts.

Stewards

Stewards must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire-fighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

Like your security requirements, the number of stewards you need will depend on your risk assessment, event location, date, opening times, target audience, planned attendance numbers, fenced or open site etc. Stewards require training and briefings, so they are fully aware of their duties and responsibilities.

You must develop a communications plan for all staff, including stewards, so they understand how they should share information or report incidents during the event.

Site considerations

Please include a copy of your site plan with this document. You must submit a site plan for your event; the more accurate and detailed the plan, the better.

Temporary Structures

Many events will require temporary structures such as staging, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be 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, 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. An independent Structural Engineer shall be engaged by the hirer to certify all structures in accordance with latest version of the Institute of Structural Engineers guidance note: 'Temporary Demountable Structures' guidance and procurement design and use' and associated Health and Safety Executive guidance <http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>. All marquees must be fire retardant to current British Standards.

Toilets

You will need to provide adequate facilities for toilet provision for the numbers attending. Toilets must be well lit at night, readily accessible and clearly signed. They must be kept in a clean and hygienic condition throughout the event and hand washing facilities must be provided.

The basic requirements are set out below as a guide:

	Female Toilets	Male Toilets
For events with a gate time of less than 6-hours duration opening	1 per 100	1 per 500, plus 1 urinal per 150
For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served	1 per 85	1 per 425,

		plus 1 urinal per 125
For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity	1 per 75	1 per 400, plus 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males	1 per 75	1 per 150, plus 1 urinal per 250

Traffic

a) On-Site

Please note that public pay and display car parking is provided at some sites. Contractor's and/or performer's vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. Only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. If car parking facilities are required at some events these will have to be stewarded. Please note 'Cars on Site' information on page 6.

b) Off-Site

Unplanned and uncontrolled access and egress from a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from Suffolk Highways.

External threats/counter terrorism

It is possible that your event could be the target of a terrorist incident and you may have to deal with a bomb threat or suspicious items left in or around the area.

Implementing measures for countering terrorism will also work against other forms of criminality, such as theft, burglary, and arson.

Where possible, additional security measures should be integrated with the existing security regime.

Noise

If your event has the potential to cause noise nuisance to nearby residents, your plans will have to be approved by the Environmental Protection Team. The things most likely to cause noise nuisance include live music stages, fun fairs and public address systems.

Larger events that have a music stage will usually have to employ a professional sound engineer and must agree sound levels with the Environmental Protection Team.

Provide nearby residents with an event day contact in case they need to make a noise complaint.

Lost and found children/vulnerable adults.

You must have a lost and found children/vulnerable adults' policy and all event staff and volunteers must be familiar with it.

- Details of lost children/vulnerable adults must not be broadcast in such a way that increases the risk to them.
- You must have a procedure for escalating lost children/vulnerable adults to the police.
- Include arrangements for the safe care of children/vulnerable adults until such time that they can be reunited with their parent or guardian.
- Provide a clearly advertised point for information on lost children/vulnerable adults.
- All incidents need to be logged and all details recorded.

- Parents and guardians should provide ID and a description of the child/vulnerable adult before they are allowed to collect them.
- Contact the police if the child/vulnerable adult is reluctant to go with the parent or guardian or you have any concerns about returning the child/vulnerable adult to the care of the parent/guardian.

Waste management

It is essential that your event has a waste management plan in place and that it is carried out. How will you keep the site clear of waste? Will this be done by stewards or volunteers. How will you manage waste during and after your event, including details of bins, skips, recycling and litter picking?
It is essential that your event has a recycling plan in place and that it is carried out.

Stage 4 – Final Preparations

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

Barriers

Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

Fireworks

Events that require the use of fireworks must ensure that the following is in place:

1. Completed risk assessments for the display and persons carrying out the display.
2. Fire prevention measures.
3. Public Liability insurance covering the use of fireworks.

For further information on the use of fireworks:

www.hse.gov.uk/explosives/fireworks/using.htm

Permission must be granted before planning the fireworks by:

Oulton Broad Parish Council	01502 564289
East Suffolk District Council	0333 016 2000
Suffolk Fire Service	01473 260588
Police	01473 613500
Environmental Health	0333 016 2000

Information Signs

Information and safety signs complying with safety signs regulations are important to the success of an event. Organisers should provide sufficient signage to be available around the venue, for example lost children or first aid.

