



# Birmingham Sport, Events & Parks

Edition 1 2016

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## Outdoor Event Organisers Guide

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*Enterprise at the heart of  
the council's work*



The  
**OUTDOOR  
STAGING**  
Company

**We Make Events Come To Life**

**Staging  
Lighting  
Security  
P.A.  
Barriers  
Power  
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The Outdoor Stage Company has supplied stages for many events over the past few years. Our stages are unique - they are light and very mobile, being towed on the back of a vehicle. We are based in the Midlands which places us ideally for travelling anywhere in the UK. We specialise in high quality sound equipment and make events come to life with our lighting shows. We supply sound, lighting and electrical technicians, and full production crew. We are also able to provide other essentials for your event, including SIA Security, Heras Fencing, Crowd Control Barriers and Portable Toilets. We endeavour to ensure your event will run smoothly and adhere to strict safety regulations. Outdoor Stage Company staff are highly experienced and treat each event with care and attention to detail.





**We Make Events Come To Life**

**0121 270 5646**

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# Birmingham City Council Events

## Mission Statement

**“We aim to stage high quality events which are safe, family-friendly and offer a memorable experience for everyone.”**

*This document has been revised during 2016 by Birmingham City Council Events Team. It is designed to give general advice and guidance when organising safe events.*

*The guide is not intended to be exhaustive or represent definitive legal opinion. It is not detailed enough for large scale events and further guidance is available.*

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Compiled, Edited & Produced by Garry Peal

Birmingham City Council Events Team

PO Box 2122 Council House Extension

6 Margaret Street

Birmingham

B3 3BU

Telephone No. (0121) 303 3008

E-mail: [Eventsteam@birmingham.gov.uk](mailto:Eventsteam@birmingham.gov.uk)

Web: [www.birmingham.gov.uk/events](http://www.birmingham.gov.uk/events)

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## Section 1 - Terms and Definitions

Birmingham City Council means.....	(BCC)
West Midlands Police Service means.....	(WMPS)
Health and Safety Executive means.....	(HSE)
West Midlands Fire Service means.....	(WMFS)
West Midlands Ambulance Service means.....	(WMAS)
Event Management Plan.....	(MP)
Event Manual.....	(EM)
Safety Advisory Group means.....	(SAG)
Emergency Evocation Plane.....	(EEP)
Liquid Petroleum Gas means.....	(LPG)
Premises Licence means.....	(PL)
Performing Rights Society means.....	(PRS)
Phonographic Performance Limited means.....	(PPL)
Waste Transfer Notes.....	(WTN)
Department for Environment Food & Rural Affairs.....	(DEFRA)
International Organization for Standardization.....	(ISO)
Eco-Management and Audit Scheme.....	(EMAS)
British Standard.....	(BS)
Local Authority.....	(LA)
Local Organising Committee means.....	(LOC)
Temporary Event Notice means.....	(TEN)
Residual Current Device means.....	(RCD)
Event Management Services.....	(EMS)
Designated Premise Supervisor means .....	(DPS)
Chartered Institute of Environmental Health.....	(CIEH)
Hazard Analysis and Critical Control Points means.....	(HACCP)
Cross Sectional Area.....	(CRA)
Institution of Electrical Engineers.....	(IEE)
National Health Service.....	(NHS)
General Medical Council.....	(GMC)
Care Quality Commission.....	(CQC)
Environmental Protection Unit.....	(EPU)

Security Industry Authority.....	(SIA)
Disclosure and Barring Service means.....	(DBS)
Criminal Records Bureau.....	(CRB)
International Mobile Equipment Identity.....	(IMEI)
Confederation of Fire Protection Associations.....	(CFPA)
Public Liability.....	(PL)
Public Liability Insurance.....	(PLI)
Equality Act 2010 means.....	(EA)
National Association of Balloon Artists & Suppliers.....	(NABAS)
Royal Society for the Prevention of Cruelty to Animals.....	(RSPCA)
Environmental Health Department means.....	(EHD)
Event Control Room.....	(ECR)
Crowd Control Barriers.....	(CCB)
Pertexa Inflatable Play Accreditation means.....	(PIPA)
Declaration of Operational Compliance means.....	(DOC)
Amusement Devices Inspection Procedures Scheme means.....	(ADIPS)
Emergency Care Practitioners means.....	(ECP)
Automatic External Defibrillator means.....	(AED)
Environment Health Department means.....	(EHP)
Personal Protective Equipment means.....	(PPE)
Portable Appliance Testing means .....	(PAT)

[Temporary Traffic Regulation Order \(TTRO\)](#)

**“The occupier”** means the person occupying the event place.

**“The event organiser”** means the person identified as having control of the land or premises and having a common duty of care to all his/her lawful visitors.

**“Safety Advisory Group”** means a committee comprising of representatives from BCC, the emergency services and key partners who live near the site.

**“Safety Advisory Group Debrief”** means full event debrief with the SAG post event.

**“Any premises”** means a premise which is defined in the Licensing 2003 Act as a vehicle, vessel or moveable structure or any place or a part of any premises, to provide late-night refreshments and/or regulated entertainment and/or sell alcohol.

**“Designated Premise Supervisor”** means the license holder of an alcohol license.

**“Level 2” – Operative roles** means National Occupational Standards are statements of ‘competency’ developed to reflect the relevant skills and knowledge associated with specific job tasks.

**“The “Food Hygiene Rating”** means the hygiene standards found at the time the business is inspected by a food safety officer.

**“Hazard Analysis and Critical Control Points” system** is a systematic approach to identifying and controlling hazards that could pose a threat to the safe production of food.

**“First Aider”** means someone that has completed a Health and Safety at Work, or three-day First Aid at Work course and proved competency does not qualify that person to be a first aider at a public at events without having undertaken additional training to include child and infant resuscitation/illnesses. In addition good practise would be that the first aider is competent in the use of an Automatic External Defibrillator (AED) and where possible have access to one.

**“Sky lantern”** means any unmanned device which relies on an open flame or other heat source to heat air within it with the intention of causing it to lift into the atmosphere.

**“Security”** means paid qualified persons that are regulated by the SIA for certain activities.

**“Stewards”** means paid/unpaid persons, but they are unregulated and have limited roles.

**“Competent Person”** means having the skill or knowledge to do something well.

**“Grey Water”** means the relatively clean waste water from baths, sinks, washing machines, and other kitchen appliances.

**“Mosh Pits”** is a style of dance where participants push or slam into each other, typically during a live music show.

**“Unfettered Access”** means unrestricted or unregulated access to an area or place.

**“Pedlars”** means a person who goes from place to place selling small goods.

**“Bone Yard”** means a place where equipment can be kept, designated area.

**“Dwell Time”** means time spent in the same position, area, and stage of a process

## Section 2 Introduction

### Birmingham

Birmingham is a dynamic, multicultural centre for business, tourism, conferences, and professional services and of course - sport. In recent years there has been a transformation of Birmingham city centre and it is now home to civic squares and fountains, award-winning canal side developments and designer retail outlets.

Birmingham City Council (BCC) is the largest and one of the most prestigious unitary authorities in Europe. As part of its expansive remit the BCC has dedicated significant, time and resource to the development and facilitation of diverse, high quality and sustainable sport, leisure, arts and cultural activity. Through this long term commitment, BCC has established itself as one of Europe's market leaders in the provision of community activities and major events delivery.

Every year the city stages a huge number of civic, cultural, community, sport and leisure events. Many of these stimulate or provide mass participation, significant visitor numbers to the city or extensive media profile. It has a wealth of event experience to share with event organisers. BCC is committed to maintaining and improving current levels of provision and also to developing new activities, which help to engage communities in an active lifestyle build economic strength and improve the profile and Birmingham's visitor experience.

### Voluntary and community events

Voluntary and community events are an important aspect of everyday life that help encourage people to play a more active part in society.

They may celebrate a particular occasion, raise funds for a good cause or simply bring people in a community closer together. We have worked with a range of civil society and government organization's (some of whose own guidance we link to here) to develop this guide, which will:

- help you to plan and run successful events with a minimum of red tape
- if you are holding a particular type of event, help you to find the specific advice you need

This guide will help clear up any confusion over issues such as health and safety and food hygiene, which people often think will get in the way. Organising a successful event is really



all about good planning and taking sensible precautions where necessary. It has fourteen sections and you probably won't need to read all of them, but having a good all round knowledge of event planning will benefit you in the long run.

This document will assist event organisers in providing information on how to plan and run a safe and successful event. BCC with the support of the emergency services of West Midlands Police Services (WMPS), West Midlands Fire Services (WMFS) and West Midlands Ambulance Services (WMAS) has jointly agreed the policy, procedures and guidance in this document and has 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 your staging costs.

This guide has been produced to assist small event organisers. Each event is different and will require different levels of management, services and provisions, however, there are elements that are common to all events and we advise you to use the information contained in this guide as a basis for planning your event.

