

Stockport Council guide to Events

This guide has been prepared by **Stockport Metropolitan Borough Council's Town Centre Management** Team with support from a number of public, private and voluntary sector agencies, bodies and organisations. It is a manual for anyone planning to hold an event within the Borough of Stockport

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Introduction

Good quality well organised and managed events enhance the borough and add vitality and vibrancy. But this can only be achieved through good and thorough preparation and planning. In addition to the logistics involved in staging an event, organisers also generally have legal responsibilities relating to issues such as crowd safety and the wellbeing of the staff, contractors.

This guide has been prepared to provide information to individuals and organisations wishing to hold an event within the borough of Stockport. The guide will help individuals and organisations avoid some of the common pitfalls involved in holding an event and assist organisers meet the basic safety standards. The information contained is not intended to be exhaustive. Not everything in the guide may be applicable to every event. But what the guide does do is cover general basics and encourages event organisers to find out further sources of specific specialised advice.

Event Organisers Role

The Event Manager is the named individual who is directly responsible for the safety and wellbeing of those involved in the event before, during and after and for the public who attend.

This appointment must be undertaken at the early stages of event planning and undertaken by a competent individual who understands the event process and all the roles and processes involved for delivery of a safe event.

Event Committee Role

In the event of a committee who maybe organising an event, it is advised that a named individual should be appointed who has authority of the group. This is essential regardless of the size and scale of your event. If an event committee or team are planning an event, it may be helpful if other clear roles and responsibilities are established with the committee or team members.

Each role should be written down, together with the designated authority of that team member.

An overall drawing of the command structure may prove useful, along with contact telephone numbers and mobile numbers that are to be used during the event day.

It is important to note, that the Event Manager would remain responsible for training the `Event Team` including regular meetings and any briefings.

Event Pre-Planning

Detailed pre-planning is essential to ensure the event is both safe and successful. The following `five w` rule are the basics that can help you start your event journey:

When..... Spring, Summer, Winter or Fall? All exciting times during the calendar year, do you need a specific season for your event? Consider this and daylight hours that this is restricted by. Do you need long day light hours or an early dusk? Think about weather elements typical of the season, if it's an outside event.

The day of the week is an important issue depended upon the audience you want to attract, also what other events are typical in the calendar at this time, try to ensure that your event does not clash with any other popular events in the immediate area or in the International Calendar that might reduce your audience numbers - e.g. - Final of a World Cup!.

Where.....Inside or Outside? Consider the venue or the area you have in mind is adequate for your event. What provisions does the event area have? Can they be hired in and accessed easily by contractors? Has an event been held there before successfully? Think about access and emergency routes to and from the immediate area.

Who..... Is it for? Is there a particular target groups you would like to attract such as families, or younger people? Your advertising and what you have planned will be crucial to your events success.

What.....? Arguably the most fun aspect to plan. What entertainment are you planning to be hold? Think about hazardous activities and if your land is suitable for the type of activity you wish to host. Think about your overall resources, and financial budgets and the timeframe you have to work with. It is better to be realistic in what can be achieved, especially if you are organising a new event for the first time.

Wants....? What does your audience want to see and do? Often this may be different from what you or your committee want to do!

Once you have this basic framework, discuss and then discuss again. Check any access barriers - e.g. will there be an admission charge? Can the venue be easily accessed by car or by public transport? Is there good wheelchair and pushchair access? What refreshments will be available? Your customer needs must not be underestimated.

Event Planning

Essentially all event planning stages are the same. It is the scale of the event that determines how much time is spent on each component.

Before, you get started it is advisable to think about how your event will be financed and where to host it.

Budgets and Funds

Gaining financial support for your event is rarely easy, but funding opportunities do exist through which you may be able to apply; e.g. through Community and Charitable Trusts, if your event is for a good cause or is not for profit. However, applications generally need to be completed well in advance of the event and should not be relied on entirely for event planning.

Before confirming any bookings with contractors or suppliers to provide services—You must ensure that your event budget will allow for whatever infrastructure you need. It is advisable that you find out in advance, the maximum amount you can spend, and then deduct a proportion for contingency and inflation use. It is also essential to ask in advance for quotes and establish whether the cost given to you is exclusive or inclusive of VAT.