Any advertising signs placed on the highway are unlawful. "Highway" includes roads, carriageways, footways, pavements and verges. Advertising signs which create a nuisance or present a danger to users of the highway may be removed by Suffolk County Council in accordance with the relevant legislation.

As part of our terms and conditions of hire, flyposting is prohibited.

Inspections

A walk-through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check that communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also any remedial action taken.

Lighting

Check all lighting is working, including any emergency lighting. Consider this, if the event will be in darkness at any point. If the event will start in daylight and you must be able to predict the sunset time and provide adequate lighting for crowd safety. Consider how the route to the car park, evacuation routes etc, will be lit.

Public information

Make sure the public address system is working and can be heard in all areas.

Routes

Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.

Siting

Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.

Signage

Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.

Stewards

Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification. For large events you will need to see if the police should be in attendance.

Briefing

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

Structures

Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors.

Vehicles

Check that all contractors, performers and exhibitor's vehicles have been removed from the site or parked in the designated area before the public are permitted to enter. We do not encourage parking within the park. Please, where possible use the public pay and display parking. If you need to drive through the park, please limit the speed to 5mph and hazards should be used.

Stage 5 – After the Event

Accidents

If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the Council, in addition to the statutory requirement to notify certain accidents under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). 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.

Claims

Should any person declare an intention to make a claim following an alleged incident associated with the

event, you should contact your insurers immediately. They may also require a copy of the completed accident form.

Debrief and Report

After the event you should meet with/ask comments from all the agencies involved in the event for an event debrief. You should write an evaluation report which will help you refine your future plans.

Site Condition

After the event, another inspection should be carried out to make sure nothing has been left on the site that could be hazardous to future users. This inspection should also identify any damage that may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. Specific security arrangements may be required.

Contacts

Economic Services

East Suffolk District Council
Riverside
4 Canning Rd.
Oulton Broad
Suffolk
NR33 0EQ

0333 016 2000

events@eastsuffolk.gov.uk

Licensing

East Suffolk District Council
Riverside
4 Canning Rd.
Oulton Broad
Suffolk
NR33 0EQ

01394 444802

licensing@eastsuffolk.gov.uk

St John Ambulance

Oxford Road
Oulton Broad
NR32 1TW

0844 770 4800

Fire Prevention

Fire Prevention Officer
Suffolk County Council
Endeavour House
8 Russell Road
Ipswich
Suffolk
IP1 2BX

0345 606 6067

Police

Suffolk Constabulary HQ
Martlesham Heath
Ipswich
Suffolk

01473 613500

IP5 3QS

East Suffolk Norse

Rotterdam Road Depot

Oulton Broad

Suffolk

NR32 2DF

01502 527100

Contact **HSE** Infoline for Health & Safety advice **0300 003 1747**

Event Charges

Hire Fees

Fees are set annually by the Council with reduced concessions for charities and community groups. For free public events run by charity and community groups there will be no charge for use of council land, although a deposit might be payable (see below).

For events where there is a cost to members of the public or for private hire the following charges will apply:

Zone A	£500	Per day
Zone B	£200	Per day
Setup	£60	Per Day

The hire fee is VAT exempt and an invoice will be raised a month before the event.

Deposit

A deposit of **£200** will be taken for each event and will be required on application. This is fully refundable if no issues requiring remedial action arise. The council reserves the right to deduct from this deposit the charge for improper parking, the cost of any repairs and clearing up required after the event and any other costs related to the holding of the relevant event. Removal of rubbish, clearing up and reinstatement work must be carried out to the standard required by Oulton Broad Parish Council.

Regardless of whether a deposit has been required, any organiser is expected to ensure that any costs arising from their event including, not exclusively, clearing up, making good any damage caused and legal claims arising, are paid to the Parish Council in addition to any deposited amount, where these costs are above and beyond any deposit amount paid.

Cars on Site

In our public parks/open space no cars are permitted on site without special permission from the Oulton Broad Parish Council. A £300-£500 deposit will be taken for each event and a fine of £25 for each unauthorised car on site will be taken from the deposit. Any cars parked on a public car park must pay the relevant rate. If cars are needed to be driven through the park. 5 Mph and hazard lights should be used. Please respect that this is a public open space park.

Appendices

Event Risk Assessment Guidance Notes

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided at the back of this document which may be used. Any risk assessment made must at least cover the areas included within this form.