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 safe event relies on effective organisation,  
planning and **Team** work which are key to all events.**

**Together Everybody Achieves More**

**All the best! *Birmingham City Council Events Team***

## Section 3 Joint Policy Statement

### Birmingham City Council West Midlands Police and Emergency Services

#### Joint Policy Statement Health and Safety Standards for Outdoor Events in Birmingham

Birmingham City Council (BCC), West Midlands Police (WMPS) and the Emergency Services recommitted to ensuring the highest of standards of safety are met in the planning organisation and supervision of outdoor events.

Many events on land under the control of the BCC and on the public highway require the joint co-ordination of resources involving officers of BCC and WMPS. BCC Officers will as far as possible take all practical steps to safeguard the health, safety & welfare of all persons who might be affected.

The prime responsibility for safety at any event rests with the event 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 (HSE) has produced guidance documents for event organisers to help them satisfy the requirements of the law. The main document in this respect is “**The Event Safety Guide**”.

BCC in liaison with the WMPS will always work together on the planning and staging of major events.

To help event organisers of events understand their individual health and safety responsibilities and to encourage consistency of approach, BCC Events team in liaison with WMPS and other appropriate agencies have produced this “*Outside Event Organisers Guide*”. It contains information on the established good safety practice and the requirements of the law in respect of safety standards to be adopted by the event organiser.

The “*Outside Event Organisers Guide*” covers a wide range of events, and each event, will be specific for the type of event e.g. a community carnival, fun run, cycle race, etc. This document will be available to event organisers at the planning stage, of an event.

Full consultation has taken place with appropriate agencies on the preparation of the “*Outside Event Organisers Guide*” in particular the WMPS, WMFS, and WMAS, together with numerous section of BCC.

The promotion of the highest possible safety standards at outdoor public entertainment events is a joint objective of the BCC, the WMPS and Emergency Services.

## Section 4 First Steps – Planning

If you are an employer or self-employed person, compliance with health and safety, food safety and fire precautions legislation are legal requirements and can be enforced by local authorities. Planning is the key to ensuring that you comply with common law duties (i.e. those which aren't enforceable but through which you can be sued). Safe, well-run events will have fewer injuries or unsafe incidents, with less likelihood of resultant claims for compensation or even enforcement action.

*When planning your event, some of the issues you need to consider include:*

- The size, location and nature of the event
- Whether the event is indoors or outdoors
- The contents of the event
- The dates and times it will be open
- The audience/crowd profile and dynamics
- Whether admission will be free, by pre-sold tickets or by payment at the gate
- Estimating the number and age ranges of the people expected to attend
- Your committee member's
- Choosing suppliers
- Whether the event requires a licence
- Whether the event will require a road closure application
- Accessibility for emergency services & disabled accessibility

Ideally, start organising several months before the event. This will give time to carry out risk assessments and obtain specialist advice where necessary. It will also allow time for the statutory authorities (i.e., local authority, police, fire and ambulance services) and the voluntary organisations (i.e. first aid societies, etc.) to make their arrangements, especially if they need to attend the event. There could also be operating conditions imposed on a premise licence which pre-determine when things must happen. *The Event Safety Guide ('the purple')* HSG 195 is a good source of advice.

### 4.1. Where? - Event Location

With more than 8,000 acres of parks and public open spaces more than any other city in the UK, Birmingham has plenty of choice when it comes to deciding where to host your community carnival, fundraising event, fun run and so on. **See (appendix 1) List BCC Premier Parks**

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 or traders?

The site should be big enough for all the activities planned. Make sure there is plenty of room for the public to move safely around stalls, rides, performances, stage, arena, exhibition areas. It is especially important at indoor events to prevent stalls or goods obstructing exit routes and doors and to check that fire exits are operational.

Bear in mind that outdoor events can be costly to organise because you may need to provide site services such as toilets, catering, changing facilities and emergency lighting. If the event is ticketed you may also need to fence and security the area.

*Check that the site is:*

- The site will be suitable in all weathers
- Any staging or structures will be safe in bad weather
- There are no trip, slip or other hazards to the public
- Wet weather will not cause any additional hazards
- There will be suitable lighting, including emergency lighting, if the event will go on after dark
- There are no obvious hazards on the site and surrounding areas like overhead power lines, stored chemicals or machinery, trees, unfenced holes, steep drops

*Is the venue you have chosen adequate for the proposed event?*

- Is it large enough for all the activities you have planned?
- Are there any hazards on the site?
- Is it large enough for the numbers of expected people?
- Will there be sufficient room for stallholders, caterers, stage and bar?
- Is there enough room for car parking? (Allow 2.2 people for every car.)
- Is the site suitable for the amount of vehicles attending the event?

*You should also consider:*

- Disabled access, facilities and car parking (You may wish to establish if there is any disabled wheelchair access already available, if already available, it will reduce subsequent costs making a venue accessible later on)
- Could the event affect the community and local area?
- Influx of people and car parking

- Suitability of the local roads
- Access routes for the emergency services
- Nuisance to local residences (Noise complaints)
- **If you need to dig into the ground, the presence of any underground services or pipelines will also need to be taken into account. (This is the case with most of BCC parks).**

**For information on how to complete a line search contact LinesearchbeforeUdig Limited Tel: 0845 437 7365 Email: [enquiries@linesearchbeforeudig.co.uk](mailto:enquiries@linesearchbeforeudig.co.uk)**

## 4.2 When? – Time of the Year

Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You may need to arrange lighting for an evening function. It is also worth checking to see if any other events are planned on the same date are you are planning, so research in the planning stage is a must.

*The time of year could affect your event:*

- Weather conditions
- Site conditions

*To ease local travel you could consider:*

- Day of the week
- Time of the day
- School Holidays

The summer is a busy time of the year with many events taking place. If you leave it too late many of the people you try to book may already be committed.

## 4.3 What? – Type of Activities

Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? Also, try to establish the size of the proposed event and whether or not an entrance fee will be charged. Will the activities require the use of any specialist equipment such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc.? Some equipment may require certificates of erection by a competent person.

- What is the aim of your event?
- What food stalls, stands, attractions and displays do you want?
- Do the activities suit the main age range?

- How many people do you want to attend?
- Are there rides requiring specialist equipment?
- What sanitary facilities do you need?
- What licences, if any, do you need?

#### 4.4 SITE PLAN

First, draw up a site plan of the site. This can be a sketched plan, preferably to scale, show the entire site, routes in and out for cars, people and emergency services. You should consider access in the site plan if any ramps or access issues for wheelchair or blind/visually impaired visitors need to be included.

*The plan should then be added to show:*

- Stalls, rides, attractions
- Arenas
- Stages
- Marshalling points
- First aid points
- Point for collection of lost children
- Location and type of firefighting equipment
- Access & egress for emergency vehicles (to be kept clear at all times)
- Car parking facilities

The scaled site plan should be updated with any refinements and amendments. It is recommended it is kept easily accessible at the front of the Event Management Plan (EMP) & Event Manual (EM)

#### 4.5 The Phases of Planning an Event

##### *Preparation / "Build-up"*

Any event is only as good as the time and effort you put in at the planning stage; include planning the venue design, selection of competent workers, selection of contractors and subcontractors, construction of stages/temporary roadways/ marquees/fencing etc.

##### **'Load in'**

May include planning for the safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting, public address (PA) systems etc.

## The Actual Event (e.g. duration fete/show/concert/gig is open to the public).

May include planning effective crowd management strategies, transport management strategies and welfare arrangements. Planning strategies for dealing with fire, first aid, contingencies and major incidents etc.

### 'Load out' & 'Breakdown'

Requires planning for safe removal of equipment, vehicles and services and will include planning to control risks once the event is over and the infrastructure is being dismantled. Collection of rubbish and waste-water disposal present risks which also need to be planned and managed.

## 4.6. 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 other to provide services, ensure that the event budget will allow for the infrastructure required. For instance, at large events the security 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 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 costs arising from your initial planning proposals refer to "Events Depot Costing Checklist." **See (appendix 2) BCC Events Depot Price List**

## 4.7. Emergency Procedures

Procedures for evacuating the site in the event of an emergency (e.g. fire or bomb alert) must be drawn up prior to the event. For larger events (i.e. pop concerts, athletic events) the views of the emergency services should be sought through the Safety Adversary Group (SAG) process.

*Emergency Procedures must cover the following:*

- Duties of the Organiser and stewards
- Evacuation of public (how, where, when, why) do the arrangements cover persons with a disability
- Contacting the emergency services
- Use of radios (these must not be used in the event of a bomb alert)
- The action to be taken in the case of any emergencies occurring
- Who will take that action
- How you will let the right people know about the emergency. (This may include the use of coded messages)
- A clear statement of the stage during an incident when control is transferred from the Safety Officer to the emergency services

All staff/stewards working on crowd control during the event must be competent. They should have received training on the emergency procedures and know their duties and responsibilities for action when an emergency arises.

Once you have drawn up your Emergency Procedures you will need to consider what could go wrong on the day and prepare an emergency/contingency plan to deal with each emergency.

