

Shropshire Event Safety Advisory Group



Event Safety Guide



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Introduction to Event Safety

Shropshire has a long and fulfilling history of events held; from flower shows to concerts there is a wide variety to entertain thousands of people. Therefore it is the priority of the Safety Advisory Group (SAG) to protect the public and this should be the main priority of any event organisers. It is advised that any doubt in the safety of an event should lead to caution or cancellation of the event.

The SAG is available to pass on information and advice based on years of experience to event organisers, in order to help produce a successful event with minimal risk to the public. However the SAG is not liable for any problems or situations that arise, they are only an advisory group, liability remains with the event organisers.

It is good practise for event organisers to consult with the Safety Advisory Group and use their experience to aid in the planning.

Note: To consult with the Safety Advisory Group please complete the notification form provided under 'Notice of Event'.

Role of the Safety Advisory Group

Drawing on the specialist knowledge of members from;

- [Shropshire Council](#)
- [West Midlands Ambulance Service](#)
- [West Mercia Police](#)
- [Shropshire fire and Rescue](#)
- Potentially other specialists depending on the event type

The group offer to guide and advise anyone who is planning or organising an event.

The role of the SAG's is to consider when deemed appropriate, proposals for a wide range of public events including outdoor events which may require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals and other events of a similar nature.

Following risk assessments of the event (a documented exercise to identify potential hazards and how they will be approached and minimised) contingencies plans may need to be formed for potential threats i.e. fire and evacuation. These matters should be consulted with emergency services with due time for consideration and amendments.

For small and medium sized events usually no more than small amounts safety advice will be given, however plans might be asked to be altered for safety improvement. For larger events it is likely there the SAG will become

more active, which may involve meetings to discuss the event and safety precautions.

Notice of Event

Generally speaking the more time given to the SAG to perform their role would be appreciated, therefore please inform them with the downloadable application form as soon as a venue, date and suspected attendance are ascertained.

(Link to the notification form)

With medium to large events organisers are encouraged to contact West Merica Police, Shropshire Fire and Rescue and West Midlands Ambulance Service directly. This is to ensure that the event will not cause any operational risks at the scene or surrounding areas.

Licences

With the introduction of the Licensing Act 2003, the law relating to alcohol sales, public entertainment and late night refreshment has changed. As part of this change, local authorities have responsibility for licensing all outlets within their district/borough that sell alcohol. In addition, premises that provide public entertainment and those premises that provide late night refreshment between the hours of 11pm and 5am have also become licensed under this Act. It is now also a requirement that any event that sells alcoholic beverages must provide free drinkable water.

For further information please contact;

- Shropshire Council Licensing Team Leader on 01743 251874

Or please refer to;

- [Licensing Act 2003](#)
- [Temporary Event Notices](#)

Risk Assessments

A written Risk Assessment must be completed at the start of planning the event. This should include any potential risks the event may create and should also include advice on safety precautions in place to meet the potential risks identified in the assessment.

Due to the differences in events there can be no generic Risk Assessment checklist however listed below are the fundamental checks required for an event;

Event Safety Checklist (basic example)

- Have the following key personnel been identified? Event organiser, safety manager, chief steward, stewards?
- Do you have permission from the land owner?
- Is the site suitable for the event? (Is there a more suitable site?)
- Have you spoken to any neighbours that maybe affected by the event?
- Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Have you decided who should be responsible for health and safety at your event?
- Have you provided necessary information for example, maps and site plans details of gas/electricity installations and an outline programme of events?
- Do you know how many people you are expecting?
- Do you know where the entrances and exits on your site are?
- Are the entrances and exits controlled, stewarded, and suitable for prams and pushchairs and appropriately signed?
- Do you have trained briefed and clearly identifiable stewards?
- Have you met the needs of people with disabilities?
- Have you set up a reliable system of communication with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared?
- Are crowd control barriers necessary?
- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency vehicles get on and off site easily?

