



Birmingham City Council

OUTDOOR ENTERTAINMENT EVENTS

Guide for Event Organisers

Developed in partnership with



WEST MIDLANDS FIRE SERVICE

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Events Guidance for Organisers

Introduction

Birmingham with its diverse multicultural population has a second to none track record of providing and supporting a wide range of outdoor events to meet the needs of all sections of the community. These range from high profile international athletic events and pop concerts to small community events organised by local voluntary groups.

The aim of the advice in this document is to assist event organisers in providing information on how to plan and run a safe and successful event. The City Council with the support of the emergency services of Police, Fire and Ambulance have jointly agreed the policy, procedures and guidance in this document and have given their commitment to assisting event organisers as far as resources will allow.

If you are considering organising an event please remember to start planning at an early stage, a minimum of three months is the norm for even a small event. You will need to consult with others on your plans and you will need a budget to cover costs.

The role of organiser of an event carries responsibilities and requires hard work and commitment. The rewards of providing others with enjoyment and the promotion of your organisation or group will be worth it if your event is successful.

Remember a successful event relies on effective organisation and planning

Good Luck!

Birmingham City Council – West Midlands Police/Emergency Services

Joint Policy Statement

Health and Safety Standards for Outdoor Events in Birmingham

1. Birmingham City Council, West Midlands Police and the Emergency Services are committed to ensuring the highest of standards of safety are met in the planning, organisation and supervision of outdoor events.
2. Many events on land under the control of the City Council and on the public highway require the joint co-ordination of resources involving officers of the City Council and the West Midlands Police. City Council Officers will as far as possible take all practical steps to safeguard the health, safety & welfare of all persons who might be affected.
3. The prime responsibility for safety at any event rests with the organiser. The person who has control of the land or premises the “occupier” also has a common duty of care to all his/her lawful visitors. The Health and Safety Executive has produced guidance needed by organisers to help them satisfy the requirements of the law. The main document in this respect is “The Event Safety Guide”.
4. The City Council in liaison with the West Midlands Police will always work together on the planning and staging of major events. This covers a range of events which include the Birmingham Carnival, New Year’s Eve celebrations and Vaisakhi all of which attract many thousands of people.
5. To help organisers of events understand their individual health and safety responsibilities and to encourage consistency of approach the City Council in liaison with the West Midlands Police and other appropriate agencies have produced event guidance notes. These contain information on the established good safety practice and the requirements of the law in respect of safety standards to be adopted by the organiser.
6. Guidance notes for outdoor events cover a wide range and each will be specific for the type of event eg a community carnival, fun run, cycle race, etc. These will be forwarded to organisers at the planning stage of an event on City Council land or on the highway. They will also be provided on request to the Council and the West Midlands Police.
7. Full consultation has taken place with appropriate agencies on the preparation of these guidance notes in particular the West Midlands Police, Fire Authority, NHS Ambulance Trust and the Licensing and Highways Section of the City Council.

The promotion of the highest possible safety standards at outdoor public entertainment events is a joint objective of the City Council, the West Midlands Police and Emergency Services.

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Signed on behalf of
Birmingham City Council

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Signed on behalf of
West Midlands Police

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Signed on behalf of
West Midlands Ambulance Service

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Signed on behalf of
West Midlands Fire Service

Organising a Safe Event

1. The Organiser's Role and Responsibility

- Any event, large or small, organised by a local authority, community group, private company or individual must have a named organiser who can be identified in law as the person with overall responsibility for the event.
- People involved in planning of an event may form a committee or the event may be promoted from a site such as a school, public hall or a community organisation. In every case one person should be identified as the organiser. In practice this will be the person with overall control of the event who has delegated or implied authority to make decisions or refer matters of concern to others for ratification.
- If you are the organiser of an event to which the public are invited whether or not a payment for entrance is charged you have a duty of care in civil law and a health and safety responsibility in statute law to ensure no one is injured or suffers ill health. To meet your responsibilities you must be able to demonstrate that you have taken all reasonable and practical steps to protect persons from risks to their health and safety. You will need to consult with other public bodies and competent persons as necessary in order to identify and make informed decisions to control hazards.
- The organiser or their deputy must be present or available throughout the event as the person empowered to make decisions. Where applicable they should be accessible to the Senior Police Officer on duty or Local Authority Officer.



The Organiser of an Event is responsible for and must:

- Accept the lead role in planning, organising, staging, post event breakdown and re-instatement of site to its original condition.
- Ensure consultation takes place with land owners and that permission to use the site for the purpose of the event is obtained well in advance.
- Ensure consultation takes place with emergency services of Police, Fire and Ambulance on the format and scale of the event in particular where advice from or involvement of these services may be required.
- Obtain the required licences for activities planned within the event which may include: a Premises Licence or Temporary Event Notice (TEN) to authorise activities such as the sale of alcohol, regulated entertainment (i.e. music, singing and dancing etc.) , market stall trading licence,

charitable street collection permit, etc. (See Section 2.18 for information on licences which may be required and how to obtain them).

- Ensure adequate public liability insurance is taken out with a minimum cover of £5,000,000. The event and activities should be fully discussed with the insurance company to confirm the level of cover required.
- Carry out a risk assessment to identify possible significant hazards which may cause injury as a result of staging the event and the precautions to prevent this happening (see section 2.4).
- Include in the planning and arrangements the deployment and role of stewards, emergency action plans, method of communication, arrangements for car parking, first aid, lost children etc.
- Ensure where structures such as marquees are used these are supplied and erected by a competent contractor and certificates of fire retardancy are provided (see section 2.6).
- Ensure you have plans to cover emergencies which may require part or total evacuation of the site. Nominate who will make decisions on safety matters and who will call the emergency services.
- Ensure adequate facilities for public toilets and access arrangements for disabled people (see section 2.14).
- Obtain competent advice on all technical matters and health and safety nominate a person within the organising committee to take on specific roles.
- Ensure arrangements for collection of litter by provision of waste containers, these are particularly needed for food sale outlets. Arrangements must include collection by waste contractors after the event (see section 2.12).
- Ensure that the use of mains electricity or generator must be installed by a competent electrical contractor and must be suitable for outdoor installation including wet weather protection and comply with current Electrical Regulations. All circuits must be protected by inclusion of an RCD (Residual Current Device) to protect against electric shock.
- Check that where food is provided for public sale or consumption the requirements of the Food Safety Act and Food Hygiene Regulations are complied with (see section 2.9).
- Comply with current fire safety requirements with the provision of adequate means of escape from buildings or structures, fire exit signs where

Section 1

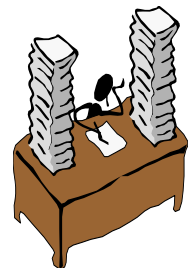
necessary, fire extinguishers provided, particularly where any flammable substances such as LPG for catering outlets are brought onto the site. Fuel for generators must be in approved containers, safely stored to prevent accidents. For advice contact your local Fire Safety Team.

- Ensure that where any funfair is part of the event each passenger carrying device has a current safety certificate of test and maintenance log book. These must be checked by the organiser.
- Ensure that any activity or entertainment likely to cause injury to spectators eg motor cycles, hot air balloons or fireworks is adequately controlled to ensure the public are kept clear of danger with a fenced area supported by stewards or marshals.
- As part of the emergency arrangements and evacuation plan an appropriate means of public address is provided with amplified sound.
- Ensure that where there is music or amplified sound it does not cause nuisance to local residents
- Where goods are for sale or supply (i.e. a prize) the organiser must ensure that they goods being sold / supplied comply with the relevant Trading Standards legislation.