*These could include:*

- Fire
- Accident
- Crowd disturbance
- Bomb scare
- Very bad weather (if your event is outdoor, do you have an alternative indoor venue or will the event be cancelled?)
- High winds (consider bouncy castles etc.)
- The need to evacuate the site

Every event organiser has a responsibility to develop Emergency Evacuation Plans (EEP) which will guide safe actions and procedures at times of crisis. These will need to be fully discussed with the emergency services well before the event

An EEP and an effective Communications Plan between all staff, volunteers, stewards and security personnel will need to be in place before the event.

Remember, event organisers are responsible for the safety of everyone involved and could be held personally liable if anyone is hurt or injured because of the organisers 'negligence.

*If an incident does occur you may be asked:*

- Were plans in place to manage a major incident?
- Were there enough emergency service resources on site?
- Was there a detailed casualty treatment, management evacuation plan?
- Were the emergency plans properly published, explained and practiced?
- Was there a clear chain of command and control?
- Were communications between key personnel and the crowd adequate?

The main considerations in your emergency procedures are, fire evacuation and an 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.



## 4.8 Provision of Important Controlled Documents

### 4.8.1 Risk Assessments

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? Ensure all generators brought on site are diesel only.
- Early liaison with contractors etc. is particularly important to ensure that hazards are identified well in advance and suitable precautions are put in place. **See (appendix 3) the “Event Health & Safety Hazard Identification Checklist”**, and add any further hazards which need to be considered in your 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. **See (appendix 3) the “Event Health & Safety Hazard Identification Checklist”**, as the basis to identify hazards for which you must carry out a risk assessment. The HSE guides “5 Steps to Risk Assessment” will also help you through the process. See below.

### 4.8.2. What is a Risk Assessment?

***“A risk assessment is completed by a competent/qualified person, and 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.”***

### 4.8.3. Risk Assessment - What You Need To Know

To comply with the law you must carry out a 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.

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 precaution 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.

## **4.8.4 Event Hazard Checklist**

To help you as the event 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 3) the “Event Health & Safety Hazard Identification Checklist”**

#### 4.8.5 The Event Management Plan (EMP) - The Strategic Document For The Event

Every event, regardless of size, needs careful planning in advance. The planning process should include, in an appropriate way, everyone who will be assisting in the event delivery as well as any other relevant agencies such as the local authority and police. Keeping track of all the steps in the process is made much easier if you keep all the information together in a single EMP – the strategic document for the event. (See suggested outline below). If you keep this electronically make sure you back it up frequently.

Small events do not need the same mass of documentation as large ones, and there is no need to make things over-complicated. But, within reason, the more organised you are the more relaxed you can be, since you will know that your systems will ensure that you won't forget too many crucial things and that you are not - constantly - caught out by the unexpected.

*Creating and using an Event Management Plan helps make it easier to:*

- Keep track of progress
- Share responsibility
- Keep momentum up during meetings since there is less need to go over old ground
- Brief newcomers to the team
- Demonstrate your reliability

*The following is a generic contents list:*

- 1) Introduction / Event Summary – a summary description of the event and its objectives.
- 2) Budget – a spreadsheet of all incoming and outgoing monies including sponsorship payments, grants, etc. (You wouldn't normally have this section available for everyone to view but stakeholders may want evidence that you have enough money to fund the event.)
- 3) Venue – a detailed description of the selected start/finish/congregation area(s), including any negotiated costs/timings and including a drawn plan of the proposed site layout.
- 4) Route Management – a written description and detailed plans including proposed signage, marshal points, crossings, widths of pavements/paths (especially the narrow parts).
- 5) Stakeholder Management – a list of all key people with full contact details including those agencies included in the planning stages such as the police, local authorities, etc.
- 6) Licensing – a list of any licences or permits which you need and have applied for, such as Premises Licence (PL), for Public Performance of pre-recorded music Performing Rights Society (PRS) Phonographic Performance Limited (PPL), etc.

- 7) Helpers and their responsibilities – detail of the people needed in each area to undertake key roles and how they will receive training/briefings, etc.
- 8) *Communication with participants – a summary description of:*
  - How participants will be recruited (publicity and promotion)
  - Any pre-event information
  - How on-the-day registration will be organised
  - Maps and information sheets/packs on the day
  - Communication after the event (e.g. collecting sponsorship money).
- 10) Branding and signage:
  - Copies of artwork for posters/logos/signs
  - Plans showing where the signs will be put up (and confirmation of any necessary approvals you obtain).
- 11) Additional attractions – a description of any entertainments and add-on activities you are organising for participants or spectators e.g. massage, face painting, music etc. as well as giveaways (medals, drinks).
- 12) Event infrastructure – detail of all the constructions and equipment (marquees/tables etc.) being brought onto your site or route, radio communications plan, toilet facilities and security.
- 13) Health & Safety/Emergency Planning - a full risk assessment for the event as a whole, a first aid plan, safety equipment (e.g. fire extinguishers), insurance cover and an easy-to-follow emergency procedures plan.
- 14) Forms – your EMP file should also contain examples of any pre-written forms you decide to use – such as Incident/Accident forms, Missing/Found Person Forms, Lost/Found Property Forms.

The EMP could also be in the form of a Critical Path, or on project management software.

#### **4.8.6 The Event Manual (EM) - The “Event Bible”**

Your EMP can be compiled in the form of the Event Manual (EM) (sometimes call a Production Manual or Event Safety Plan) to become a document that can be issued to the team and to be a working document that all the team can have with them on the day of the event. The “*Event Bible*”

EM 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 e.g. families, young people, people with access etc.

- Contact telephone numbers of the event organiser & staff. 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
- 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)
- 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 for the event. **See (appendix 4) Fire Safety Risk Assessment**
- Under the “*Fire Safety Order*” you are now required to have a specific fire safety risk assessment for catering. **See (appendix 5) Fire Risk Assessment Checklist - Catering**
- Your emergency action plan for evacuation of the area and instructions to stewards on their role particularly in emergencies
- A copy of your public liability insurance
- Statement of intent – A statement outlining the objectives and roles for both the event organisers and WMPS. All parties will then be invited to sign this statement
- Formal notification of the event to WMPS, FS, Local Authority Licensing, adjacent land owners, community groups, etc.
- Any statutory licences which have been obtained for the event
- Risk assessments and method statements for the erection of any temporary demountable structures

The list is not comprehensive but gives an indication of the type of information that 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.

If required, BCC Safety Services will provide support and advice to organisations concerning their completed risk assessments and emergency action plans.

#### **4.8.7 Construction Design and Management Regulations (CDM)**

These Regulations cover the management of health, safety and welfare when carrying out construction projects.

Contractors are those who do the actual construction work and can be either an individual or a company. CDM 2015 places a specific duty on principal contractors to consult and engage with workers. For projects involving more than one contractor, these regulations require the

client to appoint a principal designer and a principal contractor and make sure they carry out their duties.

## 4.9 Corporate Manslaughter

In 2007, a new offence of Corporate Manslaughter came into effect. Whereas Health and Safety legislation looks at individuals the Corporate Manslaughter legislation looks at a Corporation as a whole. This does mean that compliance with Health and Safety management systems is essential at all levels within any organisation.

For more information about offences under Corporate Manslaughter, [See http://www.hse.gov.uk/corpmanslaughter/faqs.htm#where](http://www.hse.gov.uk/corpmanslaughter/faqs.htm#where) or seek legal advice.

For more information about Health and Safety Legislation please see <http://www.hse.gov.uk>

## 4.10 Greener Events – Sustainability in Action

Every event – from a village fête to a major sporting event – will have economic, social and environmental impacts. Water and energy resources are put under pressure, significant amounts of waste and carbon emissions can be generated. Events can also put a strain on local communities. Event organisers need to demonstrate a responsible approach to event management.

Successful implementation of an event sustainability management system will ensure continual performance improvement and systematic management of issues rather than an ad-hoc approach. Adopting a Sustainable Event Management standard such as “ISO 20121” will help you to minimise potential negative impacts on the environment, communities and local economy - maximizing the positive impacts and leaving a legacy to be proud of.

It really comes down to basics, not wasting energy or water, recycling waste, collecting litter, promoting local foods, local traders, etc. and all participants should consider the implications on the environment of their event/ their stall/ their operation; and aim to support Birmingham as a clean, green and safe city.

All events are opportunities to communicate environmental messages to the public. BCC aims to actively work with organisers to ensure that best practice is introduced at all stages of event management. This checklist of five steps will help you to achieve this.

### Step 1 Waste Management

The city council supports sustainable waste management and the principle of ‘reduce, reuse and recycle’. There is a pressing need to reduce the amount of waste that is sent to landfill and to re-use or recycle as much as technically possible. Waste is probably the most complex environmental issue for an event. There are many considerations to be taken into account in setting up a waste reduction plan, but the extra effort can lead to cost savings, reduced environmental impact, a cleaner site and positive publicity. Note that all wastes produced at an event site are subject to strict regulation.

