

Event Safety: A Guide for Organisers

VERSION 1.1

This guide has been produced by Warrington Event Safety Advisory Group in consultation with representatives of Warrington Borough Council, North West Ambulance Service, Cheshire Police Constabulary and Cheshire Fire and Rescue Service.

The guide is intended for event organisers to assist with the planning stage to ensure the event is held safely.

It must be emphasised that the organisers of events are responsible for the safety of those attending. This guidance has been produced to assist in the planning process for events both on and off the highway.

An event on the highway poses particular risks and requires a high degree of planning and safety controls.

The Event Safety Advisory Group is willing to provide you with further guidance, as required. Please read through this guide and if you are planning an event please send all required information to Environment and Regeneration Directorate, New Town House, Buttermarket Street, Warrington WA1 1BN.



Working together to ensure public safety

CONTENTS

Section		Page
	Document Control	3
	Distribution List	3
	Version History/Amendment Record	3
	Ownership	3
	Introduction	4
1.0	Planning the Event	4/5
2.0	Points to Consider	5
2.1	Risk Assessment	5
2.2	Stewarding	5
2.3	Security	6
2.4	Criminal Records Bureau Checks	6
2.5	Emergency Evacuation	6
2.6	Public Liability Insurance	6
2.7	Traffic Management	7
2.8	Cheshire Police	7
2.9	Fire Safety	7
2.10	Medical Provision	8
2.11	Communication	8
2.12	Temporary Structures	8
2.13	Barriers	8
2.14	Environmental Issues	8/9
2.15	Information and Signage	9
2.16	General Considerations	9
2.16a	Road and Building Works	9
2.16b	Co-ordination	9
2.16c	Road Safety	9
2.16d	Noise Pollution	9
2.16e	Food Safety	9
2.16f	Lost Children	9
2.16g	Crowd Profiles	9
2.16h	Public Transport	10
2.16i	Obtaining Permissions	10
3.0	The Event Safety Advisory Group (ESAG)	10
3.1	Health & Safety Responsibilities at Public Events	10
3.2	Who are the ESAG?	10
3.3	What does the ESAG do?	10
3.4	What do you need to do?	11
3.5	What happens next?	11
3.6	General Event Safety Checklist	13/14
3.7	Events on the Highway – Event Safety Checklist	15
Appendix 1	Useful Contacts	16
Appendix 2	Useful Publications	17
Appendix 3	Notification of Event to Take Place on the Public Highway	18
Appendix 4	Health & Safety Guidance Note for Stewards: Processions	19

DOCUMENT CONTROL

Distribution List

Recipients / Target Audience
All members of the Event safety Advisory Group

Version History / Amendment Record

Version Number	Version Date	Nature of Change / Approval	Date Approved
1.0	Mar 2009	First draft	21/08/09
1.1	June 2010	Document reviewed and amended	04/06/10

Ownership of the Document

	Name	Position and Organisation
Document Owner	Health safety and Welfare Team	
Editor	Caroline Simpson	Senior Health & Safety Advisor
Document Approvers	Ian Crowe	Head of Head, Safety & Welfare
Document Reviewers	Caroline Simpson	Senior Health & Safety Advisor

Introduction

This guide aims to help those who plan and organise public events. The Event Organiser has prime responsibility for protecting the health, safety and welfare of everyone working at or attending the event. This guide is intended to enable you to plan your event safely and legally.

The guide brings together information needed by Event Organisers, their contractors and employees to help them satisfy the requirements of the Health and Safety at Work etc Act 1974 (HSW Act) and associated Regulations. The guide is applicable to a wide range of events including fairs, galas, firework displays, pop concerts, and religious events.

The guide is based on the principles of health and safety management and risk assessment. These acknowledge that each event will be different and will require a particular configuration of elements, management, services and provisions.