This list is not exhaustive and there may be other matters which require consideration and action by the Organiser

2. Planning the Event – The Committee

- As the Organiser you will need help and support in the planning stage and on the day of the event. Once there is a general outline and proposals for the event call together an organising committee. This will consist of your core volunteers who can take on particular organising roles. As the planning process progresses you may need technical advice and a competent person in the field can be invited onto the committee.
- You will need to nominate a committee member to look after health and safety issues. Someone with experience in managing health and safety would be appropriate. The person nominated can contact Safety Services for advice if needed on 0121-303 2129.
- You should liaise with representatives of the various statutory agencies including the Police, Fire Service and Licensing Authority as representatives of these agencies should be invited to attend all meetings as they will need to be aware of what you are planning.



- Have someone take notes at your meetings and list the actions to be taken by committee members. Try to ensure that there is a report back of information on tasks completed from meeting to meeting.

3. Planning a Safe Event

- It is recommended that you start with your outline proposals and make a list of your concerns as to what may go wrong and what steps you must take insofar as precautions.
- Information to control some of the hazards you list will already be given in this guidance note. Check that your controls match those recommended.
- Where you are not sure whether hazards exist you must ask questions of those providing services to determine this. For instance, if you are having mobile catering units, are they providing their own fire extinguishers? Have all people serving food for purchase received appropriate training on hygiene? Have they a certificate of competence? Will your caterers be using Liquid Petroleum Gas (LPG)? If so who is installing it and are they qualified / competent to do so?
- Early liaison with contractors etc is particularly important to ensure that hazards are identified well in advance and suitable precautions are put in place. Look through the event checklist in Appendix 1 and add any further hazards which need to be considered in your risk assessment.

4. Provision of Important Documents

Your event safety manual or production manual should contain all information regarding the planning and organisation of the event. Documents that may be included are as follows:

- Outline description of event including anticipated numbers attending and make up of people eg families, young people, disabled people etc.
- Contact telephone numbers for the day of the event; organiser, electricians, etc.
- Plan of the site or area where the event is to take place. The plan should show steward positions, public toilets, first aid, lost children arrangements, location of fire extinguishers, fire exit points, evacuation, assembly points (all as appropriate).
- Notes or minutes of meetings with those organisations or people to be involved in the event. Particular reference should be made to any action they have agreed to take to ensure health and safety in connection with

their role.

- Your written risk assessment document to show you have considered all foreseeable hazards and taken all necessary steps to remove or reduce the hazards identified to an acceptable level.
- Under the Fire Safety Order you are now required to have a specific fire safety risk assessment.
- Your emergency action plan for evacuation of the area and instructions to stewards on their role particularly in emergencies.
- Statement of intent – A statement outlining the objectives and roles for both the organisers and the Police may be drawn up. All parties will then be invited to sign this statement.
- If required, Safety Services will provide support and advice to organisations concerning their completed risk assessments and emergency action plans.
- Formal notification of the event to Police, Fire Service, Local Authority, Licensing Authority, adjacent land owners, community groups, CAA etc.
- Any statutory licences which have been obtained for the event.
- A copy of your public liability insurance.
- Risk assessments and method statements for the erection of any temporary demountable structures.
- Names and contact numbers for contractors involved in provision of services for the event or others who may be required to carry out task or give support during the event.

The list is not comprehensive but gives an indication of the type of information which should be kept on file. Remember, you may need to prove in a court of law that all reasonable steps were taken in respect of the safety of those attending. These documents are essential for this purpose.

5. Budget for the Event

- In organising any event there is a cost implication, for large events this is significant. Before making definite arrangements with suppliers, contractors or others to provide services, ensure that the event budget will allow for the infrastructure required. For instance, at large events the stewarding cost may run to many thousands of pounds as this is an essential element of the event, short cuts cannot be taken. One of the first

steps in the planning stage is for the organiser to consider what resources are needed to stage the event and obtain a budget for these.

- With regard to drawing up an estimate of the costs arising from your initial planning proposals refer to Appendix 3 the Event Costing Check List.

6. Event Location

- A careful assessment needs to be made of the venue or location for the event. Obviously if the event is to be staged on land or in premises owned by others not involved in the event organisation, permission must be obtained. Consideration needs to be made as to the suitability of the venue. For example if the event is outdoors and on grass, is it suitable for vehicles? Are the means of access and egress satisfactory? Are toilet facilities available? Is noise associated with the event likely to be an issue for nearby residents / traders? etc.

7. Event Checklist

- To help you as the organiser identify aspects of the event which have safety implications a check list covering what Safety Officers have identified as the main concerns has been drawn up. See Appendix 1.
- Additional information is indicated on the check list by reference ES (Event Safety) or GN (Guidance Note). These can be obtained on request from Safety Services on 0121-303 2129 or fax on 0121-303 1344.

Health and Safety Guidance For Event Organisers

Common Minimum Standards

1. Background

- In setting common minimum standards it is impractical to cover all elements of every event. However, listed below are the considerations which apply to the planning process for most events and are set out as general guidance for organisers.

2. Notification and Authorisation to Hold an Event

- Most events open to the public whether on public or private land, irrespective of whether there is a charge for admission, are covered by licence arrangements or other forms of authorisation from the local authority.
- If your event is going to include licensable activities such as the provision of regulated entertainment (ie music, singing or dancing) or the sale of alcohol etc then you should contact Birmingham City Councils Licensing Section on 0121 303 9896, preferably at least 3 months before the date of the proposed event or as soon as possible, so that they can advise you about any licensing implications for your event.
- For any proposed procession through the street as part of an event it is essential to inform the Police well in advance (ie months rather than weeks). The Police will require information on the event, the proposed route, dates and times and expected numbers attending. A police officer will work with you to decide what contingencies need to be put in place and may refer you to the Safety First Policy document.
- Where an organiser wishes to hold an event within any park, recreation ground or public open space or on any land owned by the City Council (excluding the public highway and City Centre), it is necessary to apply to Birmingham City Council. Request an Application Form from Environment & Culture, House of Sport, 300 Broad Street, P O Box 2122, Birmingham B1 1TZ. Tel 0121-464 2828.
- In order for the council to consider and process applications for events to be held on its land there is a requirement that the completed application form must be forwarded to the Council at least 28 days before the event.

- Permission to hold a procession, assembly or similar gathering in the City Centre must be obtained from the City Centre Manager on 0121-616 2644 or email Mahendra.chauhan@birmingham.gov.uk Permission to hold Events on the highway should be obtained from the Highways section of the Development Directorate. Contact Highways on 0121-303 6644 for more information.

3. Licensing

Licensing Act 2003

Licensing of Alcohol and Regulated Entertainment Guidance for Organisers/Promoters of Outdoor Events

Under the provisions of the legislation, the definition of premises includes parks and public/private open spaces.

Licensable Activities

If you intend to include one or more of the following activities at your event then it is likely that you will either need to hold a full premises licence or for smaller events, issue a Temporary Event Notice.

- Sale or supply of alcohol
- Regulated entertainment (e.g. music, dancing, films, plays etc)
- Provision of entertainment facilities
- Provision of late night refreshment

Premises Licence or Temporary Event Notice?

You may find the attached flow chart useful to determine which type of Licensing authorisation you require.

Licensing Objectives

There are four licensing objectives which underpin the Act; event organisers should have regard to these objectives when applying for a licence and in the planning of their event

- prevention of crime & disorder;
- public safety;
- prevention of public nuisance; and or
- protection of children from harm

Temporary Event Notice (TEN)

This type of authorisation would only be valid if the event will attract no more than, 499 persons at any one time. There are also restrictions on how many of these are permitted in each calendar year. If the event does not fall into the criteria to qualify for a TEN then the only other option is to apply for a Premises Licence.