- Involve the waste and cleansing contractor in early planning of the event to integrate recycling systems.

- Ensure that contractors hold a waste carrier's license. This is a legal requirement. In addition insist on receiving copies of the Waste Transfer Notes (WTN's). For help in understanding WTNs and associated legal duties, use the Department for Environment Food & Rural Affairs (DEFRA) website.
- Give preference to a contractor that operates an accredited environmental management system e.g. such as International Organization for Standardization (ISO) 14001 or Eco-Management and Audit Scheme (EMAS)
- Request a hand picking service so waste is collected into recycling streams.
- Spend time planning the locations for the recycling facilities, bearing in mind major routes, the number of expected visitors and the source of potential litter. Container design can also encourage proper sorting of materials
- Advertising recycling at events can increase participation. Display the recycling logo (and more information if space allows) in advertising prior to the event. For events where participants pre-register, include recycling information in the registration pack
- Use event registration and contracts as opportunities to distribute recycling information. Remind traders again about details shortly before the start of the event, and continue to involve them in recycling throughout the event
- Allocate the role of concession-monitor to a responsible person to oversee onsite activities
- Allow only concessions that use recyclable, compostable or reusable cups, plates & utensils to trade at your event. Encourage waste reduction by using serving condiments (such as sugar, milk, vinegar, ketchup) in bulk rather than individual packages

## Step 2 Pollution & Nuisance

BCC has a commitment to creating a clean, healthy and attractive built and natural environment; reducing pollution is part of this. Airborne, noise and light pollution need to be minimised.

The impacts of traffic on the city are substantial - exacerbated by event visitors and contractors. This increases local air and noise pollution and contributes to climate change.

- Selecting local contractors will reduce delivery and collection mileages
- Charge for parking and use revenue to subsidise dedicated public transport to the event. Encourage car-sharing
- Promotion – it is essential to emphasise non-car alternatives when promoting the event. Give more prominence to these in printed and website content
- Ask contractors for fuel costs and consider a carbon-offset scheme
- Noise pollution – work within agreed limits and have a procedure in place

### **Step 3 Energy use & CO2**

A significant amount of energy can be used during an event to power stage sound and lighting systems, site lighting and on-site vehicles. The aim is to reduce greenhouse gas emissions and promote sustainable energy solutions.

- If using site power supplied by the authorities or the venue, check to see if it is on a green tariff
- Try to source bio-diesel powered generators or use wind or solar power wherever possible
- Minimise vehicle movements on-site and look into electric powered vehicles for staff to use on large sites
- If renewable sources are not available then request modern, efficient and well maintained, silent generators. It is usually more efficient to use a single larger generator than several small ones
- Investigate opportunities for a carbon offset scheme, after you have minimised energy use

### **Step 4 Publicity & Communication**

- Use a high specification recycled paper for all printed material
- Try not to over-order on print runs
- Keep your contacts database updated to avoid unwanted mail - use email whenever possible

### **Step 5 After the Event**

Review the effectiveness of the plan and communicate with traders, staff, and volunteers to identify potential improvements for the future. Remember that implementing an environmental plan takes a lot of lead-time. It is expected that environmental legislation and industry-wide standards will become increasingly important in the world of event organisation. Some examples are waste regulations, EMAS and the forthcoming BS 8901 Sustainable Events Standard. The proposed new standard's aim is to "substantially reduce carbon emissions and waste to improve the resource efficiency of the entire event supply chain".

## **4.11 No Platform Policy**

Birmingham City Council devotes much time and energy to ensure that our employees, members and communities are confident that their Council operates in a fair and democratic way, demonstrating through our services the highest standards of equality and social justice. The use of Council facilities by groups holding extreme religious, ideological or political views may pose a threat to this confidence as extremist groups may seek to create or exploit grievances and community tensions to the detriment of the whole community. This presents a complex problem for elected members and Council officers who need to uphold freedom of speech and values of tolerance and respect whilst retaining the trust of local communities.



Birmingham City Council values freedom of speech as a fundamental right underpinning our society's values. However, free speech is not an unqualified privilege and must be subject to laws and policies governing equality, human rights, community safety and community cohesion. Both private citizens and public officials have the right to speak freely and voice their opinions. But, freedom comes with responsibility and free speech that leads to violence and harm of others goes against the moral principles on which free speech is valued.

This 'No Platform' Policy will ensure that the Council upholds its duty of care towards all our citizens by seeking to ensure no discrimination on the grounds of political opinion, age, colour, disability, ethnic or national origin, gender, marital status, race, religion or sexual orientation shall be exercised by any individual on Council premises.

Appeals against decisions made by the Council in accordance with this policy should be made within seven working days and in writing to ([noplatform@birmingham.gov.uk](mailto:noplatform@birmingham.gov.uk))

## Section 5 Organising a Safe Event - By Organising Your Team

### 5.1. Safety Advisory Group - A Multi-Agency Strategy and Policy for Licensed Public Events

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 to be established, to co-ordinate the efforts of relevant Local Authority directorates and all others involved with the running of events.

The SAG will have a core membership as set out below, with other stakeholders included as necessary depending on the nature of the event.

- **Local Authority**
- **West Midlands Police Service**
- **West Midlands Fire Service**
- **West Midlands Ambulance Service**
- **Event Organiser**
- **Licence Holder**
- **Security provider**
- **Medical provider**
- **Other stakeholders**

The SAG will be chaired by the Local Authority.

### 5.1.1 Aims of the Policy

This policy applies to all events requiring a premises license and as a condition of the use of BCC 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 event 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 SAG exists to consider plans presented by the event organisers of all events and offer guidance on the contents and structure of the EMP. It is not the role of the SAG to assist in the planning of events or the writing of plans. The purpose of the SAG is to offer guidance in order to help event organisers discharge their responsibilities. The members of the SAG **WILL NOT** accept or adopt any of the responsibilities of the event organiser.

### 5.1.2 The Twelve Policy Objectives

The twelve 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 BCC Policies where they apply

11. To ensure a consistent approach to public events by officers and representatives of BCC
12. To protect life and prevent serious harm to persons and property, and prevent crime and disorder

### 5.1.3 Mode of Operation

#### a) Remit of the SAG

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 for permission to use the local authority land is required. BCC recognises that existing licensing legislation does not cover some types of events. Therefore, for non-licensable events on BCC - 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 SAG for consultation. Any member of the SAG can ask for an event to be referred to the SAG for discussion.

#### b) Administrative Arrangements

**The responsibility of organising SAG is the responsibility of the Event Organiser.**

Membership of these SAG can include representatives from the Licensing Section and representatives from the responsible authorities under the "*Licensing Act 2003*", i.e. WMPS, WMFS, WMAS, BCC Environmental Health, Trading Standards, Events and Safeguarding Children.

There may be times where the responsible authorities have pre-determined SAG dates for a point of convenience and as such, you should seek guidance from the local authority. (BCC SAG normally meet on a fortnightly basis throughout the year and are able to schedule 3 - 4 events for discussion at each session) 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 ensure effective liaison with partners and public safety. The SAG may request a site visit to the event.

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

**The minutes of all meetings, safety concerns and advice given by the SAG to event organisers MUST be documented by the event organiser and distributed to members as soon as is practicable 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.**

#### c) Subsequent Approval of the Event Management Plan (EMP)

The SAG will provide recommendations to the event management plan if it appears necessary. If the SAG agrees EMP or EM, the document will be agreed as “*fit for purposes*” by the event organiser and the SAG.

The EMP & EM 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 SAG.

**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 SAG expressing that concern.**

#### 5.1.4 SAG 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
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 SAG's attention

#### 5.1.5 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 event organiser or promoter to deal with the situation.

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 BCC Legal Services.

### 5.1.6 Inspection and Examination

The SAG 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.

### 5.1.7 Indemnity

The advice and guidance provided by the SAG and its members are not in any way an assumption of the rights of ownership or responsibility for the EMP & EM submitted by event organisers. The purpose of the SAG is to offer guidance in order to help event organisers discharge their responsibilities. The members of the SAG will not accept or adopt any of the responsibilities of the event organiser.

The liability for the maintenance of the EMP & EM and the adherence to it during the course of the event is not the responsibility of the SAG.

The advice and guidance provided by the SAG and its members does not detract from the statutory responsibility of BCC with regards to the enforcement of legislation and prosecution of offences committed and any other responsible authority.

### 5.1.8 Roles of Core Members

#### Local Authority

- The L.A. will Chair the SAG.
- The L.A. will lead the SAG 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, and water provision, sanitation and noise control.
- They will advise on the impact of the event on BCC transport infrastructure and the provision of services to the event.
- Where appropriate, in liaison with the WMPS, traffic management on the highway.
- The BCC Safety Advisor will advise on the impact of the failure of the EMP and give guidance to planners on the standard operating procedures of an emergency response. BCC will also assess the impact of the event on BCC as a whole and the additional risks the event may impose upon BCC statutory service provision in relation to the community as a whole.