Accurate book keeping is essential to ensure you have records of all money being spent and it is justifiable expenditure if you are part of a group or a larger organisation.

Where to host your event?

All events and activities held on Council owned or Council controlled land require a formal application to be made and a decision may not always be possible immediately. Approaching the Council for advice as soon as possible is essential.

If you own the land or have permission granted by the owner you may still require a license(s) depending upon the activity. Please refer to the Licensing section further on in this guide.

The Council are responsible for the roads and highways. If you are planning to host your event on a road, for example a Street Party or Carnival or any aspect that will spill out onto the Highway then traffic management and the safety of the road users and of your audience is vital. Road closures maybe necessary.

Licensing

Licenses

Businesses, organisations and individuals holding an event with any of the following may require a licence:

- supply of alcohol
- sale of hot food and hot drinks after 11pm
- Street trading
- live or recorded music
- Raffle or lottery

- Charitable collections
- Car boots
- gambling
- Performance of films/ dance
- Boxing
- Sex establishments
- scrap metal
- Skin piercing/ acupuncture/ tattooing
- Sale of animals
- performing animals

If you require any advice regarding your event and what type of licence you require, if any, please contact the licensing team on 0161 474 4311 or licensing@stockport.gov.uk

Street Trading Consent

Most of the town centre is a Prohibited Street Trading Area. This assists with safeguarding existing business and retailers and helps avoid unwanted street traders.

There are a small number of street trading consent areas where some types of street trading is permitted. Details on these can be found at

www.stockport.gov.uk/towncentremangement

Markets

Under the Stockport Market Charter no market should be held within six and two thirds miles radius of Stockport Town Centre Market. However, the Council regards local markets within the borough as a benefit to the wider community and as such does not currently enforce the charter.

Infrastructure

Do not underestimate the timeframe involved in planning your event!

Professionals and contractors in the trade do become extremely busy around seasonal peaks in the calendar, therefore in order to avoid disappointment; try to be well organised and get your plans in place early.

There are many areas that a good event organiser needs to cover. These in this section are not exhaustive but hopefully will aid you in the right direction.

There is extensive information available for further reading that you may wish to consider from the Health and Safety Executive website (www.hse.gov.uk), which includes numerous free Health and Safety leaflets and publications for sale, including "The Event Safety Guide" A guide to Health, Safety and Welfare at Music and Similar Events, often referred to the 'Purple Guide' (ISBN 0 7176 2453 6) and "Managing Crowds Safely" (ISBN 0 7176 1180 9). For sporting events there is "Guide to Safety at Sports Grounds" which is known as the Green Guide` (ISBN 0-11-3000-952)

If you are planning to host regular larger events you may wish to become a member of the National Outdoor Events Association Tel: 01237 473113 who have a National Standard Code of Practice for Outdoor Events.

Site Plan

Try and obtain an area map of your event, this is will be helpful in planning and identifying positions access points and routes, parking, activities, event facilities etc. A scaled map will also assist in calculating space available and any distances you require between activities.

Plan in advance, exits points if a mass orderly evacuation of the site is required and have entrance and exit routes identified for emergency vehicles.

You will need to submit an accurate site plan with your completed Premises License Application complete with any temporary structures that you intend to hire in.

Copies of a plan will also be very useful, along with directions to the venue; when sending out correspondence to your contractors etc.

Audience Attendance

Calculating the space where you event will be, will aid you in deciding what the maximum number of people the area can safely hold at any one time.

General guides are available (For Example - There are ratios in the Event Safety Guide / Purple Guide) but as each event is unique to activity, it is advisable to seek the calculations in accordance to the above.

Consideration must be given to areas where provisions will be placed and activities will be held. Deducting audience capacity from these static structures or areas.

Don't forget to take into account, that particular attractions may draw large numbers of visitors and how these should be planned accordingly.

This is an immensely important part, overcrowding can lead to serious injury and at worse fatalities. Think carefully how you will monitor and control your audience.

Traffic Management

A successful event may have traffic implications on the highways. Planning to minimise any disruption is an important area. Depending upon your location and the scale of your event, you may need to contact the Council, the Local Police Authority and any public transport providers, who can advise and help you make any necessary arrangements.