Premises Licences

These can either be permanent or time limited (i.e. for the duration of the event only)

Some of the open public spaces/parks within Birmingham are already covered by permanent premises licences, these licences are generally held by Birmingham City Council. Details of all current licences under the Licensing Act 2003 can be found on the public register via the Council's Website at www.birmingham.gov.uk/licensing

Should you intend to carry out licensable activities in public spaces that are already covered by a licence then you will need to obtain written consent from the licence holder to be able to operate the event under the terms and conditions of that licence.

If permission is not granted then you will need to apply for a premises licence in your own right.

Time Scales

Although the notice period for operating events will depend upon size, nature and potential risks, it is recommended that event organisers notify the Licensing Section of their initial proposals at least 6 months prior to the proposed event. This will ensure that there is adequate time for a licence application to be made and any necessary hearings if objections are received.

In order that proper planning arrangements can be put in place and to endeavour to ensure that there is observance with statutory requirements, event organisers are required to participate in a Safety Advisory Group process well in advance of the proposed event.

Safety Advisory Groups (SAGs)

Membership of these groups includes representatives from the Licensing Section and representatives from the responsible authorities under the Licensing Act 2003, i.e. Police, Fire Service, Environmental Health, Trading Standards, Safeguarding Children Board and Planning.

The Licensing Section and the responsible authorities have set up a Licensing Safety Advisory Group which meets on a fortnightly basis throughout the year and is able to schedule 3-4 events for discussion at each session.

Section 2

For further information concerning the SAG process, including dates of forthcoming meetings and available appointments, please contact the Licensing Section using the contact details below.

Information can be found in Appendix 8, A Multi-Agency Strategy and Policy for Licensed Public Events.

Full advice about the Licensing Act, including application forms and guidance for applicants, can be found on the Governments' website at www.culture.gov.uk

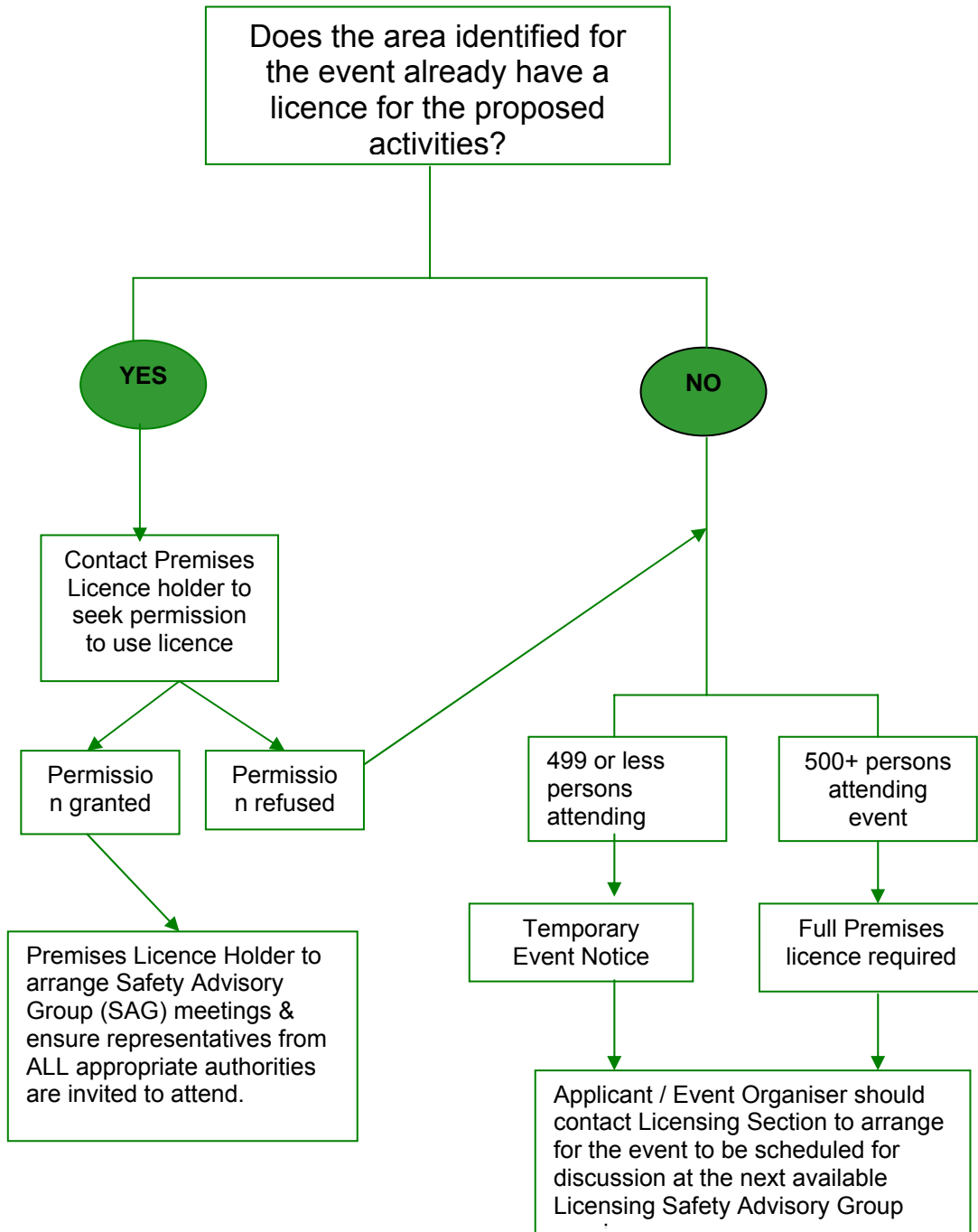
Advice is also available from

The Licensing Section, Crystal Court, Aston Cross Business Village, 50 Rocky Lane, Aston, Birmingham, B6 5RQ

Telephone 0121 303 9896

licensing@birmingham.gov.uk

Outdoor Events – Which type of authorisation is required?



4. Consultation with Emergency Services/Public

- If in the planning stage it is felt that members of the public are or could be at risk through activities within the event or traffic hazards in the vicinity of the event the Police must be consulted well in advance. An initial telephone call should be made to the local Police Station relative to the event requesting advice.
- Where any event is likely to cause disruption or inconvenience to local residents every effort must be made to inform those to be affected and discuss with their representatives ways to minimise this. The local Councillor can assist in this process by advising those present at meetings of the Ward Committee. For information on contacting your local Councillor telephone 0121-303 2054 (Council House Reception).
- For events on the highway which include road closure or restriction of traffic flow these must be authorised by the City Council's Highways Section. A minimum of six to eight weeks notice is required and at least 3 months notice is required where there are major implications for road closures and diversions. Your application should be by letter. For initial advice telephone 0121-303 6644.
- Consideration of proposed road closures may involve a site meeting with various parties as appropriate including City Council Highways Section, West Midlands Police and representatives from public transport companies.
- The Highways Section will levy a charge for implementing a legal road closure. In addition the event organiser will need to cover the cost of providing road closure/diversion signs and barriers. Examples of charges are given in Appendix 3.
- Where temporary structures such as a marquee or tents are to be used, or where aspects of the event might have a fire safety implication ie outdoor cooking using LPG bottles you should be consulted by your local Fire Safety Team.
- Adequate medical provision and qualified first aiders will be required on site. The contact list attached to this document contains details of recognised first aider organisations. For large events it may be necessary to have a first aid centre with an ambulance on standby.
- At least two months prior to an event, a list should be forwarded to the Food Safety Team Regulatory Services (details can be found on page 4 of the Outdoor Catering Guide referred to above). Please give full details of the traders expected to trade at the event, details should include:

Name, address and telephone number (or trading name and address)
Catering from mobile or other structures eg marquee
Type of food intended to be sold
Details of any food hygiene training undertaken

5. Planning and Risk Assessment

- Under health and safety legislation you must have evidence that you have carried out a risk assessment. This may seem involved and complicated but in fact the principles are quite simple. Use the checklist in Appendix 1 as the basis to identify hazards for which you must carry out a risk assessment. The HSE guide “5 Steps to Risk Assessment” will also guide you through the process. See Appendix 4 for information on how to obtain this leaflet which is free from the HSE.