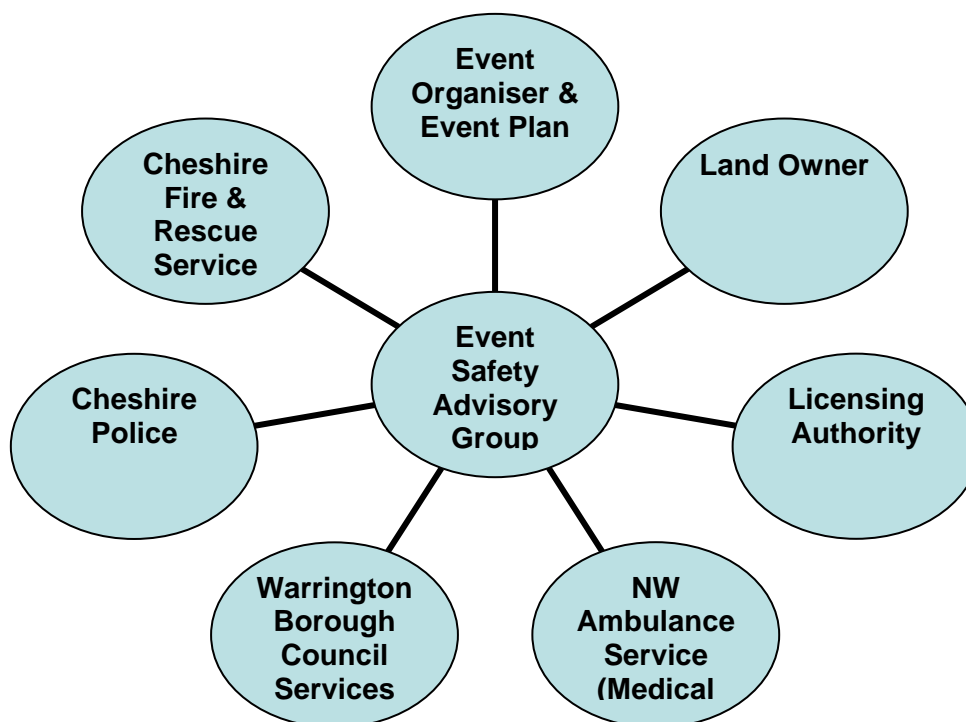
The Guide is in three parts:

1. A general outline of how to plan an event
2. Some points you will need to consider
3. Details of Warrington's Event Safety Advisory Group (ESAG)

A Premises Licence or Temporary Event Notice (TEN) may also be required for your event. For guidance on Licensing please call 01925 442119/442072.

The Warrington safety planning process is coordinated through the Event Safety Advisory Group. This is a one-stop shop of all the people who will need to be contacted if you are planning an event in Warrington. If your event is being held in Warrington on council owned land, or the public highway, you must notify the ESAG of your event. If your event is on private land, we would still recommend that you contact the ESAG to gain advice and guidance on safe event organisation and your responsibilities as the Event Organiser.

1. Planning Your Event



Step 1: Appoint an Event Organiser to undertake a feasibility study (where, when, what, why) and draw up a draft site plan.

Step 2: Seek permission from the landowner and any areas/buildings covered by your event.

Step 3: Hold a joint agency planning meeting (to be arranged by you. You will be supported by the ESAG). You may need to invite the Police, the Fire and Rescue Service, the Ambulance Service, the Licensing Authority, representatives from the Local Authority and the Land Owner, depending on the size and the nature of the event (see Appendix 1 - Useful Contacts)

Step 4 Draw up a draft event plan and apply for licence if necessary (see time guidelines in the 'What do you need to do' section) The event plan will need to include details of risk assessments, an operational schedule for the event, a security plan and a noise action plan may be required, depending on the type of event planned.

Step 5: Inform local residents, businesses, schools, churches and other commercial undertakings of your plans for the event and act on any feedback you may receive.

Step 6: Event plan to be presented to the ESAG.

Step 7: If no objections/representations are received from Responsible Authorities or interested parties such as businesses or local residents, the licence will be granted. If representations are received the applicant (you) can seek to negotiate an agreement. If there is no agreement a Licensing hearing will be held which will decide on the application.

Step 8: After the licence has been granted a final event plan can be drawn up, any alterations must be agreed with the ESAG.

Step 9: Have a good event!

2. Points to Consider

Depending on the size and scale of your event you will need to develop an event plan. This will include a number of safety requirements. The suggestions below are standard areas that you will need to consider when planning your event:

Risk Assessment

The first step when planning your event is to carry out and provide a written Risk Assessment. The purpose of a Risk Assessment is to identify hazards, assess the risks which may arise from those hazards and decide on suitable measures to eliminate or control the risks.