- Do you have effective fire control measures in place?
- Do you have adequate first aid facilities?
- Do you need any other special arrangements for example, for lost children, lost property drinking water, toilets, noise control, parking or stand by power?
- Do you have an emergency plan? Does it cover everything? Has it been viewed by the Shropshire Safety Advisory Group? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked the emergency services about emergency routes?
- Is an entertainment licence required from the Council?
- Do you have insurance Cover?
- Have you carried out a hazard analysis of the food safety risks involved in the preparation or handling of the food & drink you will be offering?
- You need to identify critical steps in food preparation or handling and put in suitable control measures. You should also monitor these control measures. If you are using caterers, they should be able to provide this information.
- It is advisable that you have a system in place to cater for children who have been dislocated from their parents/guardians. Depending on the size of the event and type a specific lost children service may be required. Contact the group for more details.

Advice for Events on Highways;

- **Timing.** Don't hold your event in the dark – bad visibility and tiredness make accidents more likely.
- **Planning your route.** The police cannot provide signs for your event. If you want to put up signs you must discuss this with the highways department at the Council (01743 254907), to ensure that the signs are safe and comply with regulations.
- **Organisation on the day.** Try to start and finish your event off the road. Mass starts are dangerous – avoid them. Enter and leave the highway without causing inconvenience to road users.

Don't obstruct the highway. Never allow cars to follow closely behind groups of participants. Support Vehicles should not travel slowly causing obstruction or inconvenience to other traffic. Ensure that you have enough marshals to supervise the whole route. Make sure the marshals are properly briefed and clearly identifiable. Make proper arrangements to look after people who drop out.

- **Using crossing places on route.** Remember only police officers have power to stop traffic. Your marshals must not try to do this – they can only advise people when it is safe to cross. Crossings should be at places where there is good visibility.
- **Changes in the route.** Make sure the Police and Council are advised of any change to your route and are satisfied that suitable safety measures are in place.
- **Advice for those taking part.** You should pass on the following advice to everyone taking part in your event: If any part of the event takes place in the dark, everyone should wear reflective or white clothing. Remember that fluorescent clothing helps people to be seen during the day, but is of little use at night. If on foot, stay in small groups using footpaths and verges.
- If there are no footpaths, face oncoming traffic, no more than two abreast. Use proper crossing places and always cross in groups.
- Remember that children tire easily and may become a danger to themselves and others.
- If you take animals, keep them under control.

Also a separate Fire Risk Assessment will need to be completed wherever the event is taking place. For more information on Fire Safety please use the link below provided by Shropshire Fire and Rescue;

- [Fire Safety Information](#)

To complete a Fire Risk Assessment please download the link below provided by Shropshire Fire and Rescue;

- [Fire Risk Assessment](#)

Public liability insurance will need to be obtained to cover the event. Risk Assessment forms and more information on public liability can be obtained from;

- Joy Durrant Shropshire Council Festival and Events Officer on 01743 255077.

Evacuation

As part of the Risk Assessment you will be required to have an established evacuation procedure for the event. If the event takes place indoors the building may already have an evacuation procedure.

Stewards

Stewards are an important Safety feature for events and therefore event organisers should ensure that there are enough to ensure the safety of the public. Complete training and equipment should be provided in order to aid Stewards in their duties. Appropriate CRB checks are required for anyone who will be working with children or vulnerable people i.e. a stand for lost children.

For further information on CRB checks please refer to;

- [CRB Information](#)

Security

Please ensure there is a sufficient level of security for the requirements of the event, take into account factors such as VIP attendees or large amounts of money on the site.

Barriers may be used for the event, please ask the SAG for advice on which barriers would be suitable for the event.

Public Highways & Footpaths

Before an event is organised within the public highway you are advised to contact the Force Events Coordinator at West Mercia Constabulary Headquarters, Hindlip Hall, Worcester telephone: 01905 723000, extension 2687. This will allow a check to be made to ensure that your event does not clash with other events in the area which may affect public safety. Organisers can also take the opportunity to ascertain if the police would be willing to take on the responsibility of controlling the traffic at the event.