What is Risk Assessment?

“A risk assessment is nothing more than a careful examination of what, in your event could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.”

Risk Assessment (What You Need To Know)

To comply with the law you must carry out risk assessment. Below are the steps to take in carrying out this process and on the next page is an example of a risk assessment to record your findings.

The purpose of a risk assessment is to identify hazards which could cause harm, assess the risks which may arise from those hazards and decide on suitable measures to eliminate, or control, the risks. Significant findings of the risk assessment must be recorded. A risk assessment for the build-up, show and breakdown, can only be carried out once information has been received from the contractors, other companies and self employed people who will be working on site. It will also be necessary to visit the site or venue to identify specific hazards whilst work is in progress.

A hazard is anything which has the potential to cause harm to people. This could be a dangerous structure, situation, equipment or a substance, a condition, or an activity.

Risk is the likelihood that the harm from a hazard is realised and the extent of it. In a risk assessment, the level of risk should reflect both the likelihood someone will be injured or suffer harm to their health and the degree of severity.

Section 2

Hazards associated with the assembly of large numbers of people may vary according to the nature of the event and these hazards should be similarly assessed in terms of risk. The previous history of the event, type of performers and the audience that they attract can provide valuable information. The overall event risk assessment will then indicate areas where risks need to be reduced to acceptable levels by putting in place control measures/precautions.

There are five steps which need to be taken to assess the risk associated with staging the event.

Step 1	Identify the hazards arising from staging the event, look at where the activities are carried out and how they are to be organised.
Step 2	Ask yourself who may be harmed and how?
Step 3	Identify existing precautions you are taking to control each hazard such as use of stewards, having competent electricians provide services etc,
Step 4	Evaluate the risks. Ask yourself if you are satisfied that the precautions you have put in place reduce the risk of someone being injured to the lowest level.
Step 5	Decide what further actions may be required to control hazards, make sure these are included in your arrangements on the day and someone monitors they are working.



Risk Assessment Form

Directorate: Environment & Culture

Location/Division/Premises: Entertainments are Fun

Date of Risk Assessment: 10 November 2009

Type of Risk assessment (describe): Event site specific

Name of Person(s) carrying out Risk Assessment: Joe Bloggs

Signature of Risk Assessor

Date

Signature of Manager

Date

Review Record

Review Date	Reviewed by	Changes necessary	Signature

Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Congestion of public around event site	Public/Staff/ Participants	<p>The area will be cordoned off using crowd control barriers with a steward specifically located to monitor area.</p> <p>12 stewards will be strategically placed around the area to monitor and control crowds</p> <p>Crossing points will be in place to allow public to cross the course until the races start.</p> <p>Crossing points to be kept closed until the race route is clear of competitors. The whole race route will be barriered and stewarded to prevent public wandering into race route.</p> <p>All stewards to be briefed fully prior to the event</p>	Monitor on day	Security	22/11/09	22/11/09
Working Area – Danger to passing public caused by site set up	Public/Staff/ Contractors	<p>The build will commence at 9.00am on Sunday 22nd November. Roads will be closed prior to any equipment or barriers being put out on Broad Street to ensure the safety of staff and contractors.</p> <p>The area will be stewarded and managed by an Event Officer.</p> <p>Provide road closure barriers along closure points.</p>	<p>Monitor on day.</p> <p>All vehicles to travel no more than 5mph with hazards on</p>	Security / Highways/ Events	22/11/09	22/11/09

6. Emergency Procedures

- The main considerations in your emergency procedures are, fire evacuation and assembly points, procedure in case of other emergency requiring emergency evacuation, bomb threats and public disturbance. If as part of the event you have obtained a licence to sell alcohol your stewarding arrangements need to ensure that heavy drinking does not put persons in danger.

7. Temporary Structures

- Any marquee, tent or temporary structure erected as part of the event must be suitable for the purpose intended, of good condition and erected by competent persons. Marquees are not permitted on highways unless within a road closure.
- To ensure you use competent persons always engage the services of a specialist contractor to provide marquees or tents. Information on contractors can be obtained from the City's Event Team Tel 0121-303 3008 or 0121-464 0256.
- All tents and marquees and any other temporary structure made of materials which may be flammable must be treated to ensure they are flame resistant. Ask any contractor for the certificate to confirm materials have been treated. Advice can also be obtained from your local Fire Safety Team.
- Any temporary structure, which is load bearing, must be erected in strict compliance with the Institution of Structural Engineers publication "Temporary Demountable Structures".

8. Processions and Assemblies Streets and City Centre Squares

Legal Requirements

- It is an offence for any person to organise or conduct a procession through any street unless notice in writing has been given to the Police at the local station in whose area it is proposed the procession will start. The notice must state the time, date and place when it is intended to start, the proposed route and the name and address of the organisers.

Note: The written notice referred to above should be received by the Police not less than six clear days before the procession is intended to take place. This is the legal requirement. However, planning such events may take considerably longer and notification to other agencies will need to be months ahead of the event, not weeks, in order that proper planning can take place. Failing to notify the Police in good time may result in them

not supporting the event in the interests of safety.

If any procession passes through any street in a district by a route or at a time which has not been stated in the notice (except in accordance with the directions given by the Chief Officer of Police under section 12 of the Public Order Act 1986 or other directions given by the senior Police Officer attending the procession) any person organising or taking part in or inciting another to take part in the procession shall be guilty of an offence, and is liable to arrest.

Processions and parades etc on the highway shall only take place when the appropriate traffic management measures have been put in place. The procession route and traffic management measures must be agreed with the City Council's Highways Section and West Midlands Police.

Organisers must be aware that pedestrians on a highway are always in a position of high potential danger. The City Council and the Police recommend that organisers fully explore alternatives to any proposed highway march or parade etc. We suggest that a march or parade is only included if it is an essential element of the event. Where a procession or parade on the highway is planned, consultation with the Police, the City's Highways Section and other agencies is essential at an early-stage. Agreement on traffic management may require designated road closures and will always include the use of safety vehicles at the head and rear of the parade and competent persons as pedestrian marshals. The Police and the City Council may assist in this function but it's your responsibility as the Event Organiser to ensure that the safety of persons in any march, parade or similar event is not put at risk from moving traffic.

9. Barriers

- There are many types and configurations of barrier and advice can be sought and given during planning meetings. However, special consideration must be given in respect of raised concert style 'pit stop barriers'. Such barriers must not be used unless supported with trained experienced stewards familiar with this type of operation.

10. Food Safety

- Where food is provided for persons at an event whether free or for sale the potential for harm to health is high. This is particularly so where normal standards of hygiene and preparation within a kitchen cannot be achieved.
- Inadequate re-heating and / or the incorrect storage of food at temperatures higher or lower than those prescribed in food safety legislation combined with poor personal hygiene standards of food handlers is particularly hazardous.