In regards to parking, consideration should also be given to the event location and the scale of your event, once again you may need to contact the Council, or the Local Police Authority to ask advice on such parking matters and the impact you may feel it will have on any residential roads if your event is next to or on a housing estate.

Double parking and blocking access on roads can lead a number of problems, for example - emergency vehicles may not be able to drive to access points or at the very least, angry businesses & residents who may not support any future events you wish to have.

Public transport

While visitors to your event will arrive by various means, public transport remains one of the most important and is increasingly becoming more significant. To help your event maximise potential visitor numbers, reduce potential access issues and ensure that any logistics/arrangements necessary are in place, you must contact TfGM at least 4 weeks in advance. TfGM contact details:

Stewart Connell – TFGM, Stockport Bus Station, Swaine Street, Stockport. SK1 1NU.

[Tel:07880716063](tel:07880716063). [Email:stewart.connell@tfgm.com](mailto:stewart.connell@tfgm.com)

and stockportsupervisors@tfgm.com

The Stockport Bus Station Supervisors telephone number is 07884263472

Highways and Roads

A Road Closure Order is required for any event which may or will stop the flow of traffic on the public highway. It is important to ensure that a Road Closure Order has been made before an event is advertised.

The application must include the following:

- The name of the organisation and the purpose for which the closure is being requested.
- The date of the event.
- The times of the proposed closure.
- The roads involved, attaching a marked street map to the application.
- A daytime telephone number for contact.

Applications and guidance notes on the process can be obtained from the Councils Traffic Management Department on 0161 474 4843. You will need to allow at least 12 weeks before your event for this to be in place if the closure is agreed. There also will be a fee charged for which the event organiser is liable.

Stewarding

Stewards at events are essential for ensuring careful crowd control and assisting with any emergency plans. Stewards should be classed as a fundamental and supporting part of your event. It is the Events Managers role to ensure stewards are equipped in advance with site plans and duties expected of them.

Stewards should be easily identifiable by wearing high visibility jackets. They should be equipped to effectively communicate with each other, their supervisor and the event organiser and other essential personnel.

Full briefings in advance of the event should be given to stewards and where at all possible appropriately trained in their field. If you are planning to use volunteers, they also must be given clear instructions, identification, communication means and above all, be competent in delivering the role.

In terms of numbers, think about the whole event and make a list e.g. - Do you require stewards in aiding visitors arriving and parking? Gaining admission? Supervising boundaries or areas that the public are not allowed access? For long events, breaks need to be planned in so ensure you have surplus to cover this aspect.

For evening events; stewards may need to be issued with torches if working in dimly lit areas or seasonal events, issued with waterproofs etc. For warm summertime events, it may be advisable to ask your staff to provide their sun tans lotions to prevent any soreness from the sun rays later

Security

In addition to stewards, depending upon the nature of the event, specific security arrangements may be necessary to organise such as cash collections, supervision of expensive equipment overnight after contractors have left etc.

It is advisable to seek trained Security Staff from the SIA (Security Industry Association) to assist you in this area. The SIA exists to administer the licensing of the private security industry, as set out in the Private Security Industry Act 2001.

Securing Contractors

It is advisable to think about all the provisions you require and approach contractors at an early stage to avoid disappointment. Look into if the company is competent to undertake the tasks required of them. Wherever possible, speak to the operational manager to establish if what similar work they have carried out and if any testaments / references are available for inspection. Always ask to see a copy of their safety policy, method statements and risk assessments.

Temporary Structures

Large temporary structures such as stages and marquees need to be planned carefully. You will need advance site knowledge of where you would like it placed, e.g. access routes and floor type etc. So be prepared to be equipped to answer any questions that may arise.

Once you have decided upon location, be aware of the immediate surroundings e.g. - Is there any obstructions overhead or electrical cables nearby? Also find out if there any hidden risks, such as electrical cables, gas pipes under the ground. Check the loading capacity of the area and the weight of the structure including its full use once used and how it will arrive, e.g. - on an articulated lorry.

Open edges at the side and rear of any performance platform should be guarded to prevent people falling off and steps provided to gain access to the performance space.

If your structure is being left overnight, ensure there is adequate supervision for the safety of the equipment and the site.