#### West Midlands Police Service

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 event 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 the Licensing Act, Evacuation procedures, all principles of crowd management/dynamics any other identified Policing issues.
- WMPS have a “Safety First Policy” and will adhere to it. This is available and should be sought by the Event Organiser in the first instance.

### West Midlands Ambulance Service

- 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 SAG.
- Liaise and advise the Medical Provider for the event on their First Aid/Medical Plan.

### West Midlands Fire 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 “*Regulatory reform Fire Safety Order 2005*”.
- To respond to Enforcing Authorities on fire related matters where legislation requires the Fire Authority to be consulted.

## **5.2 The Local Organising Committee**

For larger event’s organiser 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 it is advisable to form a Local Organising Committee (LOC). This will consist of your core volunteers (Team leaders, it’s all the better if they have previous experience of helping with events or something similar) who can take on roles as LOC chair with a particular function such as health and safety issues. Someone with experience in managing health and safety would be appropriate. The person nominated can contact BCC Safety Services for advice if needed on 0121 303 2464.

As the planning process progresses you may need specialist advice from competent person in the field can be invited onto the LOC it will help if you delegate responsibility for particular areas of the work both on the day and beforehand to responsible people who can operate as an LOC chair. LOC chairs may have team leaders under them. **See (appendix 6) LOC structure**

You may not need all of them and you may be able to combine several compatible roles together and give them to one person to do, but this list gives you an idea of all the necessary jobs.

You should invite representatives of the various statutory agencies including the WMPS, WMFS and BCC, as representatives of these agencies to attend all LOC planning meetings as they will need to be aware of what you are planning.

Notes or minutes of LOC meetings with organisations or people to be involved in the event should be taken. Particular reference should be made to any actions that have been agreed to take. Try to ensure that there is a report back of information on tasks completed from meeting to meeting.

### 5.3 The Event Organiser's Role and Responsibility

Any event, large or small, organised by BCC, community group, private company or individual must have a named event 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 the LOC 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 event organiser. In practice this will be the person with overall control of the event that has delegated or implied authority to make decisions or refer matters of concern to others for ratification.

If you are the event 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 role of the event organiser of an event carries responsibilities and requires hard work and commitment.

The event 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 event 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 WMPSS, WMFS and WMAS 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 (PL) 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 (appendix 7) Flow Chart – Outdoor Events – Which type of authorisation is required**
- 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 (appendix 3) the “Events Health and Safety Hazard Identification Checklist”**
- 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 10 Equipment**
- Obtain competent advice on all technical matters, and nominate a person within the LOC to take on specific roles for health and safety.
- Ensure you have emergency evacuation plans to cover emergencies which may require part or total evacuation of the site. Nominate your health and safety champion to make decisions on all safety matters and will call the emergency services if needed.
- Ensure adequate facilities for public toilets and access arrangements for disabled people. **See section 9.14 Access for All**
- Ensure arrangements for the provision & collection of litter and recycling of waste containers, these are particularly needed for food sale outlets. Arrangements must include collection by waste contractors after the event. **See section 7 Environmental Issues**
- 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 a Residual Current Device (RCD) 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 9.4 Food Safety**



- Comply with current fire safety requirements with the provision of adequate means of escape from buildings or structures, fire exit signs where necessary, fire extinguishers are provided, particularly where any flammable substances such as Liquid Petroleum Gas (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 a 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 event organiser. **See section 9.22 Inclusion of Fairs**
- Ensure that any activity or entertainment likely to cause injury to spectators e.g. 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 security.
- 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 event organiser must ensure that the goods being sold / supplied comply with the relevant Trading Standards legislation.

The event organiser, whether an individual, charity or community group, has prime responsibility, and an obligation in law, for protecting the health, safety and welfare of everyone working at, or attending, the event.

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

#### 5.4 Event Safety Officer

A suitably competent person should be appointed to act as the Safety Officer for the event with overall responsibility for safety matters (though overall responsibility for the event remains with the organising committee). This person should be trained or have experience or knowledge of safety matters appropriate for the event. You must take into account the size and nature of the event and the possible level of risks when selecting someone. Someone with personal experience and knowledge may be adequate for a small indoor event. For large or complex events you may need professional help and advice.

#### ***During the event the Safety Officer or a nominated deputy should:***

- Arrange for a check of the safety arrangements to be made before the event is opened, including that all fire doors are unlocked and access is unobstructed.
- Be on site at all times.
- Be easily identifiable as the Safety Officer and in a known location such as Event control room.

- Have the means to communicate with the people responsible for activating any part of the contingency arrangements.
- Not be engaged in any other duties that would detract from the role.
- Have the authority, if necessary, to close the event or part of it at any time.
- Monitor the continuing safety of the site throughout the event, paying particular attention to structures, barriers, electrical supplies, installations and other equipment provided.

***N.B. The safety officer and event manager may be the same person for smaller events.***

## 5.5 Staff & Volunteers

Even moderate-sized events take a lot of planning and organising. It's wise to set up an organising group right from the start and allocate areas of responsibility. Extra helpers can be brought in for particular roles, such as stewarding, without having to attend all the planning meetings. This approach cuts down on stress for particular individuals and ensures a more efficient use of everyone's time and energy.

As a starting point you will need to think through the key roles your event needs to make it work smoothly and make a list. Allow plenty of time to recruit and brief your volunteer team. It may help if you ask everyone to start by filling in a simple form, asking them for contact details and information on their previous experience. The form could also ask for any medical details that may impact on their ability to perform certain tasks. It may help you to organise things efficiently if you produce a 'staffing plan' which lists the individual responsibilities and equipment needed for every member of the event team along with contact details and any training they may need.

A team training/briefing session should be held before the event day. All the team leaders should be fully briefed about the event and their area of work so that they in turn can brief/train any other volunteers in their areas. This session will also give team leaders the chance to ask questions. The aim is for all team leaders to feel confident about answering any questions posed by participants (or anyone else) on the day.

Volunteers should receive their role descriptions outlining their responsibilities by email (or post) in advance of the event day. They should also be informed about timings and meeting points.

Additionally, volunteers should be briefed on the morning of the event by their relevant LOC chair/team leader. Always greet volunteers in the first instance with a big thank you for giving up their time and ensure that they are briefed on the overall objectives of the event so they can fully appreciate why giving their personal free time and energy is so important to the cause.

### **Making the team visible**

All your helpers should stand out from the crowd. Ideally they should wear, for example, a bright distinctive branded t-shirt or high-visibility tabard. This uniform should be worn as an outer layer – for example over coat in cold or wet weather. According to budget a distinctive arm band or hat may do the job.

## Welfare - Looking after your team

In order to keep volunteers in position during the event it may be wise to provide a packed lunch and bottled water for them, (making sure that any prepared food is stored in advance at the correct temperature.) Alternatively you should tell your team that there will be no opportunity to buy food at the event and ask them to bring their own packed lunch and drink. It's a good idea to ask your helpers to travel light in order to avoid having to organise a baggage facility for them. Any team located out on the route/ in a field should have a reliable means of communication with the event management team.

Volunteers will also be your eyes and ears on the ground and can act as a source of information for walkers. Team members will need to respond to any incidents on the route and know what to do. Their general task is to communicate with the event **“Chain of Command”**, know the answers to frequently asked questions and give encouragement, all of which will help the event to be safe & successful.

***“Volunteers are not paid – not because they are worthless, but because they are PRICELESS”***

## 5.6 Commissioning an Event Management Company

You may wish to commission an Event Management Company to help with the event planning through to running the event on your behalf.

BCC Events Management Services (EMS) together with our depot of event equipment can be commissioned to help you to plan and run successful events with a minimum of red tape, or if you are holding a particular type of event, help you to find the specific advice you need.

We can provide outdoor event support staff to cover a wide range of roles and positions depending on the nature of the event and requirements of the client. Our Event Staff are customer service focused event professionals and help our clients deliver their event to the highest standard of quality and safety.

Our team can expect to carry out a range of functions both behind the scenes and front of house. All our team is competent in public facing roles where staff will be expected to be respectful, helpful and are quality of service driven.

When choosing BCC EMS to supply your event staff, you can opt to either manage our teams yourself or commission us to have a dedicated event project manager, who will oversee the smooth running of all operations giving you constant peace of mind.

From the first stages of planning to end of event “mopping up” and event evaluation and all that goes in-between.

*Including:*

- Security
- Licensing
- Food Safety
- Consultation

- Event Planning
- Health and Safety
- Traffic Management
- Environmental Issues
- Safety Advisory Group
- Local Organising Committee

As a local authority business, we pride ourselves on our in-depth understanding of government legislation governing event management. How road closures are applied for, which license is best suited for your needs. We have an in-depth knowledge of the local streets and parks, and of course credible working relations with all emergency services. We have a team of hard working event specialist all with over 30 years' experience, offering an unrivalled service that ensures your event is safe and successful.

No matter how big or small the event or festival, our team of dedicated event professionals allows us to filter by skills, qualifications and experience before handpicking the right people for your event solution, and we're always happy to tailor our services to fit your exact requirements and budget.