- The Food Safety Team has published an Outdoor Catering Guide. If you are unsure about food hygiene or health & safety requirements for food preparation or storage, advice can be obtained on 0121-303 4111.

11. Electricity

- It is recommended that where electricity is required within the event this is provided by use of generators (See Appendix 3 for sample costs). **Any mains electrical supply which is used on land owned by the City with the supply being taken from City buildings must be installed by the city's electrical engineers.** Advice can be obtained by telephone to the Mechanical and Electrical Maintenance Section on 0121-303 7320. Also see guide GN1 for further information.

Where mains electricity is used which isn't on Council land or taken from Council buildings, it is recommended that you employ a competent qualified electrician to do the work.

- Installation of electrical supplies must be carried out by a competent qualified electrician and it is recommended that all electrical work be given to a recognised established electrical contractor.
- Any supplies taken from 240 volts with mains electricity must be protected by putting on RCD (Residual Current Device) to give some protection against electric shock.
- Use of electrical supplies outdoor requires that equipment is weather proof to the appropriate standard. This must be specified to the installation contractor.

12. First Aid and Medical Facilities

- The level of first aid, paramedical and medical facilities as appropriate will be determined by risk assessment and must be included as a cost in the event budget. The St John Ambulance or British Red Cross can assist organisers in determining the requirements, provision and cost of first aiders. They can be contacted as follows:-

St John Ambulance 0121-236 6660 British Red Cross 0121-704 4661

13. Environmental Issues

- Organisers must, at all times, have regard for environmental concerns. This will take account of whether the venue is suited to the type of event proposed. Additionally, attention must be given to the concerns of local residents in respect of noise and litter. Facilities should be provided such as: collection/disposal of waste, toilets etc. Music and amplified sound

shall be played at levels that are acceptable for local residents. For some events noise limits may be set in the conditions of the licence. Where this is the case it will be necessary to monitor the noise levels from the event to ensure that the noise from the event does not exceed the noise limit.

- Refuse containers and waste bins suitable for an event can be obtained from Environment and Culture on 0121-303 2894

14. Public Liability Insurance

- Public liability insurance cover will be expected for all events. This must be in evidence before the event takes place and advice may be sought from insurance brokers. Adequate cover provided by such policies is normally in the region of £5,000,000

15. Toilets

- At any event you need to ensure there are adequate toilet facilities for the public. Separate facilities must be available for male and female and a notice to indicate which sex should be displayed. Consideration should be given to toilet facilities for disabled persons and baby changing facilities.
- As a general guide there should be 1 WC per 100 females and 1 WC for 100 or less males; 2 WCs for 101-500 males and 3 WCs for 501-1000+ males. In addition 1.5 metres of urinal accommodation per 500 males should be provided. There are a number of contractors who can supply mobile toilets and information can be obtained on these from Events on 0121-464 3008 or 0121-464 0256.

16. Marshals/Security

At any event it is necessary to provide an adequate number of stewards to control and direct the public, particularly in the event of an emergency evacuation. A dedicated person should be responsible for co-ordination and management of stewards.

There are two clear types of security/marshals that can be deployed at an event:

- Security - to deal with searching/controlling access to and from a licensed area/dealing with disorder/ejections and disorder.
- Marshals - check tickets and direct people to seats or areas only.
- There is a different Licensing requirement for each category. .



- If your event holds and operates a premises licence issued under the Licensing Act 2003 then a member of Security will need to hold a minimum of a front line Door Supervisor badge issued by the Security Industry Authority (SIA).
- If your event does not need a licence under the Licensing Act 2003 then your security must hold a minimum Security badge issued again by the SIA.
- It is important when deciding what levels of security/marshals you want that you prepare a physical break down of what the duties are for all the roles within the event. West Midlands Police will need to see this so that they can assess the roles being performed and what level of coverage it should have.
- A marshal does not require any licence so long as their only role is to check tickets, and direct people, if at any time they have the discretion to control entry then they will need a licence issued by the SIA.
- Security and marshals will be required to wear different coloured hi-vis jackets/coats/vests so it is easily identifiable that they are different.
- SIA requirements - The SIA badge is time valid (normally for 3 years), if deploying anyone with a SIA licence you have to make sure it is valid and in date. If the badge has expired contact the local Police licensing team to see what their policy is on just expired licenses. If the event organiser employs the door staff directly, then he/she must have as a minimum a non-front line badge. If the organiser employs a company then the organiser does not need to hold any separate licence. Your security levels will be made in consultation with the Police.
- Stewards, also referred to as Marshals, should confine themselves to acting on the instructions given by members of the organising committee or on the directions or advice from the Police. The stewards are responsible for public control and direction within the event. Usually Police will only intervene in the event of serious incidents arising from -
 - ◆ a breach of the peace or of the law
 - ◆ stewards failing to take action as requested
 - ◆ persons within the event ignoring stewards requests

It must be emphasised that a steward acts as private person and cannot acquire or be delegated Police powers or authority, nor any immunity from the law.

17. Public Address and Radio Communications

- A sound reliable method of communication must be in evidence prior to the commencement of a fixed location event. It is essential that Stewards and the organisers are able to communicate effectively. Additionally, at least one jointly staffed office should be available on site. This provides a means of joint communication between all participating organisations.
- The person responsible for stewarding should have contact by mobile telephone/radio with stewards at entrances and other areas where additional stewarding to deal with situations which may arise. Information on companies which hire mobile telephones/radios can be obtained from the Events Team on 0121-303 3008 or 0121-303 0256.
- Just as important is communication with the public. In the event of evacuation, an effective means of communication must be available ie PA system/megaphone etc.

18. Inclusion of Funfair

- If any funfair rides are to be included in the event full details must be given on the application form. The Directorate maintains a list of funfair operators authorised to provide funfair rides at events held on the City Council's land. For information on the names of fun fair proprietors on the Council's authorised list telephone 0121-464 0427.
- For community events it is the responsibility of the Event Organiser to ensure each funfair ride has a current certificate of test confirming inspection by an independent engineer.

19. Access for All

- It is acknowledged and accepted that disabled spectators feature as part of many crowds. It shall be policy to ensure that their needs are taken into consideration during planning arrangements in compliance with the Disability Discrimination Act 2005 (DDA)

20. Event Information

- Information is the lifeblood of any large event. It will be expected, therefore, that organisers make provision for sufficient signage to be available around the venue. This should specifically take account of lost/found children and lost/found property. Where appropriate multi-lingual signs should be used.

21. Further Information

- Shown in Appendix 2 are lists of guidance notes which will give further information on specific events together with guidance on the common hazards arising from equipment and services within events. Should you require copies of one or more of these guidance notes please telephone Safety on 0121-303 2129 quoting the reference number of the document you require.
- The Health and Safety Executive (HSE) have produced a range of guidance documents on the health and safety requirements of staging events and particular aspects of events such as funfairs. See Appendix 4.
- HSE publications can be obtained from HMSO Centres and in Birmingham is at 69/69 Bull Street, Birmingham B4 6AD. Telephone 0121-236 9696.
- The HSE also produces a range of free leaflets advising on health and safety for further information contact HSE Central Publications Tel 01787-188 1165.
- Safety advice on general matters can be obtained from the HSE by telephone call to their Birmingham Office on 0121-607 6200.

Health and Safety Hazard Identification Checklist Events

Description of Event and Address

.....

Assessment carried out by

Date of Assessment.....

