

SEFTON EVENTS SAFETY ADVISORY GROUP



Event application

guidance notes



Introduction

This application pack has been designed to provide information to Event Organisers who are considering staging events on property owned by Sefton Metropolitan Borough Council (Sefton MBC). The application form contained within this pack can be used for all Events, regardless of their size, however, some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, Events can be extremely diverse, ranging from a simple band concert for example, to a large outdoor concert and therefore the guidance contained within this pack cannot be considered exhaustive. It is likely that you will need to seek additional guidance for specialist events and larger scale activities.

GLOSSARY OF TERMS

HSE - Health and Safety Executive

Protocol/Radio Protocol - An agreed method of communication and code words for radio users

Welfare Facilities - Provision of public conveniences, washcare facilities and first aid cover

Access - point of entry to event site

Egress - point of exit from event site

THE COUNCIL'S POLICY

As part of its responsibilities, Sefton MBC maintains and operates the Public Parks, Gardens, Recreation Grounds and Beaches throughout the Borough.

The general public have a right of access to these areas, free of charge, on a casual basis, during programmed opening hours, which normally fall from 8.00am to one hour before dusk (Sunset) each day.

In circumstances where an organised group of people wish to use such facilities and that this use may affect the normal running of the park, or restrict public access, such a group or organisation must seek the permission of Sefton MBC to stage the event.

An application must be completed and returned, then an assessment of whether or not the event can proceed will be made based on this information and also other relevant correspondence provided by the organisers, other departments, or Authoritative bodies such as the Police, Fire or Ambulance service.

RISK ASSESSMENT

Please remember that all organisers of events have a Legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed Risk Assessment.

All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the Risk Assessments. (A simple guidance note and an example form is provided in the guidance on risk assessments leaflet of this application pack). Completed forms should be copied and retained for future reference.

Any contractors involved in the event should also carry out Risk Assessments. Where relevant, you should obtain copies of these.

More information regarding Risk Assessments can be obtained from the **Health and Safety Executive (HSE)** publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ. Telephone on 01787 881165.

An information helpline is also available. Monday to Friday on telephone number 08701 545500 or email: hseinformationservices@natbrit.com

APPLICATION PROCESS - INTRODUCTION

Phase One

Detailed pre-planning is essential to ensure that your Event is successful. The Events Planning flow chart in this section of the application pack and the guidance notes listed below have been designed to help you understand the steps that you need to take when organising an event. It also identifies the process you will be taken through by Sefton MBC in order to stage your event.

It is strongly recommended that you read all of the guidance notes detailed below before completing the application form.

EVENTS PRE-PLANNING

Deciding the concept of your Event is the most crucial factor for its success. Firstly you should think about what you would like to achieve from the event; your event objectives might be to attract lots of people, raise money for charity or raise awareness about a particular subject.

Once you have decided on the concept of your event and will achieve your set objectives, you will need to give consideration to the following areas:-

- **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, eg. how easy it will be for people to get to the venue and any car parking requirements).* Consider the suitability of the venue and any existing hazards which may be on the site, such as, water hazards, overhead power lines etc. Consider whether or not 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 in relation to the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area. Sefton MBC or Merseyside Police may be able to give advice on forthcoming events.
- **WHO.** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or you may need additional stewards to ensure adequate safety standards are maintained.
- **WHAT.** Decide on the type of activities to be held. Will there be any specific hazards to these activities such as water sports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.

- **SPECIALIST EQUIPMENT.** Will the activities require the use of any specialist equipment such as children's fun fair etc. If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some specific equipment may require certificates of erection by a competent person and evidence that it has been maintained correctly and complies with current testing regimes.
- **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 **National Outdoor Events Association – Telephone Number 020 8669 8121**, which gives advice on structures, marquees, tents and electrical matters. The HSE Guide to Safety at Events is also a very useful reference document.
- **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 opening hours and maintained during the event. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.
- **SPECIAL PERMISSION.** A Premises Licence or a Temporary Event Notice may be required if the event includes regulated entertainment. You should contact the Licensing Section at an early stage for advice on these matters, a fee will be payable for a Licence/Notice. If your event is to take place within the following areas (Botanic Gardens, Crossens Community Park, Hesketh Park, Kings Gardens, Princes Park, Town Hall and Bandstand Gardens or Victoria Park all situated in Southport. Duke Street Park in Formby. Derby Park or North Park in Bootle,) then these are already licensed for regulated entertainment by the Council and will not require a separate Licence/Notice. If your event is to include the sale of alcohol you will require a Premises Licence or a Temporary Event Notice and you should contact the Licensing Section at an early stage for advice, a fee will be payable for a License/Notice.
- **INSURANCE.** All events will require Public Liability Insurance. All contractors and performers will also need their own Public Liability cover with a minimum of £5 million limit of indemnity, this is dependent on the event. 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.
- **TIMESCALE.** Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. **Do not forget the summer can be a busy time with a considerable number of applications for events being received.**
- **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.