As the planning process progresses you may need specialist advice from a competent person in the field. We can help with that specialist input.

It will help you provide a solution to overcome issues such as health and safety and food hygiene, which are major parts of event delivery. Organising a successful event is really all about good planning and taking sensible precautions where necessary. All of which BCC event team have been providing for over 30 years. Further information please contact Garry Peal, details on the back cover

## **Section 6 - Who to Contact**

### **6.1. Consultation with the Emergency Services**

It is the responsibility of the event organiser to liaise with emergency services and invite their representatives to SAG. Never under-estimate the time needed to plan an event, consult with WMPS (local planning/force planning team) at least 3 months before the event as a minimum. Careful consideration must be given to any impact the event will have on other activities in the area and the need to maintain access for emergency services.

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 i.e. outdoor cooking using LPG bottles you should consult your local Fire Safety Team.

WMPS advice should be sought as part of the planning process for the event. The event organiser must make arrangements for crowd management by ensuring there is provision of adequate number of stewards. Dealing with public order in a positive and sensitive manner using adequate numbers of qualified security staff. Consult with WMPS when other events e.g. local football matches are likely to increase the numbers of people in the vicinity.

WMFS require access to the site in the event of a fire. Fire appliances should be able to get within 50 metres of any structure. Access routes must be maintained taking into account height and width of emergency vehicles. Ground conditions must be taken into consideration when looking at access requirements for the emergency vehicles.

WMAS require access to the site when attending incidents, ensure the first aid post is clearly identified on the site plans and emergency routes are maintained throughout the event.

Adequate medical provision and qualified first aiders will be required onsite for all events. For larger events it may be necessary to have a first aid centre with an ambulance on standby.

**See section 9.6 First Aid and Medical Facilities**

At least **two months** prior to an event, a list should be forwarded to BCC Food Lead Team Regulatory Services. 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 e.g. marquee type of food intended to be sold details of any food Hygiene training undertaken. **See section 9.4. General Food Safety**

## 6.2 Consultation with the General 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 representative's ways to minimise this. The local Councillors can assist in this process by advising those present at meetings of the Ward Committee. Information on contacting your local BCC Councillor can be found at [www.birmingham.gov.uk/members](http://www.birmingham.gov.uk/members)

## 6.3 How to book the Lord Mayor

To invite the Lord Mayor of Birmingham or the Deputy Lord Mayor to your event, you need to complete a booking form.

Please see **(Appendix 16 – Who to Contact – How to Book the Lord Mayor and Deputy Lord Mayor)**

Please add as much information to the form about your event as you can.

The Lord Mayor and Deputy Lord Mayor have meetings every week to review and consider all invitations.

We will let you know by email, as soon as a decision is made, whether the Lord Mayor or Deputy Lord Mayor is able to attend your event.

For more information and the relevant booking forms please visit:

<https://www.birmingham.gov.uk/lordmayor>

## Section 7 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 LA.

If your event is going to include licensable activities such as the provision of regulated entertainment (i.e. music, singing or dancing) or the sale of alcohol etc., then you should contact BCC Licensing Section on 0121 303 9896, preferably at least **three 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 WMPS well in advance (i.e. months rather than weeks). The WMPS 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.

### 7.1. Birmingham Parks

With more than 8,000 acres of parks and public open spaces more than any other city in the UK, Birmingham has plenty of choice when it comes to deciding where to host your community carnival, fundraising event, fun run and so on.

BCC are happy for people to make use of our parks for public events but you need to apply for permission and provide full details so that we can ensure that the event meets health and safety guidelines. There is sometimes a charge for using a park which covers the costs of administration and services relating to the event. Outdoor events that involve groups of people using equipment or structures such as tables, music or gazebos require permission. Unfortunately, we are unable to accommodate private functions such as wedding receptions or corporate functions in Parks.

Where an event organiser wishes to hold an event within any BCC park, recreation ground or public open space or on any land owned by the BCC (excluding the public highway and City Centre), it is necessary to apply to BCC, Parks and Nature Conservation by completing a “Use Of Parks Application Form” online at [www.birmingham.gov.uk/parkevents](http://www.birmingham.gov.uk/parkevents)

It can take up to twelve weeks for an application to be processed by all parties involved, so please make sure that you apply in plenty of time. Payment if applicable must be made four weeks in advance of the event.

#### The Process for External Organisers.

External Organisers apply on-line through the web page [www.birmingham.gov.uk/parkevents](http://www.birmingham.gov.uk/parkevents)

The Organiser or their representatives complete the “Use of Parks Application Form” e-form

#### Stage 1

An e-mail containing the application is sent to Constituency Parks & Customer Liaison Manager, Business Development Manager Events, and the relevant District Parks Manager to initially screen the application. **This is called STAGE 1**

If the application is **rejected**, the Organiser is contacted for more info or advised of the reason of rejection.

## Stage 2

If the application is **accepted**, and **does** not warrant a SAG meeting, the application is sent out by e-mail for consultation to Park Officers, Friends Group contact, Ward Councilor's, District Officer, Safety Officer, and Service Providers. **This is called STAGE 2**

If application is **accepted**, and **does** warrant a SAG meeting, the application is sent out by e-mail for consultation to Park Officers, Friends Group contact, Ward Councilor's, District Officer, Safety Officer, Service Providers, Licensing Section, Police, Fire & Ambulance Services together with BCC Events team. For some Parks, additional contacts are required e.g. Perry Park – the Mainline Pipelines, Aston Park – Aston Hall contacts, Cofton Park – Cofton Parish Council. **This is called STAGE 2**

Once consultation is complete and approval is given, an email is sent with the Terms & Conditions of Event to Organiser, payment is then requested 10 working days before the event takes place.

If after consultation is complete and approval is **not** given, an email is sent to the event organiser explaining why.

From 1 January 2016 the following set of charges will apply to applications received. Whilst these charges are linked to both commercial and non-commercial events many community activities and charity events will be free of charge. The charges are separate to any recharges for expenses incurred by the BCC, including any required remedial work after the event.

*The following categories are a guide to determine level of charge:*

- Free Use - Community volunteer activities and fundraising events where all proceeds go directly to any given charity or community group and all aspects of the event are provided free of charge.
- Cannon Hill, Handsworth Park, Kings Heath Park, Lickey Hills & Sutton Park - small events attendance up to 499 people and including Cofton & Perry Park for major concerts/events above 20,000 people.
- Small events up to 499 people in attendance at any one time and where funding has been secured or a funding contribution is available to hold the event. Commercial - £1600 per day. Non Commercial - £460 per day.
- Major events attendance 500 or above. Commercial - £3200 per day. Non Commercial - £920 per day.

**All other parks and Public Open Spaces:**

- Non Commercial Small Events up to 499 people in attendance at any one time and where funding has been secured or a funding contribution is available to hold the
- As in 3 with attendance at 500 or above at any one time.
- Commercial Large Events 500 or Above Charge £860 per day as in 4 with attendance at 500, or above at any one time

If future charges apply to your proposed event after 1st January 2016, this will be calculated on receipt of the application. The Parks Fees & Charges document can be found at the bottom of [www.birmingham.gov.uk/parks](http://www.birmingham.gov.uk/parks) web page.

If you require any clarification on charges, please contact [ParkEvents@birmingham.gov.uk](mailto:ParkEvents@birmingham.gov.uk)

**7.2. Birmingham Squares**

Permission to hold an event, procession, assembly or similar in any of the squares or public spaces in the City Centre must be obtained from BCC City Centre Operations team by contacting [citycentre@birmingham.gov.uk](mailto:citycentre@birmingham.gov.uk).

**7.3. Birmingham Highways**

Events on the highway which include road closures or restrictions of traffic flow, must be authorised by BCC Highways Section. A minimum of **six to eight weeks'** notice is required and at least **three months'** notice is required where there are major implications for road closures and diversions. For information and contact details visit [www.birmingham.gov.uk/ssehighways](http://www.birmingham.gov.uk/ssehighways)

Consideration of proposed road closures may involve a site meeting with various parties as appropriate including BCC Highways Section, WMPS and representatives from public transport companies.

BCC 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 and diversion signs, barriers and public liability insurance.

**7.4. Helicopters**

Helicopters provide an exciting spectacle and are often seen at events in the city. In addition to displays they are also used to transport artists to events, or accommodate a grand entrance to a wedding.

It is important that safety considerations are taken into account before helicopters are permitted to operate on City Council land.

The department has identified three authorised landing sites and these are Perry Hall Playing Fields, Sutton Park and Wake Green Playing Fields. Before these or any other sites are considered for use full approval must be given by the Ranger Services Manager.

For further information please visit Civil Aviation Authority – Helicopter Site Keeper Guidelines



[www.caa.co.uk/WorkArea/DownloadAsset.aspx?id=4294975100](http://www.caa.co.uk/WorkArea/DownloadAsset.aspx?id=4294975100)

## Section 8 Licensing

This guidance is intended to assist organisers of outdoor events about the implications of the “*Licensing Act 2003*”.