Employers and the self-employed have a responsibility under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to carry out risk assessment. If five or more persons are employed there is a legal requirement to record the significant findings of the risk assessment. For further information on Risk Assessment, refer to HSG guidance 'Five Steps to Risk Assessment' or visit www.hse.gov.uk

Stewarding

It is the responsibility of the Event Organiser to ensure there are enough stewards to cover the size of the event. Staffing levels may differ, depending on some of the following factors:

- If the event is staged indoors or outdoors
- Weather conditions
- Sale of alcohol

- Timing of your event
- Types of entertainment
- Site characteristics
- Audience profile (e.g. children, vulnerable people, etc).

The findings of your Risk Assessment will help you decide the number of stewards necessary to manage the audience safely. It is the responsibility of the organiser to ensure that any steward employed has received appropriate training and has been briefed in respect of their role.

Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion.

Appendix 4 is a guidance note for stewarding a procession on the highway.

Security

Security staff at events are required to be registered with the Security Industry Authority (SIA). For guidance on security at events visit www.the-sia.org.uk Organisers must take account of any special security measures necessary. These may arise out of circumstances such as the attendance of VIPs or the presence of large amounts of money at the event. All security staff must wear their SIA badges at all times.

Security is defined as:

- Guarding against unauthorised access, occupation or outbreaks of disorder.
- Guarding property against destruction and danger.
- Guarding individuals against assault.

Criminal Records Bureau (CRB)

The CRB check police records and, in relevant cases, information held by the Department of Health. (www.doh.gov.uk) and the Department for Children, Schools and Families. (www.dcsf.gov.uk)

There are two levels of CRB check currently available; standard disclosures and enhanced disclosures. Part of the role of the Criminal Records Bureau is to reduce the risk of abuse by ensuring that those who are unsuitable are not able to work with children and vulnerable adults.

If you or your staff will be in direct contact with children or vulnerable adults at your event it is we recommended that you complete a disclosure application form. For further information regarding CRB or to complete an application form, visit: www.crb.gov.uk

Emergency Evacuation

You are required to have an emergency evacuation procedure as part of your risk assessment for your event. For indoor events, the building you are using may already have an evacuation procedure in place. However, this may not be the case for outdoor events. The ESAG can advise you on this. The emergency evacuation procedure should be included in the emergency planning arrangements for the event and the Event Organiser should seek the advice/share the plan with Warrington Borough Council's Emergency Planning Team.

People within your audience may be affected by a range of disabilities, e.g. epilepsy, impaired hearing, restricted mobility, visually impairments, learning disabilities etc... You need to ensure that their needs are considered and met during the planning of your event, e.g. parking, toilets, raised viewing platforms etc. These must be included in your emergency evacuation plan. You should adhere to the legislation within the Disability Discrimination Act 1995 (soon to be consolidated into the Equality Bill 2009 which will be available autumn 2010) For further information visit www.disability.gov.uk

Public Liability Insurance

Public liability insurance cover will be expected for your event. This must be produced before the event takes place and advice should be sought from a recognised insurance broker. You must also ensure that any equipment you hire is adequately insured against loss or damage. Again, you should work closely with the land/building owners. The level of the insurance will depend on the nature of the activity planned.

Warrington Borough Council does not provide this insurance for event organisers even if it is a council funded event.

Traffic Management

If the planned event is on or affects the public highway, traffic management measures will be required which could involve road closures or certain restrictions. All traffic management proposals must be approved by the Highways Assets Team of Warrington Borough Council, Cheshire Police and the ESAG. Therefore, it is important that advice is sought at the earliest possible planning stage from these parties to ensure provisions can be made. You should be aware that to apply for, and be granted, a road closure can take up to 6 months. Legal applications must be made and failure to adhere to the required application process will mean the event may not take place. In addition, the Event Organiser may need to appoint a traffic management company to enable an event to take place. Dependant on the size of the event, the cost involved in traffic management could be significant. Any event which involves a road closure must go through the ESAG.

Cheshire Police

The police are not event organisers but, in almost every case will need to be consulted. This will be done via the ESAG. Initial advice and guidance can be obtained from your local Police Station or visit www.cheshire.police.uk

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 is intended to create a fire safe environment in and around all premises being used for, or as part of an event covered by this Guide, including temporary structures such as tents and marquees.