	Item	N/A	Yes	No
1	Do you need to apply to the Local Authority for a Premises Licence or Temporary Event Notice (TEN) under the Licensing Act 2003 ?			
2*	Are electricity supplies adequate and appropriate to meet the needs of the event and installed by a competent person? See Guidance Note GN 1			
3	Is emergency or other lighting to be provided if the event runs into the evening?			
4	Are car parking, including disabled car parking, arrangements in place with stewards to handle the number of cars expected?			
5	Will all appropriate public information signs be displayed during the event?			
6	Have you considered inclement weather conditions? See Guidance Note GN 12			
7	If a funfair is included do all rides have a safety certificate? See Guidance Note GN 13			
8	Are there provisions for persons with disabilities particularly those in wheelchairs who may attend?			
9*	If a firework display is to be included, do the arrangements comply with Health and Safety Executive guidance? Guidance Note GN 19			
10*	Has public liability insurance for the event been obtained with a minimum cover of £5,000,000? Guidance Note GN 20			
11	Have you considered noise levels from the event and their effect on residents or others?			

	Item	N/A	Yes	No
12*	Are you satisfied only competent persons have been engaged to carry out hazardous or specialist work eg electricians.			
13	Have times been established as to when the event will start and finish?			
14	Have you considered the implications of possible damage to the site and your liability in this respect?			
15	If it is necessary for public safety to have temporary road closures application must be made to the City's Highways Section well in advance. Guidance Note GN 17			
16	If you are having a inflatable bouncing device (ie bouncy castle) please refer to guidance note GN8.			
17	Have you made arrangements for waste collection and disposal?			
18	Have the Police and other emergency services been consulted?			
19	Have you carried out a risk assessment?			
20	Are you satisfied that all food outlets will meet food safety regulations?			
21	Will there be adequate arrangements for first aid?			
22	Have you made arrangements for lost children?			
23	Are you satisfied that all goods to be sold or supplied will meet the appropriate Trading Standards legislation?			
24	Have you made adequate arrangements for stewarding / security? And if necessary are they Security Industry Agency (SIA) registered?			
<p><i>Any further items for inclusion should be added to this list. For items marked * are appropriate records kept?</i></p> <p><i>Where a tick is placed in the shaded column, further action may need to be taken.</i></p>				
<p>Name of Responsible Officer</p>				

Birmingham City Council

Health and Safety Guidance For Event Organisers

Further guidance on a range of events detailed below are available from Safety Services on 0121-303 2129 or Fax on 0121-303 1344.

Events

<u>Ref</u>	<u>Title</u>	<u>Ref</u>	<u>Title</u>
ES1	Community Festivals	ES7	Religious Festivals
ES2	Parades/Marches/Processions	ES8	Music Concerts
	on the Highway	ES9	Removed
ES3	Sponsored Walks	ES10	Shows, Fetes and Parties
ES4	Fun Runs	ES11	Pop Concerts
ES5	Celebration Motorcades	ES12	Firework Displays and
ES6	Charity Stunts	Bonfires	

Health and Safety Guidance Notes for Event Organisers

<u>Ref</u>	<u>Title</u>	<u>Ref</u>	<u>Title</u>
GN1	Electricity	GN12	Weather Conditions
GN2	Liquid Petroleum Gas Cylinders	GN13	Funfairs
GN3	Temporary Structures	GN14	Toilet Facilities
GN4	Food Catering	GN15	Licensing of Public Events
GN5	Vehicles	Entertainment	
GN6	Emergency Procedures	GN16	Consultation with Services
GN7	Crowd Control	Emergency	
GN8	Inflatable Bouncing Devices	GN17	Road Closures
GN9	First Aid	GN18	Licensing Alcohol
GN10	Equipment	GN19	Bonfires and Firework
GN11	Information Signs	Displays	
		GN20	Insurance
		GN21	Useful Telephone Numbers

Event Costing Check List

You should consider what budget you have for the event and establish that there is sufficient money to meet all equipment costs and health and safety requirements. Try to avoid surprise costs which can arise when problems occur which were not thought of at the initial planning stage. These sometimes are found to be way beyond the original event budget and are such that the event may have to be cancelled.

As the organiser it is your responsibility to ensure that you have a sufficient budget to cover costs arising from staging the event and a contingency for unforeseen costs.

Examples of some typical costs are given below:

Road Closures **£542 is a typical cost and are subject to annual review and excludes costs of signs/barriers etc.** This will depend on the complexity and nature of the road closure. **Note:** There is no upper limit. (For further information phone 0121-303 6644)

Hire of Equipment (cost per day)

Generator 14 KVA (please allow for fuel)	£106.00
PA System Power Pro c/w Wireless Microphone	£106.00
Fire Extinguisher - CO ²	£5.25
Fire Extinguisher - Foam	£5.25
Fire Extinguisher - Powder	£5.25
Fire Extinguisher - Water	£5.25
Mobile Stage Unit (20' x 16')	£435.00
Crowd Barrier Internal (8'x 4')	£3.85
Traffic Cones 12"	£0.25
Pig Tail Pins	£0.15
Event Control	£165.00
Anti Climb Heras Fence (with support blocks)	£2.50
Pit Stop Barrier	£25.00 per section
Hire of lorry	£49.69 per half day
Driver (Price on request)	
ADDA Box Megaphone	£15.00

Staffing (Dependant on event, equipment or services required POA)

Transport (Minimum charge of £20.00 on orders less than £150.00)

Admin Charge (Applicable to all orders 5% of invoice total)

HSE and other Reference Documents

These are typical costs and do not include transport and labour (if hired from Birmingham City Council). All charges are correct as at 7/5/02 and are subject to change. For further information or a quote contact Geoff Gower on 0121-464 0256.



For general enquiries to the HSE in Birmingham, contact 0121-607 6200

The Event Safety Guide HSG 195

Agenda to Health, Safety and Welfare at Music and Similar Events

Health and Safety Executive (HSE) books

ISBN 0-7176-2453-6

Electrical Safety at Places of Entertainment 2nd edition

HSE Guidance Note GS 50

ISBN 07176 13879

Working Together on Firework Displays

A Guide to safety for Firework Displays

Organisers and Operators

HSE ISBN 0-7176-0835-2

Use of LPG Cylinders in Mobile Catering Vehicles

Code of Practice 24 Part 3

Liquid Petroleum Gas Association
Alma Road
Reigate
Surrey
RH2 0AZ
ISBN 1 87 391180

Safety of Lasers Used for Display Purposes

HSE Books HS(G)95
ISBN 0-7176-0691-0

**Safe Operation of Passenger Carrying Amusement Devices –
Inflatable Bouncing Devices**

HSE Guidance Note PM 76

Managing Crowds Safely

HSG 154 1996
ISBN 0-7176 118809

5 Steps to Risk Assessment

HSE INDG 163(Rev 1)
ISBN 0-7176 1565 0

HSE priced and free publications are available from:

HSE Books
P O Box 1999
Sudbury
Suffolk
CO10 6FS
Tel 01787 881165
Fax: 01787 313995

Retail

HSE priced publications are available from good booksellers ie HMSO, Waterstones etc.

When looking for advice on health and safety matters all Local Authorities with Leisure Departments organising events have health and safety officers who can help. The HSE has published a range of guidance documents on event safety and these are listed in this guidance.