Temporary structures should only be obtained from experienced and professional contractors who can safely erect and dismantle their equipment. Obtain written certification before the event to say that the structure is safe. All marquees and drapes should comply with BS for fire retardation.

Electrical installations and Utilities

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe.

All portable electrical appliances including extension leads etc., should be tested for electrical safety by having a PAT (Portable Appliance Test) certification in place. Ensure these are within the twelve months of last issue.

Where events are taking place outside, RCD (Residual Current Circuit) breakers should be used, especially for 240volts and over with a maximum tripping current rating of 30 mA.

Temporary structures that are made of metal need extra care and should be grounded to the earth. All cables will have to be safely positioned, channelled or covered to eliminate any tripping hazards and as a precaution for wet weather conditions. Portable gas supplies for cooking and any fuel supply items such as portable generators etc. should be kept to a minimum in designated areas away from the general public.

Any electrical items whether owned or hired must be checked and deemed safe by a completed and qualified electrician in compliance with Electricity at Work Regulations and Standards.

Lighting

Depending upon the time of year and how long your event will be. You may need to hire in suitable lighting throughout the site, including emergency lighting after dusk. This may extend to areas such as toilets, access / exit routes and car parks.

Barriers

Barriers maybe required at your event to protect the public and equipment against specific hazards such as generators, moving machinery, etc.

There are different types of barriers designed and manufactured for specific event purposes, therefore ask advice from the company you choose regarding the nature of the task you wish the barriers to be used. This is particularly important if you are using barriers in large crowds, as crowd surges can create serious accidents or fatalities.

Booking Entertainment

There are many types of entertainment and performers that can be booked for a variety of themes and activities. As with contractors, satisfy yourself that the agency or the performer has previous experience and is equipped to undertake your engagement successfully. Where amateur performers or Community groups are being used, explain about the event, and ensure they are happy to perform in public and work with your health and safety requirements.

Check that Performers you would like to work with children have had an up-to-date Disclosure and Barring Service (DBS) check (previously CRB check)

<https://www.gov.uk/disclosure-barring-service-check/overview>

All entertainers / performers should have their own public liability insurance and if applicable, risk assessments; always ask for copies for your files.

Stockport Council has an easy to use online directory produced by the Library and Information Service entitled `CISS` (Community Information Service Stockport). The information listed is on local clubs, societies, voluntary groups and not-for-profit organisations in and around Stockport.

<http://interactive.stockport.gov.uk/ciss/>

Booking Caterers

If you are planning to have any catering vans / provision at your event, it is advisable to place all catering vendors together. So appropriate arrangements can be made for their technical, waste requirements and the customer needs.

Check in advance of the event with the vendor, any technical needs they may have, e.g. - access to power generators for grills and refrigerators and a clean water supply. Give adequate space between catering vendors to assist with queuing and pedestrian access.

For visitors, think about if you are providing eating arrangements and how areas will be tidied. Think carefully about litter provision, there is further reading in this section on this.

In regards to sourcing vendors, The `Mobile Outside Caterers Association` will have extensive lists of caterers in your area. Think about the needs of your customers, try and offer a diverse range of refreshment which includes healthy eating and vegetarian options. Some events may require further thought, in regards to catering for the local community.

In regards to licenses and permits, please see the License Section on Street Trading and Food Legislation

Toilet provision

For events held indoor premises, toilets facilities should be checked in advance and decided whether they are suitable for your activity and whether you have enough of them for the level of people who are using the venue throughout the day.

For larger events, or events that are held outdoors, you may need to hire in toilet provision. The calculation of the level of toilets required is based on, the audience capacity, the make-up of the audience, duration and any existing facilities. General guides are available, (eg. ratios in the Event Safety Guide / Purple Guide), but as each event is unique, it is advisable to seek the advice of an experienced contractor.

As a general rule, ensure your toilets are well lit despite the time of day, and positioned in an area/s around the event. Everyone using toilets should be able to wash their hands, ideally with warm water and soap. Facilities should be cleaned and re-stocked and maintained regularly throughout the day. Think about your audience. Ensure you consider people with disabilities and parents / carers who have young children and may require baby changing areas or areas where mothers can breast feed their babies.