The Event Organiser must appoint a Responsible Person for each event who must:

- Undertake a fire risk assessment.
- Reduce the fire risk to a minimum and implement appropriate fire precautions.
- Ensure, as far as is practicable, the safety from fire of relevant persons, including employees and all others.
- Prepare a fire safety strategy designed to deal with any fire emergency.
- Review the fire risk assessment and the fire safety strategy when necessary.

Matters that must be considered to comply with the above are:

- How and where is a fire most likely to start?
- Can the risk be eliminated or reduced?
- How will the fire be detected?
- How will the alarm be raised?
- What is the evacuation procedure? (This will include Fire Exit signs and stewarding)
- What fire-fighting equipment (extinguishers) is required?
- Do the stewards/staff know what to do in the event of a fire and have they received appropriate instruction and/or training?
- What procedures are in place for calling the Fire and Rescue Service?

Further guidance is available from www.firesafetyguides.communities.gov.uk or Cheshire Fire and Rescue Service on www.cheshirefire.gov.uk

Medical Provision

Appropriate first aid and medical facilities should be provided for your event. Guidance should be sought from the ESAG and the North West Ambulance Service and any relevant voluntary groups such as St John Ambulance or the British Red Cross. Areas to be considered when booking medical provision include:

- Venue
- Type of event
- Predicted weather conditions
- Planned activities
- Expected audience attendance

You must ensure that you make provision for emergency vehicle access and exit when planning your event layout.

Communication

It is essential that the Event Organiser, the Responsible Person, stewards, security staff and other relevant persons are able to communicate effectively. At larger events the facility for at least one jointly staffed office (Event Control) should be made available when necessary. This provides a means of joint communication between participating organisations. This can be arranged via the ESAG. Communication with the public is as important as communication between event staff. In the event of an evacuation, an effective means of communication must be available. This must form part of your emergency evacuation plan.

Temporary Structures

Temporary structures can be anything from a marquee, to a stage or a podium. Appropriate safety documentation should be sought from the company providing the structure. They should be skilled and experienced in this type of work and have appropriate insurance cover. You may want to consider safety vetting their processes and documentation (see helpful checklist below). Please take into account the weather when writing your risk assessment.

Documentation should include:

- Risk assessment
- Method statement
- Current public liability insurance
- Company health and safety policy
- Certificate of completion

Barriers

There are many different types of barriers and each type serves a different purpose. For example barriers can be used to:

- Provide physical security
- Prevent people climbing onto equipment
- Prevent the build up of audience pressure
- Create arenas
- To manage queuing

Barriers should be appropriate for their designated use and just like any temporary structure they must be erected in compliance with all relevant health and safety legislation.

Environmental Issues

The Event Organiser must, at all times, have due regard for all relevant environmental concerns. This may include whether the venue is suitable for the type of event proposed. Attention must be given to the concerns of local residents in terms of noise, litter and inconvenience. It is the responsibility of the Event Organiser to ensure that the event site is

left in the same condition as it was before the event. If the ground/area is damaged you may be charged by the landowner for reinstatement.

You must have a cleansing plan in place to ensure the correct disposal of rubbish. The ESAG can assist with this. Your plan may include supplying extra bins/bin bags, ensuring any caterers dispose of their own waste and if you have large numbers of people at your event you may need to contact Warrington Borough Council's Waste and Technical Services Team or a commercial waste management company. Consideration should also be given to recycling of waste materials wherever possible.

Welfare Facilities

Welfare facilities should be reviewed to ensure that the provision is adequate. Areas to consider include toilets, lost children, food and drink for the public and event staff, marquee cover, lighting, etc. It is expected that Event Organiser will comply at all times with all relevant Laws and Regulations. The ESAG can assist with this.

Information and Signage

Accurate information is vital for any event. It will be expected, therefore, that the Event Organiser will make provision for sufficient signage to be available around the event venue. All signage should be produced with the user in mind. Due care and attention should be given to the provision of signage on the site. For example, the use of internationally recognised pictograms for non-English speaking members of the crowd or those who may not be able to read e.g. lost children.

Any temporary, directional or other signage on the public highway requires specific approval of the Highways Authority. Guidance should be sought from the Highways Assets Team of Warrington Borough Council at the earliest opportunity.

General Considerations

Road and Building Works: Road and building works are always a pre-event consideration. At an early stage of your event planning, Event Organisers should liaise with the Highways Assets Team of Warrington Borough Council to ensure that the event and its infrastructure do not conflict with any planned works.