Information on HSE Publications can be obtained from:-

Health and Safety Enquiries HSE Information Line
Tel 0541-545500 or write to:

HSE Information Centre
Broad Lane
Sheffield S3 7 HQ

HSE Homepage on the World Wide Web <http://www.open.gov.uk/hse/hsehome.htm>

Don't forget, if in doubt ASK



Risk Assessment Form

Directorate:

Location/Division/Premises:

Date of Risk Assessment:

Type of Risk assessment (describe)

Name of Person(s) carrying out Risk Assessment

Signature of Risk Assessor

Date

Signature of Manager

Date

Review Record

Review Date	Reviewed by	Changes necessary	Signature

Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed

Ref No: Add a unique reference number here and include the date of assessment

Further Information

Hazard	Additional Information

Fire Risk Assessment Checklist – Catering

Please fill this form in and return to the Event organiser before opening, many thanks

Stall Name
Responsible Person
Contact No. on site
Type of Operation

In order to comply with the Regulatory Reform (Fire Safety) Order 2005 you **MUST** carry out a fire risk assessment of your stall or unit. This risk assessment must identify fire hazards and people at risk; you must then remove or reduce these risks and protect people from fire.

1	Are all cooking appliances fixed securely on a non-combustible heat-insulating base?	Yes	No
2	Are all cooking appliances fixed 600mm away from any combustible materials?, and also out of reach from customers?	Yes	No
3	Have you ensured that no combustible materials can be blown, or fall against the apparatus?	Yes	No
4	Are the structure, roofing, walls and fittings of your unit or stall flame retardant?	Yes	No
5	Are there an adequate number of suitable fire extinguishers/fire blankets available for use, in conspicuous positions?	Yes	No
6	Has the fire fighting equipment been tested in the last 12 months?	Yes	No
7	Are your staff familiar with the use of the fire fighting equipment provided?	Yes	No
8	Have you given staff training and instruction in emergency procedures?	Yes	No
9	Have all staff been made aware of exits and fire fighting equipment in your stall or unit?	Yes	No
10	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper, cardboard, bottled L.P.G, etc?	Yes	No
11	Have you identified all ignition sources and ensured that they are kept away from all combustible materials?	Yes	No
12	Are you aware that petrol generators are not permitted on site? LPG and diesel generators are only permitted with prior consent.	Yes	No
13	Do you have a current inspection / gas safety certificate for your gas appliances & pipe work?	Yes	No
14	Are all LPG cylinders outside or within a specific ventilated unit?	Yes	No
15	Are all the LPG cylinders (full and empty) connected to pressure relief valves?	Yes	No
16	Are all LPG cylinders positively secured in an upright position; and at least 1.5m away from combustible materials?	Yes	No

Appendix 6

17	Are all LPG cylinders located away from entrances, emergency exits & circulation areas?	Yes	No
18	Are all LPG cylinders located away from reach of the general public?	Yes	No
19	You are allowed to keep only those cylinders that are in use. Are all other cylinders located from your unit – i.e. in the gas compound?	Yes	No
20	Do you ensure that gas supplies are isolated at the cylinder as well as the appliance when the apparatus is not in use?	Yes	No
21	Do you ensure that replacement cylinders are fitted in the open air away from any source of ignition?	Yes	No
22	Do you ensure that a member of staff is present in the unit at all times who is trained in the use and safety of LPG?	Yes	No
23	If you use flexible tubing is it to the appropriate BS and where appropriate provided with mechanical protection to minimise damage? (Fixed piping should be used where practicable)	Yes	No
24	Is all flexible tubing secured by jubilee clips or similar? Is all tubing in good condition and gas tight?	Yes	No
25	Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of the reach of the public?	Yes	No
26	Do you ensure that the area behind and 5m in front of your unit is kept clear of litter?	Yes	No
28	On Bonfire Night you will be trading into the night. Do you have sufficient lighting inside and outside your work area?	Yes	No

Signed

Name (block capitals)

Company (block capitals)

Designation (block capitals)

Date

Useful Telephone Numbers

Directorate/Organisation	Telephone Number
British Red Cross	0121-704 4661
City Centre Manager	0121-303 4676
Electrical – Property Maintenance & Management	0121-303 7320
Event Depot	0121-464 0256 Fax 0121-464 1605
Event Insurance Services Ltd	01425-470360 Fax: 01425-474905
Events Team	0121-303 3008 Fax 0121- 464 6035
Fire Service Enquiries	0121-359 5161
Food Hygiene – Regulatory Services	0121-303 4111
Funfair Operators Approved List - Parks and Nature Conservation	0121-464 0427
HMSO (Her Majesty's Stationary Office)	0121-236 9696.
HSE Central Publications	01787-188 1165
HSE, Birmingham Office	0121-607 6200
Licensing Section – Regulatory Services	0121-303 9896
Local Councillor (Council House Reception)	0121-303 2054
Refuse containers and waste bins - Environment & Culture	0121-303 2894
Safety Services	0121-303 2129 Fax 0121-303 1344
Safety Services, Development	0121-303 7147
Site Bookings – Parks and Nature Conservation	0121-464 8728
St John Ambulance	0121-236 6660
Highways Section Road Closure	0121-303 6644
Torribles Insurance Brokers	0117-921 1806 Fax: 0117-925 6080
West Midlands Police	0845 113 5000

Safety Advisory Group Multi-Agency Protocol

A Multi-Agency Strategy and Policy for Licensed Public Events

1. Aims of the Policy

It is recognised that public events positively promote community development, social cohesion, civic and cultural identity and enhance community life. However, given the numbers of people attending such events there is also a requirement to deal with both potential risks to public safety and any adverse environmental impact. It is essential therefore that appropriate management systems are in place and that these are designed with the input from partners in the emergency services and other relevant stakeholders.

In recognition of this, a **Safety Advisory Group (SAG)** has been established, to co-ordinate the efforts of relevant Local Authority directorates and all others involved with the running of events.

The Safety Advisory Group will have a core membership as set out below. Other stakeholders will be included as necessary depending on the nature of the event.

- **Local Authority**
- **West Midlands Police**
- **West Midlands Fire and Rescue Service**
- **Birmingham Ambulance NHS Trust**
- **Event Organiser**
- **Licence Holder**
- **Security provider**
- **Medical provider**
- **Other stakeholders**

The SAG will be chaired by the Local Authority.
Previously Assistant Director of Sports and Events

The Safety Advisory Group will:

"Promote the health, safety and welfare of all those involved with public events, minimise the environmental impact of such events and apply the principles of sustainability to the conduct of any event, or to make any arrangements ancillary to that event".

This policy applies to all events requiring a premises license and as a condition of the use of Council land for public events, regardless of the need for a premises licence.

In addition this policy recognises and aims to apply as a minimum standard the central principles of the document "The Event Safety Guide" (HSG195), "Guide to Safety at Sports Grounds" or any successor documents. To assist organisers to discharge their duties under the Health and Safety at work Act 1974 etc; the Environment Protection Act 1990; the Food Safety Act 1990 and any other relevant legislation.

The Safety Advisory Group exists to consider plans presented by the organisers of all events and offer guidance on the contents and structure of the Event Plan. It is not the role of the Safety Advisory Group to assist in the planning of events or the writing of plans. The purpose of the Safety Advisory Group is to offer guidance in order to help organisers discharge their responsibilities. The members of the Safety Advisory Group will not accept or adopt any of the responsibilities of the organiser.

2. The Twelve Policy Objectives

The eleven policy objectives listed below will be applied to try to ensure the viability of events wherever possible and not to unnecessarily discourage community groups with limited funding. However, the health, safety and welfare of performers, staff and public is of primary importance and so it may not be sensible to run some events if the objectives cannot be met.