First Aid

It is important to have services of a trained First Aider or a team of First Aiders at your event. The calculation depends upon the size and location of the event and activities / entertainment involved. General guidelines are available (E.g - There are ratios in the Event Safety Guide / Purple Guide) but as each event is unique; it is advisable to seek the advice of the organisation you chose to book from. For example: St Johns Ambulance, The Red Cross etc. (Accident reporting: Ref Health and Safety Chapter).

Welfare arrangements

It is advisable that most events make provision for information to be made available to the public on what is going on and where it is either through a programme or flyer or through regular announcements via a PA system.

Alongside this, it is also important to designate an area that can deal with lost and found children, missing persons, and lost property. Staff should be briefed and trained in advance and ideally CRB checked if dealing with children. Announcements will need to be agreed in advance and a paperwork record completed for safety purposes of each incident.

Childcare / Crèches

As the Event Manager you should have the appropriate child protection measures in place. If you intend to provide a crèche it is imperative that the staffs are suitably qualified and DBS checked. You should decide upon the maximum numbers you can take and then plan accordingly an adult to child ratio accordingly to age group limit you have set. Clear roles for staff should be given, alongside procedures on how to contact the parent / carer in case of an emergency or if the child cannot settle.

Secure facilities are crucial and should be placed away from activities with loud noises, alcoholic provisions and other event distractions.

Provision for those with Special Needs

There are now over 10 million people currently registered as disabled in the UK, therefore making events accessible for everyone is essential and that everyone attending has the same experience.

All reasonable arrangements should be made to ensure disabled visitors have access to parking that is close to the event and have clear access routes around; don't forget the basics such as toilet provision. Viewing areas are also useful, where visitors can safely and comfortably enjoy the event. Consider, a sign language interpreter if appropriate and written materials available in large print.

The Disability Rights Commission has published a useful guide aimed at event organisers entitled 'Organising Accessible Events'. This is available to download at: www.equalityhumanrights.com

Signage

Signage is an under estimated visual aid to direct people around the event. It is particularly important for health and safety to indicate where the exits are. At a minimum, consider signage to direct people to the nearest exit, toilets / baby change, first aid, meeting point, show people where facilities are on the site, the running order of the entertainment

There is further reading on this area for larger events on safety signage legislation at the HSE's The Health & Safety Executive (Safety Signs and Signals) Regulations 1996 that can be downloaded at: www.hse.gov.uk

Waste collection

Arrangements need to be made for waste disposal and rubbish clearance before, during and after the event. Individuals throughout the event should be designated with specific responsibilities for emptying rubbish bins and litter picking the site.

Catering vans will have commercial waste; make plans to deal with this. Provide ample litter bins and consider recycling opportunities whenever possible, such as bottle banks.

All waste produced at an event is subject to strict regulation. When organising an event you must ensure that litter and waste is removed from the site during and at the end of the event.

You can find suitable waste and recycling companies in local directories or on the internet.

Your chosen waste contractor or carrier must be registered with the Environment Agency. You can check if they are registered by contacting the Environment Agency on 03708 506 506 or visiting the Environment Agency website.

If you are inviting traders/concessions/food and drink vendors, ensure that they know about recycling and litter arrangements, your agreement with them might include them taking their own waste away for disposal.

Think about placing containers at sources of potential waste such as food and drinks stands and routes in and out of the event. The number of bins needed will relate to the number of visitors expected and the type of event.

For more information about your responsibilities please see the information below about

Duty of Care

Duty of Care is a legal duty that applies to everyone involved in handling the waste from the person who produces it to the person who finally disposes of it.

There are some simple rules to follow including keeping your waste secure so it doesn't leak or blow away and if you give your waste to someone else (like a waste contractor) it is your duty to make sure that you:

- Check the person is authorized to take it – you can check this by contacting the Environment Agency on 03708 506 506.
- Ensure the waste is going to a proper licensed site.
- Ensure that a transfer note is completed - this must include a description of the waste and be signed by the person producing the waste and the person taking the waste away. Keep copies of your transfer notes for a minimum of two years.

If you are organising your event on Council owned land, make provisions to leave the site area as tidy as you came to it or you may be liable to incur a recharge of cleanliness and jeopardise the permission to hold any future events with the authority.