Co-ordination: Thought should be given to the time and day of the week on which events are scheduled. It may be prudent to avoid certain days and times of the week to minimise inconvenience or a clash with other events. For further information contact the ESAG.

Road Safety: Advice should be sought at the earliest possible planning stage from the Highways Assets Team of Warrington Borough Council.

Noise Pollution: large events often entail the playing of amplified music. Event Organisers are advised to make early contact with the ESAG who will contact Warrington Borough Council's Environmental Protection Team for further advice.

Food Provision: When using outdoor catering services, ensure that they are registered under the Food Safety Act 1990, carry the appropriate liability insurance and comply with the Food Hygiene (England) Regulations 2006. It is advisable to seek advice on all food providers from Warrington Borough Council's Food Safety Team on 01925 442577/442578. You should give consideration to healthy food options, locally-sourced food and sustainably-packaged items.

Lost Children: Depending on the size of your event, a facility may be required for lost children and staffed by qualified staff who have recently undergone an appropriate check on suitability. Guidance can be obtained from the NSPCC or www.nspcc.org.uk

Crowd Profiles: Audience profile can affect the known risks of an event. Thought should be

given to the differing needs of young children, teenagers, adults and the elderly. Whether alcohol is for sale is a fundamental factor. Your risk assessments should reflect this.

Public Transport: Consideration must be given to any public transport services that may be affected by your event, due to road closures or a high demand for the service. You should contact any of the services that may be affected and invite a representative to your joint agency meeting. The ESAG can assist with this.

Obtaining Permissions

If any music is to be played to members of the public then the Performing Rights Society (PRS) will need to be contacted. If the event is recorded then the Mechanical Copyright Protection Society (MCPS) has to be informed.

3. Event Safety Advisory Group (ESAG)

Health and Safety Responsibility at Public Events

The Event Organiser and/or landowner are responsible for safety at public events. The ESAG will require you to have a named person who is the Responsible Person for the safety at your event throughout the duration of the event. For larger events this may be a dedicated safety officer with a support team. The ESAG will advise, as required.

Who are the Event Safety Advisory Group?

Safety Advisory Groups were recommended in the Taylor Report on the Hillsborough Stadium Disaster. The Warrington Group has representatives from the following organisations:

- Warrington Borough Council (relevant Departments);
- Health, Safety and Welfare
- Risk Management
- Environmental Health
- Licensing
- Building Control
- Network Management
- Highways Assets
- Landscape Services
- Town Centre Management

Other Co-opted members:

- Cheshire Constabulary
- North West Ambulance Service
- Cheshire Fire and Rescue Service

Attendance by representatives of the Event Organisers, voluntary groups, press officers and other service providers may be appropriate for certain events.

What Does the ESAG Do?

The Group meets regularly to assess the Health and Safety implications of events planned within Warrington Borough Council to ensure that the Event Organisers are aware of their responsibilities and to ensure the safety of all attendees at the events. The Group is an advisory service only and is not an event organising service. You will be advised of the legal and health and safety implications of your specific event to give you help, support and peace of mind in the planning process.

What Do You Need to Do?

The Group want to help event organisers to make their events as safe as possible; however, it is your event and your responsibility. In order for the Group to assess any potential risks associated with your event you must provide them with written notification of the event and this must include:

- The named organiser of the event, and their contact details
- Name, date and time of the event and brief outline
- Proposed venue
- Site plan
- Details of any risk assessments you have carried out
- Emergency evacuation procedure
- Estimated attendance and crowd profile
- Roles and responsibilities
- Stewarding and security provision (if applicable)
- First aid provision
- Whether your event is open to the public
- Car parking arrangements
- If your event involves the use of a public highway
- Whether any unusual /potentially dangerous activities are planned
- If you intend to have food and / or alcohol outlets
- Notification of sub-contractors involved/working at your event

You should aim to give as much notice as possible of your event to ESAG and the suggested guide is:

- **Small events** with no road closures (e.g. balloon races, charity collections – up to 5,000 people)

1 – 2 month's notice

- **Medium events** with no road closures (e.g. walking days, galas, fun day with 5,000 to 50,000 people)

2 – 3 month's notice

- **Large events** (e.g. open air concerts, music festivals, firework displays) and any event involving road closures. This applies no matter how many are expected to attend or if you need a licence for your event.

