

# SEFTON EVENTS SAFETY ADVISORY GROUP



## Guidance Notes & Application form: general events



## Guidance Notes

This application pack has been designed to provide information and assistance to first time Event Organisers and to organisers of local events. Although the guide gives general advice when arranging any type of event, certain types of event or activity made may need more specialised organisation. Hopefully the following areas will direct you through some of the points you will need to consider in order to enable your event to run smoothly and safely.

### EVENTS ON COUNCIL OWNED PROPERTY

If you wish to use Council owned facilities or land you will need to obtain permission from Sefton MBC. This will be done automatically through the application process.

### OTHER EVENTS

You must complete the enclosed application form with all known relevant information. An assessment will then be made as to whether your arrangements are adequate enough to allow the event to be held.

**The following are points you will need to consider for this type of event:**

<b>WHERE</b>	Make sure the venue is adequate. Consider its size and impact on the local community or any other events in the same area.
<b>WHEN</b>	Consider, the time of year, weather conditions, day of the week etc.
<b>WHO</b>	Think about the ages and types of audience or participants.
<b>WHAT</b>	Decide on the type of any other activities involved e.g., funfairs, bouncy castles etc.
<b>SPECIAL PERMISSION</b>	You may need to obtain a Premises Licence or a Temporary Event Notice where there is regulated entertainment and or the sale of alcohol is involved. Road closures will have to be agreed with the Council up to 6 weeks before the event.
<b>INSURANCE</b>	All events need to be covered through public liability insurance. Quotations should be obtained through a reputable Insurance Company.
<b>EVENT PLAN</b>	You will need to have a plan that enables emergency situations to be reached effectively e.g., for fire, crowd problems etc.
<b>TEMPORARY STRUCTURES</b>	Temporary structures including staging, tents, marquees, scaffolding, etc, may need to be checked for structural integrity and for adequate fire evacuation arrangements.

**CATERING**

Provision of food for public consumption requires caterers to be trained in basic food hygiene. Facilities will need to be equipped with appropriate fire fighting equipment.

**STEWARDS**

This type of event is likely to require the provision of experienced Marshals/Stewards. It is important that these persons are easily identifiable and can communicate effectively with each other.

**NUMBERS ATTENDING**

The numbers of people attending may need to be counted to prevent overcrowding. Ticketing may be necessary. Safe sterile areas, preferably with barriers, may need to be provided to segregate audiences from displays or entertainment. Or in the case of road races, parades and marches to separate spectators from participants and vehicular movements, floats etc.

**DISABLED FACILITIES**

Specific arrangements should be made to ensure disabled spectators have adequate access, facilities, parking and specific viewing areas.

**TRAFFIC/VEHICLES**

For events taking place on public highways any road closure will have to be agreed with the council up to 6 weeks before the event, there may be a charge for this. You may need to check whether there are likely to be any road closures or detours in place that may affect your route. Consider whether the route needs to be laid out, who will do this, how and when.

For road races think about where and when the runners will 'meet' and disperse. Consider peak traffic flows and try to avoid them. Runners must be segregated from traffic.

For carnivals and parades, parade vehicles must protect the safety of their passengers. You may have to provide suitable handrails to prevent falls. Think about where and when the parade or march will 'form up' and disperse. Consider peak traffic flows and try to avoid them.

**PERFORMERS**

All performers should have their own insurance cover.

**RISK ASSESSMENTS**

These may be required in writing where specific hazards are present.

**SPECIAL EQUIPMENT**

Children's amusement equipment e.g. bouncy castles, fairground rides, etc, may need to be set up by competent personnel and may be subject to suitable testing regimes.

**WELFARE ARRANGMENTS**

You will need to estimate the number of attendees at your event upon which the requirements for adequate toilet facilities and first aid provision should be based. For events involving road races, first aid provision should enable quick access to casualties along the race route.

**FIREWORKS**

There are specific arrangements to be undertaken when organising and providing firework displays.