For further advice on waste disposal, contact SK Solutions on: 0161 474 5542

Evaluation and Debriefing

Consultation with participants to feedback on aspects of the event is very useful to you as the event organiser; you may wish to think about a simple questionnaire to engage people's thoughts to obtain their comments. This is also useful to review aspects that worked and what didn't for the event.

After the event an evaluation meeting should be undertaken with as many staff as possible who worked on the event, so that any successes or lessons learnt can be noted for future events. Any accidents or incidents that occurred should be discussed, in order to try and eliminate risks in future.

Health and Safety

The umbrella legislation of event health and safety is the 'Health and Safety at Work etc. Act 1974'.

It is a legal requirement that the Event Organiser can demonstrate that they comply with this law. If you are holding your event on Council owned land, failure to provide evidence can result in the cancellation of your event or in the most extreme cases you could be liable to prosecution.

Safety is paramount and must be the most important planning aspect you undertake, particularly if your event is focused on bringing in large crowds, is on or partly on a highway or if fireworks are being used.

Fireworks

Fireworks in events are not just found within Bonfire Displays anymore. When undertaken they are often the main spectacular visual display. However extra caution and considerations in the pre planning stages are crucial when considering working with fireworks and pyrotechnics and when on Council owned land, must be agreed in advance by the Councils Health and Safety Section.

Some important planning aspects are:

- Choosing land - ensuring it has adequate space for the main event activity, the firework firing zone, the fall out zone for debris and the audience spectator zone. An overall map, with these details of the area will be needed. A contingency safety zone before the spectator zone is highly recommended.
- Identification of any nearby hazards such as overhead cables, underground and hidden risks and nearby buildings / houses.
- Choosing a contractor who will be responsible for the firework or pyrotechnics display - satisfy yourself with what previous experience do they have, insurances and qualifications they have to carry out the event safely.

- Secure storage and access arrangements for the fireworks and crew.
- Firing supports that are suitable for the type of fireworks being used.
- Personal protection equipment for the firing teams.
- Plans on how to clear up after the display.

If you are planning to host a bonfire you should ensure that the advice of the Greater Manchester Fire & Rescue Service should be sought in advance. Advising local residents of your planned Bonfire Display is also important, specifically important to pre-warn the elderly, local nursing homes and homes with young children and pets

Contact Manchester Civil Aviation Authority or Air Traffic Control if you want to have aerial fireworks at your event. Stockport is extremely busy with air traffic throughout the night and day due to the close proximity of Manchester Airport. Depending upon where you are having your fireworks you may be required to comply with a maximum height limit to aerial height restrictions too.

For further reading, the Health and Safety Executive has produced two publications 'Working Together on Firework Displays' and 'Giving your own Fireworks Displays' available to download from their site at www.hse.gov.uk

Other Aerial Displays

Contact Manchester Civil Aviation Authority or Air Traffic Control if you wish to set off a lot of balloons or if you are planning to have an aircraft flying over your event. For use of lasers, see the licensing section.

Personal Protection Equipment

As the event organiser you should be able to assess in advance of the event on what provisions you need to make in regards of relevant personal protective equipment for staff that are tasked with duties without the risk of injuring themselves or others. Simple and useful equipment to think about is: High Visibility jackets, especially if set up or event de-rigging is out of day light hours, Wellington boots or steel cap shoes, hard hats if working at heights.

Fire Prevention

Prevention is always the best method in the first instance when planning your event. Think very carefully where you situate high risk activities or flammable equipment, use of electrics and generators etc.

Whether your event is indoors or outdoors, you should have provisions or equipment in place if you need to put out a small fire. For events held at indoor venues, they should already have fire extinguishers and fire blankets in place but always check!

If you are holding your event outdoors and there is no provision available, it is advisable that you hire basic fire extinguishers / equipment in, as a precaution according to your risks.

In advance decide who is responsible for making emergency decisions, for example in a building which you may have hired, you will adhere to the Building / Managers Evacuation procedures.

However, if you are responsible, decide in advance what you would do if an emergency happened! Do you need to train stewards to know where the fire equipment is and how to use it? It should be stressed that no-one despite equipment you may have, should attempt to fight any major fires. Your priority should be contact The Fire Brigade to any fire, or one that you suspected to be real, and to evacuate people safely.