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

The “*Licensing Act 2003*” replaced previous licensing legislation controlling; public entertainments, late night refreshment houses, theatres and cinemas and introduced licensing of late night takeaways including mobiles. The Act paved the way for the licensing of alcohol sales to be transferred from the Magistrates Court to the Local Council and made provision for local authorities to act as the licensing authority within their boundaries.

### 8.1. Licensable 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.

### 8.2. 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, submit a TEN.

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

### Exemptions

*The following activities are not licensable:*

- Private events (e.g. weddings/birthdays/christenings, providing not for financial gain)
- Acts of worship or activities taking place in places of public worship.
- Educational activities.
- Stand-up comedy.

- Morris Dancing.

No licence is required for the following regulated entertainment which takes place between 08:00 – 23:00hrs:

- Unamplified live music (no audience limit).
- Amplified live music in alcohol licenced premises or workplace (audience limit of 500 people).
- Recorded music in alcohol licence premises (audience limit of 500 people).
- Recorded or live music in a community premises (audience limit of 500 people).
- Dance/Theatrical performances (audience limit of Indoor Sporting event (audience limit of 1000 people).
- The provision of regulated entertainment by or on behalf of local authorities, health care providers, or schools on their own defined premises.
- Traveling circus (no audience limit) – providing the entertainment takes place wholly within a movable structure and does not include the exhibition of film or boxing/wrestling entertainment.
- An exhibition of a film on a community premises with no view to profit (audience limit of 500).
- Incidental film.
- Not for profit film shows (audience limit of 500 people).

### 8.3. Premises Licence (PL) or Temporary Event Notice (TEN)

You may find the flow chart useful to determine which type of Licensing authorisation you require. ***See (appendix 7) Flow Chart – Outdoor Events – Which type of authorisation is required?***

### 8.4. Premises Licences (PL)

#### 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 BCC. Details of all current licences under the Licensing Act 2003 can be found on the public register via BCC Website at [www.birmingham.gov.uk/licensing](http://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.

## **Premises licence**

**A premises licence authorises the use of any premises (which is defined in the Licensing 2003 Act as a vehicle, vessel or moveable structure or any place or a part of any premises) for licensable activities as defined in section 1 of the 2003 Act.**

## **Temporary events**

If you're organising a temporary event and want to serve or sell alcohol, provide late night refreshment, or put on regulated entertainment, you'll need to complete a temporary event notice (TEN). For the purpose of a TEN, a temporary event is a relatively small-scale event attracting fewer than 500 people and lasting no more than 168 hours.

## **Do I need a licence to put on a play or a performance of dance?**

Whether a licence is needed for a performance of a play or a dance will depend on the circumstances. A licence is not required to stage a performance of a play or a performance of dance if:

- It takes place between 8AM and 11PM; and
- The audience is no more than 500 people.

In other circumstances, a licence may be required. One licence application can cover all types of regulated entertainment and the sale or supply of alcohol.

## ***Personal licence***

You are not required to have a personal licence to be employed in a pub or other business that sells alcohol. Premises licensed to sell alcohol must have a designated premises supervisor, who holds a personal licence. The one exception is a community premises that has successfully applied to waive the DPS requirement under section 41D of the act. Anyone who does not hold a personal licence must be authorised to sell alcohol by a personal licence holder. There is no such requirement for the supply of alcohol in a members' club.

Personal licences allow you to sell alcohol on behalf of any business that has a premises licence or a club premises certificate. The relationship is similar to the way that a driving licence permits the driving of any car.

## **Designated premises supervisors**

A designated premises supervisor (DPS) is the person who has day-to-day responsibility for the running of the business.

All businesses and organisations selling or supplying alcohol, except members clubs and certain community premises must have a designated premises supervisor.

Whoever holds this role must be named in the operating schedule, which you will need to complete as part of the application process, when you apply for a premises licence.

### **What the DPS does**

The person chosen to be designated premises supervisor (DPS) will act as primary contact for local government and the police. They must understand the social issues and potential problems associated with the sale of alcohol, and also have a good understanding of the business itself.

While they need not be on site at all times, they are expected to be involved enough with the business to be able to act as its representative, and they must be contactable at all times.

If the police or local government have any questions or concerns about the business, they will expect to be able to reach the designated supervisor.

Each business may have only one supervisor selected for this role, but the same person may act as the designated supervisor at more than one business.

### **Taking responsibility**

The Licensing Act requires the supervisor - and all personal licence holders - to take responsibility for the sale and supply of alcohol.

This is because of the impact alcohol has on the wider community, on crime and disorder, and antisocial behaviour.

Because of these issues, selling alcohol carries greater responsibility than licensing regulated entertainment and late night sales of food and non-alcoholic drinks.

## **8.5. Temporary Event Notice (TEN)**

Temporary Event Notices are suitable for smaller events and would only be valid if the event will attract no more than, 499 persons (including staff) 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.

## **8.6. Time Scales**

Although the notice period for operating events will depend upon size, nature and potential risks, it is recommended that event organisers notify BCC Licensing Section of their initial proposals at **least six 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 SAG process well in advance of the proposed event.

Full advice about the Licensing Act, including application forms and guidance for applicants, can be found on the Governments' website at **[www.home-office.gov.uk](http://www.home-office.gov.uk)**

*Further advice is also available from:*

**Birmingham City Council, Licensing Section, P.O. Box 17013, Birmingham, B6 9ES**

**Telephone 0121 303 9896** by email to [licensing@birmingham.gov.uk](mailto:licensing@birmingham.gov.uk)

### **8.7 Licensing Personal Licence**

If you are considering setting up a bar as part of your event for the sale of alcohol then you will need to apply for the sale of alcohol when completing your Temporary Event Notice (TEN) or Premises Licence application form.

If you are applying for a Premises Licence then you must nominate a person who already holds a “Personal Licence” under the Licensing Act 2003 as the Designated Premises Supervisor (DPS) to authorise the sale of alcohol under your Premises Licence.

A personal licence is designed to ensure that anybody running or managing a business that sells or supplies alcohol will do so in a professional manner. If your Premises Licence is granted then the person you nominated as your DPS will be the person who authorises the sale of alcohol at your event.

A premises licence which permits the sale of alcohol must have a Designated Premises Supervisor (DPS), who holds a personal licence. The only exception is a community premises that has successfully applied to dis-apply the DPS requirement under section 41D of the Licensing Act 2003.

The nominated DPS will be required to train / authorise all the other bar staff that may be working at the event about the four licensing objectives which underpin the Licensing Act 2003, including how to sell alcohol responsibly (i.e. no sale of alcohol to people who are already intoxicated), Age Verification policy to prevent under-age sales (i.e. Challenge 21 or Challenge 25). It is recommended that this authorisation and training is documented

*Further advice is also available from:*

**Birmingham City Council, Licensing Section, P.O. Box 17013, Birmingham, B6 9ES**

**Telephone 0121 303 9896** by email to: [licensing@birmingham.gov.uk](mailto:licensing@birmingham.gov.uk)

### **8.8. Performing Rights Society (PRS) and Phonographic Performance Limited (PPL)**

If you are planning on playing pre-recorded music at an event that is open to the public, check with your venue to see if it holds licenses from PRS & PPL .If your venue does not hold these license’s you should check with those organization’s whether you need a license. A fee will probably be payable.

### **8.9 Street Trading**

If you organising a street carnival with traders in lay-bys, on car parks, on open ground, recreation grounds, etc. with open access to the street at no charge to the public, they **WILL** need consents. There may be exceptions for concessionaires of other Departments of the City but applications are necessary.

Fully completed application forms should be sent to the Street Trading, Markets Service, Birmingham City Council, Manor House, 40 Moat Lane, Birmingham, B5 5BD.

## 8.10 Charitable Street Collection

Full details of BCC charitable street collections can be found at <http://www.birmingham.gov.uk/streetcollectionlicence> by email to: [licensing@birmingham.gov.uk](mailto:licensing@birmingham.gov.uk)

## 8.11 Pedlars

There are a number of factors to consider in deciding whether a Pedlar is trading appropriately.

The basic requirement of a Pedlar is that they are not static. Obviously, a common sense approach should be taken, the pedlar need not be constantly moving if there is a line of customers waiting to purchase goods then the pedlar may remain in one place in order to complete such transactions.

Pedlars are entitled to remain on one street if they are moving up and down the street to obtain business; nothing in the legislation prevents a pedlar re-visiting the same place over and over again.

The pedlar should not be trading from a fixed position and, if they are using a trolley to display goods, it should be mobile. If the pedlar has goods displayed on the ground (such as t shirts) then this is likely to indicate that they have set up a fixed position and is outside the activities allowed by a pedlar's certificate.

For more information on applying for a Pedlar licensing please visit <https://www.gov.uk/pedlars-certificate>

## Section 9 - Common Minimum Standards

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 event organisers.