Identifying the Hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards that could result in significant harm. The following should be taken into account:

- Any slipping, tripping or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures.
- Any chemicals or other substances hazardous to health
- Moving parts of machinery.
- Any vehicles on site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- Falls e.g. from ladders, structures or trailers.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity, movement and pinch points.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Identifying Those at Risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards.
- Employees.
- Volunteers.
- Contractors.
- Vendors, exhibitors and performers.
- Members of the public.
- Vulnerable persons.
- Potential trespassers.
- Local residents.

Areas to consider

The following are examples of areas to consider:

- Type of event.
- Potential major incidents.
- Site hazards including car parks.
- Types of attendees such as children, elderly persons and the disabled.
- Crowd control, capacity, access and egress and stewarding.
- Provision for the emergency services.

- Provision of first aid.
- Fire, security and cash collection.
- Health and safety issues.
- Exhibitors and demonstrations.
- Amusements and attractions.
- Structures.
- Waste management.

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

- **High** An unsecured inflatable being used in adverse weather conditions by young children.
- **Medium** A display of animals in a roped off arena.
- **Low** A mime artist performing amongst the crowd.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Removal of the hazard.
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.
- The use of personal protective equipment.
- Find a substitute for that activity/machine etc.

Record the Risk Assessment Findings

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and Revise

If the nature of the risk's changes during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

Oulton Broad Parish Council

Risk Assessment Template

Event:		Date of Event:		Venue:		Organiser:	
Identified Hazards	Persons at risk	Risk (High/ Medium/Low)	Measures required to control risk	Action taken by	Date complete and signature		

Name of Assessor (print) _____

Signature _____ date _____

Event Plan Guide

The following is a quick checklist to use during the preparation of an event plan. Some of this section may not be relevant to the event in question and is not a definitive list.

<u>The Site</u>	
Suitability	<input type="checkbox"/>
Capacity	<input type="checkbox"/>
Access & Egress Routes	<input type="checkbox"/>
Car Parking Area/s	<input type="checkbox"/>
Surrounding Roads	<input type="checkbox"/>
Security	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>
Weather	<input type="checkbox"/>
Disabled Access	<input type="checkbox"/>

<u>Entertainment License</u>	
Is one needed?	<input type="checkbox"/>
Fee	<input type="checkbox"/>
Safety Policy and Risk	<input type="checkbox"/>

<u>Responsibilities</u>	
Event Manager	<input type="checkbox"/>
Safety officer	<input type="checkbox"/>
Other	<input type="checkbox"/>

<u>Power</u>	
What needs power?	<input type="checkbox"/>
Mains/Generator location	<input type="checkbox"/>
Electrical Equipment tests	<input type="checkbox"/>

<u>Stewards</u>	
How many?	<input type="checkbox"/>
Uniforms/vests	<input type="checkbox"/>
Chief Steward/s	<input type="checkbox"/>
Briefing Instructions	<input type="checkbox"/>

<u>Health & Safety</u>	
Risk Assessments	<input type="checkbox"/>
Public Liability Insurance	<input type="checkbox"/>

<u>Car Parking</u>	
Condition of ground	<input type="checkbox"/>
Lighting	<input type="checkbox"/>
Stewards	<input type="checkbox"/>

<u>Lighting</u>	
Additional Lighting	<input type="checkbox"/>
Location	<input type="checkbox"/>

<u>Litter Clearance</u>	
Bins/Skips	<input type="checkbox"/>
Litter Bags	<input type="checkbox"/>
Stewards	<input type="checkbox"/>

<u>First Aid Cover</u>	
No. of First Aider's	<input type="checkbox"/>
Location	<input type="checkbox"/>

<u>Police</u>	
Notification	<input type="checkbox"/>
Presence	<input type="checkbox"/>

<u>Fire</u>	
Fire fighting equipment on site	<input type="checkbox"/>
Fire Brigade Presence	<input type="checkbox"/>

<u>Communications</u>	
Radios	<input type="checkbox"/>
Stewards	<input type="checkbox"/>

<u>Emergency Procedures</u>	
Emergency Action Plan	<input type="checkbox"/>
Closure of Event	<input type="checkbox"/>

<u>Publicity</u>	
Leaflets/poster distribution	<input type="checkbox"/>
Website listing	<input type="checkbox"/>
Publication inclusion	<input type="checkbox"/>