To assist with the organisation and arrangement of your event, the following list identifies some of the leaflets that are available (single copies are free) from the Health and Safety Executive. **(The list is not exhaustive)**. To obtain copies contact HSE Books on 01787 881165:

1. Entertainment Information Sheet 5 - Fairground and Amusement Parks - 1997 (ET155)
2. Entertainment Information Sheet 8 - Guidance on the amusement device inspection procedures scheme - 1999 (ET158)
3. Entertainment Information Sheet 7 - Inflatable Bouncing Devices - 2001 (ET157)
4. General Information and Guidance 247 - Electrical Safety for Entertainers - 1997 (INDG247)
5. General Information and Guidance 163 - Five Steps to Risk Assessment - 1998 (INDG163)
6. Catering Information Sheet 11 - The main Law applicable to Catering (CAISI1)

In addition to the above there are also a number of priced publications also available from HSE Books:

- |   |                 |        |
|---|-----------------|--------|
| 1. HSG 124 - Giving Your Own Firework Display -1995 | ISBN 0717608360 | £5.75  |
| 2. HSG 154 - Managing Crowds Safely - 2000 (HSG154) | ISBN 071761834X | £17.50 |
| 3. HSG 195 - The Event Safety Guide - 1999 (HSG195) | ISBN 0717624536 | £20.00 |

# General Events

## application form



**1. NAME OF EVENT** .....

Date of event .....

Name of Organiser .....

Address .....

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Telephone number ..... Mobile number .....

Email address .....

Venue .....

Location at Venue .....

Time Venue required for set up .....

Expected attendance          Participants ..... Public .....

Brief description of the event .....

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**2. What equipment will you be using?**

(e.g. Public Address System, any temporary structures such as staging, tents and marquees, generators, etc.)

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(Temporary structures & marquees need to be discussed with the Council's Building Control Section)

**3. Do you intend to provide toilet units?** ..... YES / NO

Have you made provision for people with disabilities? ..... YES / NO

If yes, what? .....

4. **Do any vehicles require access to the venue?** .....YES/NO

If yes how many and what type? .....

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5. **Do you wish to provide any catering?**

(Please state what type and whether this is for consumption by event participants only or general public.)

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Does this include e.g beer tent, music, etc? ..... YES / NO

(If yes, you will need to contact the Council's Licensing Section on telephone 0151 934 4015)

6. **Do you intend to have any stalls or sideshows?** ..... YES / NO

If yes, how many, what type and what will they be selling?

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7. **What arrangements have you made for First Aid provision?**

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(Advice can be obtained from St Johns Ambulance, British Red Cross or Merseyside Regional Ambulance Service).

8. **What arrangements are you making for litter collection and clearance?**

Please note all appropriate rubbish must be recycled e.g. glass and cans

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9. **How many Marshals/Stewards will you have available?** .....

10. **How will they be identified?** .....

11. **Do you want to collect money or hold any raffles or prize draw competitions?** ..... YES / NO

For what purpose will money generated be used?

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**12. Does your organisation hold Registered Charitable Status? ..... YES / NO**

If yes, what is your Charity Reference Number?

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**13. Please identify any special arrangements or requirements not stated earlier**

(e.g. will there be fireworks, ballooning, balloon release etc.) Please state brief details:

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**THIS FORM MUST BE RETURNED AT LEAST SIX MONTHS BEFORE YOUR  
EVENT IS DUE TO TAKE PLACE.**

Please return this form to:

For bookings for Princes Park - Southport, Kings Gardens- Southport,  
Town Hall Gardens - Southport , Lord Street Bandstand - Southport, Pier  
Forecourt - Southport and Victoria Park - Southport please return to:

**Events Team**

**Tourism Department, 10 Portland Street, Southport, PR8 1LJ**

For all other venues please return to:

**Parks Events & Activities Officer**

**Leisure Services Department, 2nd Floor, Magdalen House, 30 Trinity Road, Bootle, L20 3NJ**

## 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
Health Unit .....	0151 934 3375/2602
Building Control .....	0151 934 4626
Recycling .....	0151 934 4551
Cleansing .....	0151 934 5240
Technical Services - Highways .....	0151 934 4261
Leisure Services .....	0151 934 2384/2389
Emergency Planning .....	0151 934 2187
Tourism Department .....	0151 934 2322

**I have read and understood the guidelines issued with this application form, and agree to abide by and be bound by any conditions imposed by the relevant party.**

Signature of Applicant .....

Date .....

# 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