4 – 6 month's minimum (12 months is ideal)

These guidelines must be followed as good practice, otherwise, you run the risk of the Warrington ESAG not supporting your event.

Please see Appendix 3 for an application form.

What Happens Next?

Once the Warrington ESAG receives your final proposals, a decision will be made as to whether you need to formally attend the ESAG meeting in person. If it is the case that your documentation is sufficient at multi-agency meetings, and then it will only require ratification at the next available ESAG meeting. The decision on whether you need to attend will also be determined by the size and nature of your event. If you do not need to attend an ESAG meeting, the group will be given suitable timescale to assess your documentation, after which you will be contacted by a member of the Group to amend or change some of your plans to improve safety and to ensure that minimum management standards are achieved

before your event takes place. If you have to make changes to your plan you will be asked to re-submit the final draft, which is then distributed to the ESAG.

Expected Standards

All events are different and it is not possible to provide specific guidance for every possible eventuality. However there are minimum safety standards which must be met and the following two Event Safety Checklists may help you achieve an acceptable event standard.

General Event Safety Checklist

- Have the following key personnel been identified? Event Organiser, safety manager, chief steward, stewards?
- Do you have permission from the landowner?
- Is the site suitable for your event? (Is there a more suitable site?)
- Have you carried out a risk assessment to make sure you have all the necessary health, safety and welfare measures in place?
- Do you have a named person who is 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, people with a disability and appropriately signed?
- Have you considered CRB checks for anyone working with children and vulnerable adults?
- Are your stewards suitably briefed and trained and are they clearly identifiable?
- Have you considered people with disabilities?
- Have you set up a reliable system of communication between key people?
- Have you identified and documented within your emergency plan a command and control structure, code words to be used in the event of an incident, and any incident stand down arrangements?
- 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 the site easily?
- Do you have effective fire safety and 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 or parking?
- Do you have an emergency plan? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked for advice from the emergency services about emergency routes?
- Is a public entertainment licence required from Warrington Borough Council?
- Do you have appropriate insurance cover?
- If food is being prepared by the Event Organiser, have you carried out a hazard analysis of the food safety risks involved in the preparation &/or handling of the food and drink you will be offering? Caterers should be able to provide this information.
- It is advisable that you have a system in place to cater for children who have been separated from their parents/guardians. Depending on the size of the type/size of the event, a specific lost children service may be required.
- Are you proposing to sell alcohol?
- Are you proposing to play music?

Events on the Highway – Safety Checklist

In addition to the general event safety checklist items, the following issues should be considered when organising events on the highway. There may be a requirement for a Road Closure Order – further advice on this can be obtained from the ESAG and a charge may be payable.

- Timing. Don't hold your event in the dark – bad visibility and tiredness make accidents more likely.
- Planning your route. Whenever possible your event should be held in a park, sports ground or on country footpaths away from the road. Remember that country walks need careful planning. Plan the route away from roads wherever possible. Do not use roads without proper footpaths or verges. Do not use roads where there are road works in place as this can cause problems.
- Signposting 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, to ensure that the signs are safe and comply with the relevant Regulations.
- Organisation on the day. Try to start and finish your event off the road. Mass starts are dangerous and should be avoided. Enter and leave the highway without causing inconvenience to road users. Do not 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 stewards to supervise the whole route. Ensure the stewards are properly briefed and clearly identified. Make proper arrangements to look after people who drop out.
- Using crossing places on the route. Remember only Police Officers have the power to stop traffic. Your stewards 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 that the Police and Warrington Borough Council are advised of any changes to your route and are satisfied that suitable safety measures are in place. Make sure that everyone taking part knows about the changes through the stewards or signs.
- 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 the proper crossing places and always cross in a group – be extremely careful on busy roads
- Remember – children tire easily and may become a danger to themselves and others.
- If you take animals, keep them under control
- Comply with traffic signals and the advice given in the Highway Code.

Appendix 1 - Useful Contacts

For general enquiries please contact the Warrington Borough Council Customer Contact Centre on 01925 443322 or go to www.warrington.gov.uk and follow the links to the relevant departments.