ORGANISING THE EVENT

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the Event Plan up to date.

- **ESTABLISH A COMMITTEE.** Identify specific responsibilities for all committee members. 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. One person, with suitable experience, should be given overall responsibility for Health and Safety and another person co-ordination and supervision of stewards.
- **LIAISON.** Contact the local Police, Fire brigade, Ambulance and First Aid providers. Tell them about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the council and/or the relevant organisations. Other emergency services may need to be contacted such as HM Coastguard for waterborne events at sea.
- **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.
- **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. You may have to liaise with the emergency services, local hospitals and the Council's Emergency Planning Officer and create a planning team to consider all potential major incidents and how you would deal with them. Organisers of larger events may wish to contact the Council for further information.
- **TEMPORARY STRUCTURES.** Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks 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 dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.
- **CATERING.** Ensure any caterers have been registered by their local authority and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. Ask to see caterers' food hygiene certification. You may wish to use only caterers who are members of The Nationwide Caterers Association (NCASS) www.ncass.org.uk or Telephone Number 0121 603 2524. You should obtain a copy of their menu and charges to ensure their prices are reasonable.
- **MINIMUM STANDARDS OF LIQUEFIED PETROLEUM GAS (LPG) IN MOBILE CATERING UNITS.** There are potential dangers associated with LPG - fire and explosion, toxic products of combustion, gas leaks or asphyxiation. If you are planning to use LPG or if mobile catering units at your event use LPG, Sefton MBC require you to take the following measures to reduce risks:-
 1. Locate gas containers away from sources of ignition and other dangerous sources.
 2. Ensure the possibility of leaks is kept to a minimum, e.g. by use of adequately supported rigid pipework

which must be protected against accidental damage; any joints in the pipework should be readily accessible for maintenance and inspection; high-pressure connections located outside the vehicle.

3. All plant and equipment shall be constructed to a recognised standard, such as relevant British Standards.
4. Install and properly maintain all such plant and equipment. Check the installation regularly.
5. Ensure that there is adequate ventilation at both high and low level to dilute the gas in the event of a leak.
6. Take adequate fire precautions; provide adequate fire fighting equipment and adequate instructions for action to be taken in the event of an emergency.

It is also advised that gas systems and installations are inspected and certified by a CORGI registered company to show that the above standards are met.

- **STEWARDS.** Stewards at larger events 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 for 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 resolve any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting, and an appropriate number should be SIA registered. 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.

- **CROWD CONTROL.** The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number, type and positioning of barriers and the provision of a public address system.
- **NUMBERS ATTENDING.** The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that particular types of attractions may draw large numbers of visitors e.g. Firework displays.
- **PROVISION FOR THE DISABLED.** Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking, specific viewing areas and can safely enjoy the event.
- **SECURITY.** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Frequent cash collections should be made to ensure cash levels are kept to a minimum. All collections should be logged and taken to a secure area. Following your Risk Assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

- **ON-SITE TRAFFIC.** Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to 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. Car parking facilities will be required at most events and these may have to be stewarded. Consider where such facilities should be situated.
- **OFF-SITE TRAFFIC/ROAD CLOSURES.** Unplanned and uncontrolled entrances and exits to 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 Sefton MBC's Technical Services Department. The usual time scale associated with this process is eight weeks.
- **TRANSPORTATION.** The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. You will also need to liaise with them if road closures or diversions are intended.
- **CONTRACTORS.** All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible 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 £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.
- **PERFORMERS.** All performers 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.
- **FACILITIES AND UTILITIES.** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.
Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. 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 items such as portable generators etc. 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.
- **CONTINGENCY PLANS.** Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up. Organisers should consider weather, or non appearance insurance.

- **CLEANSING.** 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, you may even have to employ an industrial waste management company to cleanse the site after your event. At some events there could be discarded hypodermic needles which need to be disposed of safely. This will require specialist training and equipment. Waste should be recycled where possible.
- **RISK ASSESSMENTS.** Taking all the above 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.