Roads affected by the event should be identified and advice taken with regard to road safety. In most cases where the event will affect traffic movement a road closure order is required and the attached form should be completed and sent to the highway authority giving plenty of notice

Follow the link below to complete an online road closure form;

- [Road Closure Form](#)

Or a downloadable version is available;

- [Road Closure Form](#)

Where events require the closure of a public right of way, applications for a temporary closure can be sought. It will require a minimum of 4 weeks to be processed and other requirements are attached. Two notifications published in the local press, seven days apart must be carried out before the closure is implemented. Event organisers must ensure that access remains available for any private rights which may exist to properties and identify any alternative route the public can use. Along with the closure application there is a fee of £1000 to the council to cover administration and advertising costs. For further information or to receive a Temporary Closure of Public Rights of Way application form, please contact;

- Shropshire Council Countryside Access Team on 01743 255056.

Communication

There must be in place an effective communication system for the event to aid the stewards and organisers run the event with minimal trouble and also have the ability to react to an emergency quickly.

Also effective communication with the public will be required during the event.

Note: Please be aware that in an emergency, mobile networks may become busy with calls from the public and therefore another communication method may be required.

First Aid

A level of first aid, paramedical and medical facilities will be required at the event. The Safety Advisory Group can help to liaise with the Ambulance Service to provide these requirements.

For further information please contact;

- [West Midlands Ambulance: Tel: 01384 215511](#)
- [St John Ambulance: Tel: 01743 231280](#)
- [British Red Cross: Tel: 01743 280070](#)

Disabilities

Needs must be met for any person with a disability who may attend, this includes medical and emergency procedures.

For more information and advice please contact;

- Shropshire Council Disability Discrimination Act Officer on 01743 253419

Environment

Environmental considerations must be in place when planning and during the event. This will include taking into account local residents in respect of noise, lighting and litter as well as any temporary structures. It must be taken into account whether the location planned is in fact suitable for the event.

For more information please look on the Shropshire Council Webpage;

- [Statutory nuisance - general guidance](#)

Food Hygiene

When using professional caterers, they should be registered as food businesses with their Local Authority. Food businesses that attend events in Shropshire must operate hygienically. In particular the following should be considered:

- Identification of food hazards and implementation of controls.
- Adequate training of food handlers.
- Separation of raw and ready to eat foods.
- Hand washing facilities and the provision of hot water.
- Adequate temperature control of chilled and cooked products.
- Arrangements for storage and collection of food waste.
- Provision of adequate water supply.

Shropshire Council have the power to inspect any food premises during shows and events at any reasonable time. It is advised though that event organisers contact the Food Safety Team in advance to discuss the catering provision at the event.

For further information please look on the Food Safety pages of the Shropshire Council Webpage:

- [Food Safety](#)

Facilities

It must be decided whether toilet facilities need to be provided. PA systems, lighting may also be required as well as temporary structures and under new licensing laws free water will need to be provided if alcohol is on sale at the event.

Final Points

If something were to happen during the event the emergency services and Shropshire Council duty officers would respond. With effective planning from the event organisers the incident should be controlled quickly with minimal

risk to the public. Please note that, apart from emergencies, emergency services may charge if you ask them to attend your event

Ensure that all plans for the events are in compliance with any laws and regulations currently in force.

Please be aware as event organisers you are liable for any damage or harm to the public. So ensure that you are not negligent in your duties and have sufficient insurance. *Please note that the agencies of the Safety Advisory Group will not be held responsible for any death, personal injury or loss, or damage to property caused by or arising from the holding of your event.*

This document is only intended to highlight the importance of event safety and is not an exhaustive list. Further information will need to be gathered.

If you have any further questions or queries from this document please feel free to contact Emergency Planning at;

- epu@shropshire.gov.uk