Warrington Borough Council

Local Licensing	01925 442119/442072
Environmental Health (food hygiene/noise/environment)	01925 442581/442588
Highways Assets	01925 442511/442605
Streets, Parks & open Spaces	01925 443027
Trading Standards	01925 442679
Building Control (structures)	01925 442553/442554
Health, Safety & Welfare	01925 442174
Emergency Planning	01925 442659

Other Organisations

Cheshire Police	0845 458 0000 www.cheshire.police.uk
Cheshire Fire & Rescue Service Warrington Fire Station	01606 868700 (HQ) 01925 411310 www.cheshirefire.gov.uk
Northwest Ambulance Service Cheshire & Merseyside Area	01204 498400 (HQ) 0151 260 5220 www.nwas.nhs.uk

Appendix 2 - Useful Publications

The following is a list of useful publications which give excellent advice about event safety.

The Event Safety Guide: Published by the Health and Safety Executive

Guide to Safety at Sports Grounds: Published by the Stationery Office

Managing Crowds Safely: Published by the Health and Safety Executive

5 Steps to Risk Assessment: Published by the Health and Safety Executive

Managing Health and Safety - Five Steps to Success: Published by the Health and Safety Executive

Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances: Published by the Independent Street Arts Network

Guides to Fire Safety Risk Assessment: Issued by Communities and Local Government

The Good Practice Safety Guide (for small and sporting events taking place on the highway, roads and public places): Published by the Home Office

Giving Your Own Fireworks Display: Published by the Health and Safety Executive

Safer Food Better Business: Published by the Food Standards Agency (free from Warrington Borough Council Food safety Team)

National Guidelines for Outdoor Catering: published by the Chartered Institute of Environmental Health

WARRINGTON EVENT SAFETY ADVISORY GROUP

NOTIFICATION OF EVENT TO TAKE PLACE ON THE PUBLIC HIGHWAY

Event Name

Date & Time of Event

Name of Organiser

Address of Organiser

.....

Tel

Email Address

No. of People Attending

Details of the Event including Activities (include a route map):

Have you attached any relevant risk assessments (e.g. Stewards, Barriers, Road Closures, etc)? Yes / No

Do you hold Public Liability Insurance? Yes / No

State the amount of cover £

Will food, drink (incl. alcohol) available at the event? Yes / No

Signed

Dated

Please return this form ASAP to:

Highways Assets, New Town House, Buttermarket Street, Warrington WA1 2NH

HEALTH AND SAFETY GUIDANCE NOTE

Issue: No 1 (December 2008)
Subject: Event Stewards Guidance - Processions

Introduction

This Guidance Note has been developed for event stewards to ensure that there are effective systems and protocols for the control of outdoor processions.

Stewards Checklist

1. The organiser must appoint one Lead Steward per procession.
2. The organiser must appoint a Chief Steward to liaise with each Lead Steward on the day.
3. The Lead Stewards must liaise with the Chief Steward.
4. The minimum number of Stewards required per procession is 6.
5. The organiser must arrange a pre-event meeting and the following items must be discussed:
 - The planned route.
 - A minimum of 2 stewards to lead the procession.
 - A minimum of 1 steward to walk at the rear of the procession.
 - All other stewards to walk at the sides of the procession at regular intervals.
 - Effective communication to be arranged between all Stewards.
 - All Stewards are to wear high-vis (yellow) tabards during the procession.
 - A First Aid kit should be considered on the procession.
6. The organiser should arrange for road closures via the Highways Team and coning of a safe area for the procession.
7. The purpose of Stewards is to manage the procession of people on the roads, within the safety (coned) area.
8. Police may be present to deal with crime and disorder issues and support the procession.
9. The Lead Steward must carry a mobile phone and liaise with the lead Police Officer to ensure that all eventualities are managed. The Police are responsible if an emergency situation arises.
10. All mobile communication devices must be fully charged prior to the event. All relevant contact numbers relating to the event must be pre-programmed in.
11. The start and finish time of each procession must be pre-agreed. The times must be adhered to. The Police are available to support, however, the Lead Steward may need to take control, depending on the situation.
12. Follow the planned route and have a safe and enjoyable event
13. Once the procession has ended, follow the instructions of the Chief Steward.

Useful Contact Telephone Numbers

Name of Event Co-ordinator

Telephone

Name of Chief Steward

Telephone

List of Stewards incl. contact details