1. To establish high standards of general public safety at events, including crowd safety, fire safety, food safety and noise safety and to direct resources to the highest risk.
2. To ensure that the elements in (1) above are applied to performers as well as all other persons attending the event.
3. To provide a one-stop shop of the range of requirements and recommendations offered to events by a wide range of enforcing authorities and agencies.
4. To ensure plans are in place for emergency situations.
5. To ensure any detrimental effect of such events on the wider environment and on the environment of (Local Authority Area) are minimised and to encourage the application of the principles of sustainability whenever possible.

6. To ensure damage to parks and open spaces are minimised and to insist on agreed arrangements for clearing of litter and refuse after events.
7. To keep up to date of and to apply changes in legislation and guidance.
8. To ensure the maximum benefit to the Local Authority residence from all events.
9. To ensure true partnership of multi-agency working.
10. To ensure adherence to other Council Policies where they apply.
11. To ensure a consistent approach to public events by officers and representatives of the Council.
12. To protect life and prevent serious harm to persons and property, and prevent crime and disorder.

3. Mode of Operation

a) Remit of the Safety Advisory Group

Advise on and make recommendations on conditions and then to monitor the planning and execution of conditions for events, for which a premises licence has been applied or permission to use the local authority land is required.

The Council recognises that existing licensing legislation does not cover some types of events. Therefore, for non-licensable events on Council-owned or controlled land (including the highway) involving similar numbers of people, potential risks and hazards, the same standard that would be used for a licensed event will be applied.

Consideration will be given as to whether these events should go before a Safety Advisory Group for consultation. Any member of the Safety Advisory Group can ask for an Event to be referred to the Safety Advisory Group for discussion.

b) Administrative Arrangements

The Safety Advisory Group will meet as often as is necessary and at least three months before an event lasting a week or less and at least six months before any major public event lasting over a week when appropriate. This should to ensure effective liaison with partners and public safety. The Safety Advisory Group may request a site visit to the Event.

Events must be reviewed afterwards in a debrief, which should include all relevant organisers and contractors, so experience and lessons learnt may be applied to future events.

The safety concerns and advice given by the SAG to event organisers will be documented as this information may be disclosed to any civil or criminal court action arising from an event. The event organiser will be made aware of this

fact. The responsibility for advice given by the SAG is shared by all participating agencies.

Minutes of all meetings will be taken and distributed to members as soon as is practicable.

c) Subsequent Approval of the Event Plan and Event Plan Schedule

The Safety Advisory Group will provide recommendations to the event plan if it appears necessary. If the Safety Advisory Group agrees the Event Plan, the document will be signed by the organiser and the SAG Chair.

The Event Plan must contain a schedule with deadlines for agreement of details or completion of tasks within reasonable time constraints. It is recognised that Events not requiring a Premises Licence or being held on private property may still continue against advice from the Safety Advisory Group.

Under such circumstances, where there are concerns over safety, there may be powers that could restrict or prohibit all or part of such an event. Should this occur then a letter to the owner of the land and the Event Organiser will be sent on behalf of the Safety Advisory Group expressing that concern.

4. Safety Advisory Group Considerations:

The conditions will involve the following areas:

1. Permitted attendance compliance - control and audit of access/ticket sales.
2. Communication plan, Crowd safety, security and stewarding, entrance controls.
3. Noise restrictions and controls of other nuisances.
4. Litter collection during and after events.
5. Health and safety at work compliance.
6. Firework and bonfire safety.
7. Controls on animals, animal health and safety.
8. Controls on illegal drugs and alcohol.
9. Controls on tents or caravans for overnight stays.
10. Fire safety precautions, controls on cooking and barbecues etc and the storage of LPG.
11. Electrical safety.
12. Adequate sanitation.
13. Adequate signing (safety, traffic and information) throughout any site, maintenance of accesses and egress routes.
14. Adequate lighting and safety lighting throughout the site.
15. Structures such as stages, Marquees, stands, tents, fences etc to be checked and certified.
16. Highways and traffic considerations – road closures, transport plans, car parking.
17. Public Liability and other insurance sufficient for the event.
18. First Aid and medical provision.
19. Safety and protection of lost/found children.
20. Contingency plans evacuation, fire, major incidents etc.
21. Site security and safety when in and out of use.

22. Use of helium and other gases.
23. Safety of merchandise for sale.
24. Any matter coming to the Safety Advisory Group's attention.

5. Off Site Contractual Matters

Where approval conditions regarding, for example, extra or enhanced litter picking and waste collections are inappropriate or cannot be imposed, e.g. in streets surrounding the event or even some distance away, contractual arrangements should be made by the organiser or promoter to deal with the situation. Such contracts should be drafted to minimise costs to the local authority.

Contractual arrangements will be negotiated through the appropriate Council Officer(s) and not via the Safety Advisory Group process.

Where the terms of any such contract are not met, or in the opinion of the appropriate officer are unlikely to be met, then the matter will be referred to the Council's Legal Services.

6. Inspection and Examination

The Safety Advisory Group or its appointed agents reserve the right to inspect any site and the event or examine any article, substance or area before, during or after any public event.

7. Indemnity

The advice and guidance provided by the Safety Advisory Group and its members are not in anyway an assumption of the rights of ownership or responsibility for the Event Plan submitted by Event Organisers. The purpose of the Safety Advisory Group is to offer guidance in order to help organisers discharge their responsibilities. The members of the Safety Advisory Group will not accept or adopt any of the responsibilities of the organiser.

The liability for the maintenance of the Event Plan and the adherence to it during the course of the event is not the responsibility of the Safety Advisory Group.

The advice and guidance provided by the Safety Advisory Group and its members does not detract from the statutory responsibility of Birmingham City Council with regards to the enforcement of legislation and prosecution of offences committed.

Roles of Core Members

Local Authority

Previously – The City Council will lead the Safety Advisory Group in its considerations of the applicant's plans for the event.

- The L.A. will Chair the Safety Advisory Group.
- The L.A. will lead the Safety Advisory Group in its considerations of the applicants' plans for the event.

- They will advise on all matters relating to Premises Licences and merchandise sales.
- They will advise on all matters relating to food sales, hygiene, water provision, sanitation and noise control.
- They will advise on the impact of the event on the City transport infrastructure and the provision of services to the event.
- Where appropriate, in liaison with the Police, traffic management on the highway.
- The L.A. Safety Advisor will advise on the impact of the failure of the event plan and give guidance to planners on the standard operating procedures of an emergency response. The Safety Advisor will also assess the impact of the event on the L.A. as a whole and the additional risks the event may impose upon Councils' statutory service provision in relation to the community as a whole.

West Midlands Police

The Police role and advice given will cover the following areas:

- The preservation of order through keeping the peace
- The protection of life and property.
- The prevention and detection of crime
- The prosecution of offenders.
- Attaining the aims of the Local Policing Plan
- Providing support and advice to organisers to help them fulfil their responsibilities for crowd management, prevention of disorder and Public Safety
- Where appropriate in liaison with the local authority, traffic management on the highway.
- Co-ordinate and manage the effects of any emergency or major incident.
- Provide advice and support in relation to any other identified Policing issues.

West Midlands Ambulance NHS Trust:

- Identify the demands that could be placed upon the Ambulance service by events and manage those demands accordingly.
- Liaise and collaborate with all the other organisations that form part of the Safety Advisory Group.
- Liaise and advise the Medical Provider for the event on their First Aid/Medical Plan.

West Midlands Fire and Rescue Service:

- To provide advice on fire related matters in regard to operations, fire and community safety.
- To enforce fire safety legislation in accordance with the Fire Precautions Act 1971 [as amended] and the Fire Precautions (Workplace) Regulations 1997 [as amended].
- To respond to Enforcing Authorities on fire related matters where legislation requires the Fire Authority to be consulted.