Risk Assessments

Risk Assessments is a process that requires the Event Organiser to identify all hazards associated with your event, then to evaluate the risk involved this can be grouped by the severity. And to conclude, when at all possible, how measures can be put in place to eliminate or minimise the risk to protect the safety of everybody.

Event organisers need to assess their own level of competency in undertaking risk assessments for events and must seek specialist advice on this issue if they are at all unsure about undertaking risk assessments, as this is a crucial part to any event planning.

To get you started, consider all aspects of your event which involve hazards and risks from the area you are using, down to the equipment you will be bringing in, use of electricity, generators etc. It is helpful to make a list and assess all parts of your event process.

If you are holding your event on Council owned land, a risk assessment will have to be undertaken and copies provided. A simple risk assessment form is provided at towards the rear of these notes, as a basic guide to undertaking risk assessments.

Explanations

- A `Hazard` is anything which has the likelihood to cause harm.
- The `Risk` is how likely, that a hazard will cause actual harm.
- The `Severity` is the ranking you give for example to the potential of the injury. This is measured as: High, Medium or Low.

Examples of Severity

HIGH - Worst case scenario is fatality or a very serious injury that requires hospital treatment.

MEDIUM - An Injury that would require medical attendance or knowledge, such as First Aid given to deal with: e.g minor burns and scalds.

LOW - An everyday injury that you may be able to deal with - e.g. a small graze or

bruise.

Further reading about completing a Risk Assessment for your event, is available from the Health & Safety Executive '5 Steps to Risk Assessments' Guide.

Emergency Plan

Part of your final preparations, should be a contingency formal plan in place to deal with any emergency situations which may arise during your event.

The complexity of the plan will depend on the size and nature of your activities. However at minimum, think about how announcements of evacuation would be made, provisions you need to make for a temporary safe holding area away from the event for your spectators, access for emergency vehicles and a clear level of command of who will be making these emergency decisions including that your staff are aware of their duties and responsibilities.

Exits and access widths should accommodate complete site evaluation within 8 minutes whether your event is held indoors or outdoors.

Public Liability Insurances

It is imperative that all event managers take out insurance to ensure they will be covered in the event of damage or loss to property, equipment and most importantly people.

Where an event is taking place on Council owned or controlled land, you will be asked to provide evidence of cover, before the event can take place, for at least a minimum of £5 million indemnity Public Liability

You are also responsible for ensuring that any contractors, caterers, musicians etc. engaged at your event are appropriately covered with relevant insurances, details of which should. Insurance cover can be obtained through most insurance brokers,

Cancellation & Abandonment Insurance

If you are holding a large or an expensive event, it may be worth considering this extra cover, as this covers you for cancellation or abandonment of your event due to situations that are beyond your control, such as unexpected weather conditions such as flooding. It is often the case that contractors to your event will still require full pay; therefore forethought may prevent any disappointment or financial problems.

Accident and Incident Reporting

If any accident or incident occurs, it is very important that someone is tasked to deal with the situation and ensure that the appropriate paperwork completed.

Names, addresses and contact numbers of the person and any witnesses should be obtained, including any statements. If there is any injuries sustained, details on what the injury is and the extend and any treatment or advise given should be taken.

The Event Organiser should sign the form and make comments where at all possible. You may also need to advise your own insurance company, as soon as possible after the event. If any accident or dangerous occurrence is reported, it may be necessary to additionally report this under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Further advice can be sought from the Council's Health and Safety Officer.

Claims

Should anyone attending your event declare an intention to make an insurance claim following an alleged incident associated with your event, you should contact your insurers immediately. You should also ensure you have a proper record of any incidents/accidents, completing the Accident Report Form where necessary.

Marketing & Publicity

Promotion is a key aspect of your event planning. Without the public knowledge of all your hard work you have undertaken on the event.

There are various ways to provide information, some with little or no cost, or if you are fortunate to have a publicity budgets, there are some excellent methods such as the productions of flyers, posters, banners, or adverts.

Getting the message right

Think about who your target audience is and decide how best it is to tell them when the event is going to happen.

Essential information is the date, time, place and what is happening. Additional information on any admission fees or age restrictions should also be on your publicity plus a contact telephone number or web link for further information.