Phase Two

ASSESSMENT

Having planned your event thoroughly you should be able to complete the application form contained in this pack. The application should be submitted to Sefton MBC for assessment preferably at least six months before the event is due to take place. In certain circumstances the council will seek advice from the emergency services or any other organisation it feels will be appropriate to ensure standards for the use of council property are met and your event is delivered successfully and safely.

Once your application has been assessed, you will be contacted by Sefton MBC and advised of any alterations that need to be made to your event before it can take place. The alterations proposed by Sefton MBC may vary from minor amendments such as the positioning of signage, to major alterations that may have significant financial implications for the event.

In the event that Sefton MBC does request that changes are made to your event, a letter detailing the exact reasons for the amendments will be sent to you. You will then be under a legal obligation to make the requested changes and authorisation for the event will not be granted by Sefton MBC until the requested changes have been implemented in full.

If alterations have been requested, you will then be asked to resubmit your amended application and will subsequently be legally bound to implement the recommended changes to your event.

Phase Three

STAGING THE EVENT

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

- **ROUTES.** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency vehicle routes.
- **INSPECTIONS.** A checklist is provided as an example. A walk through inspection of the site should be carried out immediately prior to the event to identify any potential hazards. All defects should be noted and also the remedial action taken. You may want to carry out more than one inspection during the event. The checklists should be retained for future reference.
- **COMMUNICATIONS AND PUBLIC INFORMATION.** Check communications are working. Make sure the public address system is working and can be heard in all areas.
- **STRUCTURES.** Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.
- **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.
- **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.
- **VEHICLES.** Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
- **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.
- **BRIEFING.** Check that all stewards and staff have been fully briefed and understand their responsibilities.
- **LIGHTING.** Check all lighting is working, including emergency lighting.



Incident Report Form

Section 1

A Department

Establishment

B EMPLOYEE

Name:

Job title:

Employee Number: Date of Birth:

Address:

.....

.....

Home tel no:

C NON-EMPLOYEE

Name:

Date of Birth:

Address:

.....

.....

Home tel no:

Section 2

A NATURE OF INJURY

.....

.....

.....

Hospital? YES/NO

Section 3

A DETAILS OF INCIDENT

Date: / / Time: am/pm

Address:

.....

Exact Location (eg. stairs):

Reported to Line Manager on:

Date: / / Time: am/pm

B What happened (brief description):

.....
.....
.....
.....

C First Day of absence: / / Return Date: / /

Names of witnesses:
.....

Section 4

A ACTION TO PREVENT REOCCURANCE

.....
.....
.....

Section 5

A CHECKLIST FOR REPORTING

(Please tick appropriate boxes)

Health and Safety Adviser Senior Manager Insurance Section

HSE (RIDDOR) Other (please specify)

B Line Manager Name:

Line Manager Signature:

Tel No:

Section 6

A INVESTIGATION DETAILS

.....
.....
.....
.....
.....
.....
.....
.....

Date: / / Signature:

SAMPLE CHECK LIST

STEWARDS	<input type="checkbox"/>
Briefed	<input type="checkbox"/>
Communication Links	<input type="checkbox"/>
Positioned	<input type="checkbox"/>
RADIOS	<input type="checkbox"/>
Charged	<input type="checkbox"/>
Distributed	<input type="checkbox"/>
Protocol	<input type="checkbox"/>
SITE OFFICE	<input type="checkbox"/>
Operational Plan	<input type="checkbox"/>
Contact Numbers	<input type="checkbox"/>
Radio Protocol	<input type="checkbox"/>
Refreshments	<input type="checkbox"/>
Emergency Evacuation Plan	<input type="checkbox"/>
FIRST AID POST	<input type="checkbox"/>
LOST CHILDREN POINT	<input type="checkbox"/>
SIGNAGE	<input type="checkbox"/>
TOILETS	<input type="checkbox"/>
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Disabled	<input type="checkbox"/>
LIGHTING	<input type="checkbox"/>
PLUMBING	<input type="checkbox"/>
POWER	<input type="checkbox"/>
Generators	<input type="checkbox"/>
Mains Supply	<input type="checkbox"/>
WATER	<input type="checkbox"/>
Drinking	<input type="checkbox"/>
Sanitation	<input type="checkbox"/>

Phase Four

AFTER THE EVENT

- **SITE CONDITION.** After the event, another inspection should be carried out to make sure nothing has been left on the site, which could be hazardous to future users. This inspection should also identify any damage which 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. If numerous structures are left, specific security arrangements may be required.
- **ACCIDENTS.** If an accident or dangerous occurrence is reported immediate action must be taken to prevent any further incidents taking place. If any accidents occur, the names and addresses of witnesses should be obtained, photographs taken where possible and a report made by the organisers. An accident form should be completed, notified to the Incident Contact Centre where necessary and a copy sent to Sefton MBC. You will also need to advise your own Insurance Company.
- **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 completed accident form.