Copyright

If you are thinking about using printed material, it is important to carefully check to ensure you will not breach any copyright permissions for example use of photography without the consent of the publisher or artist.

Banner and Poster Erection

The erection of banners and signage on street furniture is controlled by the Council and many sites are considered a danger to traffic due to a distracting nature.

Fly posting is illegal and permission will not be granted to display on any Council street furniture / railings. Any posters or placards will be removed and organisers can be prosecuted.

Help and Further Support

Town Centre Management (Town Centre)

Economic Development and Regeneration

Services to Place

Stockport Council

Fred Perry House

Edward Street

Stockport SK1 3XE

towncentremangement@stockport.gov.uk

Economic and Employment Development (District & Local Centres)

Economic Development and Regeneration

Services to Place

Stockport Council

Fred Perry House

Edward Street

Stockport SK1 3XE

econdev@stockport.gov.uk

Parks & Greenspace

0161 217 6111

Lettings & Events Section

Greenspace Team

Town Hall,

Stockport. SK1 3XE

Councils Licensing Office

0161 474 4311

Services to Place

Stockport Council

Fred Perry House

Edward Street

Stockport SK1 3XE

licensing@stockport.gov.uk

Councils Traffic Management

0161 474 4843

Services to Place

Stopford House

Piccadilly

Stockport

SK1 3XE

www.stockport.gov.uk

Health and Safety Executive

0845 345 0055

Liverpool Head Quarters

Redgrave Court

Merton Road

Bootle

Merseyside, L20 7HS

www.hse.gov.uk

National Outdoor Events Association

01237 473113

www.noea.org.uk

Appendixes

In the following pages you will find a blank Event Information Template and a blank Risk Assessment template, which you may use as a documentation tool for your event.

Appendix 1 - Event Information Template

Appendix 2 - Risk Assessment Template

Acknowledgements

Samantha Tavernor : Sales and Marketing Director, Leaping Fox Marketing

EVENT INFORMATION - Appendix 1

Name of Event:		Date of Event:
Venue:		Location of Venue:
Start Time:	Finish Time:	Approximate Number Attending:
Description of Event & Main Activities:		
Name of Main Organiser: Designation: Address: Postcode: Contact Tel. No.		

KEY PERSONNEL

<i>Name</i>	<i>Responsibility</i>	<i>Organisation/ Contact</i>

VENUE ARRANGEMENTS

Experience shows there are certain recurring issues to consider when planning a successful event. **Please comment on each generic issue.** If the issue does not apply, then please indicate with **N/A**. The list below is not necessarily an exhaustive list and, if required, some additional recording space is provided.

EMERGENCY CONTINGENCY PLAN:
SAFE ACCESS/EGRESS:
ACCESS FOR EMERGENCY VEHICLES:
CAR PARKING:
ON-SITE TRAFFIC MANAGEMENT:
SECURITY:
SUPERVISION:

TOILET FACILITIES:
RUBBISH COLLECTION/REMOVAL:
CATERING:
FIRE SAFETY /PRECAUTIONS:
FIRST AID
COMMUNICATIONS:
LOST PERSONS
ACCIDENT/INCIDENT REPORTING
ELECTRICAL SAFETY
NOISE

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ADDITIONAL HAZARDS:

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SITE INSPECTION

<i>Date</i>	<i>Name</i>	<i>Designation</i>	<i>Satisfactory?</i> Yes / No

RECOMMENDATIONS

<i>Organisation</i>	<i>Recommendation</i>	<i>Date/Time Informed</i>

Additional Comments:

RISK ASSESSMENTS - Appendix 2

ASSESSORS NAME: (Please PRINT)	DATE:	REVIEW DATE:	PERSONS AT RISK:	SIGNATURE:

HAZARDS/ REFERENCE NO.	PRECAUTIONS/PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	BY WHOM	BY WHEN	DONE ✓

HAZARDS/ REFERENCE NO.	PRECAUTIONS/PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	BY WHOM	BY WHEN	DONE ✓

HAZARDS/ REFERENCE NO.	PRECAUTIONS/PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	BY WHOM	BY WHEN	DONE ✓

HAZARDS/ REFERENCE NO.	PRECAUTIONS/PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	BY WHOM	BY WHEN	DONE ✓