Phase One > Pre planning

Decide the Concept of your event

Feasibility Study

Use the guidance notes to assess how realistic the concept of your event.
The areas you will need to consider.

Marketing

Infrastructure

Audience size

Technical
Requirements

Preliminary Budget

What will the approximate cost of your event be?

Complete Sefton MBC Events Application Form

Dependant on the type of your event, we may require detailed information on:-

Proposed
Site Plan

Proposed
Evacuation
Procedures

Preliminary
Risk
Assessments

Proposed
Events Plan

Return your completed form to Sefton MBC

If your application is not completed correctly it will be returned to you
requesting further details

Phase Two > Assessing the Event

Assessment Process

To assess your application to stage an event on property owned by Sefton MBC, advice from the following organisations may be sought

The Police

The Fire Service

All relevant departments
of Sefton MBC

Ambulance Service
St Johns Ambulance
Red Cross

Other organisations
the authority feels
can contribute
towards the successful
delivery of you event

Recommendations

Once your application has been assessed by Sefton MBC, you will then be contacted either to confirm that the event can go ahead as detailed in your application, or advised of any changes that must be made **before** the event can go ahead

Phase Three > Staging the Event

Implement recommendations of Sefton MBC

If Sefton MBC does request that changes are made to your event, a letter detailing the exact reasons for the amendments will be sent to you. You will then be under a legal obligation to make these changes and it will be a condition of the agreement between you and Sefton MBC when using its property.



Finalise Event Plan

Ensure you have the following:

- List of key contacts
- Updated Events and Site Plans
- Risk Assessments
- Emergency and Evacuation Plans
- Appropriate insurance cover



Stage the Event

NOTES

USEFUL INFORMATION

HSE Publications

1. The Event Safety Guide – A Guide to Health and Safety and Welfare at Music and Similar Events - 1999 (HSG195) : ISBN 07176 24536.
2. Electrical Safety for Entertainers - 1997 (INDG247) : ISBN 07176 14069.
3. Fairgrounds and Amusement Parks : Guidance on Safe Practice - 1997 (HSG175) : ISBN 07176 11744.
4. Five Steps to Risk Assessment :A Step by Step Guide to a Safer and Healthier Workplace - 2004 (INDG163) : ISBN 0717628051.
5. Maintaining Portable and Transportable Electrical Equipment - 2004 (HSG107) : ISBN 07176 28051.
6. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice 2000 : ISBN 07176 24889.
7. Managing Crowds Safely - 2000 (HSG154) : ISBN 07176 1834X.
8. Safe Operations of Passenger Carrying Amusement Devices – Inflatable Bouncing Devices : Entertainment Information Sheet 7 2003 (ETIS 7).
9. Working Together on Firework Displays. A Guide to Safety for Display Organisers and Operators - 2006 (HSG123) : ISBN 07176 24781.
10. Giving your own Firework Display. How to run it and fire it safely 2005 : ISBN 07176 61628
11. The Regulatory Reform (fire safety) order 2005:ISBN 0110729455

Other Publications

1. Guide to Safety at Sports Grounds : ISBN 011 3000952

RELEVANT CONTACTS

Merseyside Police	0151 709 6010
Merseyside Fire and Rescue Service	0151 296 4000
North West Ambulance Service	0151 260 5220
St John Ambulance	01704 531021 N.Sefton
.....	0151 298 2838 S.Sefton

SEFTON COUNCIL CONTACT NUMBERS

Environmental Protection Dept	0845 140 0845
Licensing Section	0151 934 2946
Traffic Management	0151 934 4189
Building Control	0151 934 4626
Health Unit	0151 934 3375/2602
Recycling	0845 140 0845
Cleansing	0845 140 0845
Technical Services - Highways	0845 140 0845
Leisure Services	0151 934 2943
Emergency Planning	0151 934 2187
Tourism Department	0151 934 2322