### 9.1. Car Parking

Site any car parking well away from the pedestrian areas of the site. Clearly signpost the parking area and do not allow cars to be parked anywhere else. Design and steward car parking areas to eliminate hazards to pedestrians such as reversing vehicles. Except for emergency purposes, vehicle movements in the public areas of the site during the event or as the public are leaving should **MUST NOT BE PERMITTED**. Consider the provision of security staff to patrol car parking areas.

*The following are areas for consideration:*

- Arrange entrance queues so they do not obstruct vehicle access or road junctions.
- Make sure the entrance/exits are suitable for prams, pushchairs and wheelchairs.
- Ensure the entrance/exits are appropriately signed.

- Make sure the entrance is well stewarded and an accurate form of counting used to prevent overcrowding.
- Provide at least two pedestrian exits from the site.
- Exits should be not less than 1.2m in clear width, spaced well apart around the site.
- The exits must be kept free from obstructions and well lit if the event is likely to last after dusk.
- Keep car parking well away from the pedestrian areas of the site. The parking area should be clearly signposted and do not permit vehicles to park anywhere else.
- Provide stewards (with torches if necessary) for the car parking areas.
- If the area to be used for car parking is a field or similar, ensure the grass/hay/straw is cut and removed the day before the event.

## 9.2. Vehicles

Vehicles create their own types of hazard, for example the movement of a vehicle through an area where a large crowd is in attendance can create all sorts of problems not to mention the potential for people to be injured. In BCC parks the **MAXIMUM** speed limit is **5mph**.

*Organisers should consider the following in relation to vehicles:*

- Ensure that safe access/egress is maintained.
- Wherever possible keep vehicles separate from pedestrians i.e. don't allow vehicles and pedestrians through the same entrance/exit.
- With the exception of emergency vehicles all other vehicles should be prohibited from movement while the event is in progress.
- Where it is agreed that vehicles are permitted strict guidance on speed limits, supervision and use of hazard warning lights must be implemented.

Wherever possible all vehicles should be removed to car parks prior to the start of the event. This is to ensure the safety of the public attending the event and to minimise the potential for fire (petrol, etc.) Ensure the driver has appropriate licence and insurance cover for the vehicle.

### **Keep Vehicles and Pedestrians separate**

## 9.3 Emergency Access

**YOU MUST KEEP THE EMERGENCY SERVICE ENTRANCES, EXITS AND ROUTES  
WITHIN THE SITE CLEAR FROM OBSTRUCTION AT ALL TIMES!!**

## 9.4. General Food Safety

Where food is provided for persons at an event whether free or for sale the potential for harm to health is high. Food businesses at outdoor event are working with the bare basic structural

requirements and often cater for thousands of people, so there is a higher risk of a food poisoning outbreak or major accident occurring, particularly so where normal standards of hygiene and preparation within a kitchen cannot be achieved.

*Any person or organisation involved in the handling, preparation, sale or distribution of food should:*

- Comply with relevant food hygiene legislation and be registered under Article 6(2) EC Regulation 852/2004.

Good food hygiene is all about controlling harmful bacteria, which can cause serious illness.

*Good food hygiene helps you to:*

- Obey the law.
- Reduce the risk of food poisoning among your customers.
- Protect your business's reputation.

*The four main things to remember for good hygiene are:*

- **Cross-contamination**
- **Cleaning**
- **Chilling**
- **Cooking**

These are known as the 4 Cs. They will help you prevent the most common food safety problems.

See more information at: <http://www.food.gov.uk/business-industry/food-hygiene#sthash>

#### **9.4.1 Mandatory Basic Requirements for Outdoor Caters Before the Event**

If you wish to trade at outdoor events in Birmingham, BCC will require you to meet the criteria outlined below:

- 1) Provide evidence that your business(s) are registered with a Local Food Authority.**
- 2) Provide evidence of food hygiene training for those staff handling high risk food (Usually Chartered Institute of Environmental Health (CIEH) Level 2, or basic Food Hygiene).**

**CIEH Level 1** Award in Food Safety Awareness in Catering provides an ideal solution to staff induction training to understand the basic requirements of food safety and hygiene.

**CIEH Level 2** Award in Practical Food Safety for Catering has been developed to provide learners with the knowledge and understanding and **the skills** required to



operate safely within food handling environments. It is specifically for those employed or wishing to be employed in the catering and hospitality sector.

**CIEH Level 3** Award in Supervising Food Safety in Catering is relevant for those who have to develop or monitor Hazard Analysis and Critical Control Points (HACCP) based food safety management procedures and systems.

**CIEH Level 4** Award in Managing Food Safety in Catering this qualification that meets the food industry's need for a high level practical qualification with external accreditation.

**3) Have a food hygiene rating of no less than 3.**



Failure to provide evidence to BCC Environmental Health that you meet the above criteria at least **one month before** the event (contact details provided at the end of this section) may see your application to trade at the event refused. Once your application has been accepted you should familiarise yourself fully with this section and **See (appendix 8) Important Information to Food Business Operators Wishing to Trade at 'OUTDOOR EVENTS' Staged in Birmingham** outlining the minimum food hygiene legal requirements.

**Failure to comply may result in you being unable to trade on the day, and possible further action from BCC Environmental Health.**

**9.4.2. Mandatory Basic Requirements for Outdoor Caters on the day of the Event**

Catering at an outdoor event from mobile facilities is a high risk activity and will always carry with it the possibility of causing food poisoning to a large number of people if extreme care and attention is not afforded to good Food Hygiene and Safety procedures. There is a general requirement in the hygiene legislation for all food businesses to be operated in a hygienic manner. The following guidance/information is therefore provided in order to help you meet various legal requirements and to achieve good management practice.

In addition to any information provided by the event organiser(s), BCC Environmental Health wishes to advise you of the following matters in relation to trading as a food business operating at Outdoor Events:

The Following Food Hygiene and Safety issues are **ESSENTIAL** basic requirements. **YOU WILL NOT** be granted permission to trade on the day of the event and will be asked to leave the event site if **any** of the following mandatory basic requirements cannot be met.

- 1) All traders must be able to demonstrate that their units/stalls are adequately equipped with basic hand washing facilities. This includes either a portable wash hand unit or a bowl

specifically for hand wash. Hot water should be readily available and there should be adequate supplies of hand wash and hand towel.

- 2) All traders must be suitably equipped to be able to check the temperature of both hot and cold food that they prepare and store on site by the use of thermometers including probe thermometers that are to be used for monitoring the internal temperatures of hot food prior to service. Where probe thermometers are used these should be used in conjunction with probe wipes to prevent any potential for cross contamination.
- 3) All mobile traders **MUST** provide and use appropriate HACCP based Food Safety Management documentation. This will usually mean the provision of record logs that clearly document the recording of fridge/freezer/cool box temperatures; hot food temperature checks, cleaning methods etc. Furthermore, in those instances where Food is not made at the event site, then traders will need to provide documented details of the time and place where food intended to be sold later at the event site was prepared.
- 4) All mobile traders **MUST** be suitably equipped with sufficient cleaning materials, including spray sanitisers and/or disinfectants, to ensure all areas are clean and free from physical, chemical and/or microbiological contamination. Particular attention must be afforded to all food contact surfaces as well as other articles that come into direct contact with food.

*In addition, minimum standards required by BCC include:*

- Compliance with **See section 5.5 The Provision of Electrical Power**
- Compliance with **See section 9.4.4 Advice for Traders on the use of LPG** (gas bottles)
- Compliance with **See section 4.7 Emergency Procedures**
- Compliance with **See section 9.18 Fire Safety Procedures**
- Availability of a fire blanket

**NOTE:** If mobile food operators fail to meet any of the above mentioned requirements than they will **NOT** be permitted to trade at outdoor events in Birmingham. 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 main concerns raised during outdoor events in regards to food hygiene are:*

- High aerobic colony counts have been isolated in food samples which indicate.
- Temperature abuse, in inadequate cooking and/or cross contamination.
- Lack of hand washing facilities.
- Lack of hand washing even when washing facilities are available to hand.
- Lack of refrigeration facilities and poor temperature control.

- Food not protected from contamination – being left uncovered, stored in cardboard boxes or being prepared on untreated wooden surfaces.

*The main concerns raised during outdoor events in regards to health and safety are:*

- Poor gas fittings and defective gas flexible hosing.
- LPG cylinders being stored inside marquee.
- LPG cylinders not cordoned off from the public.
- Lack of escape route in an event of a fire.
- Hot cooking equipment close to public.
- Lack of fire extinguishers.

BCC Food Lead Team has published an “*Outdoor Catering Guide*”. If you’re unsure about food hygiene requirements for food preparation or storage, further information or advice use online form and select 'Food Safety' from the drop down list <http://www.birmingham.gov.uk/eh>.

**See (appendix 8) Important Information to Food Business Operators Wishing to Trade at ‘OUTDOOR EVENTS’ Staged in Birmingham**

#### **9.4.3. Advice for Traders on the Use of LPG**

Commonly known as commercial butane or propane or any mixture thereof. The main hazard with gas cylinders comes in the form of fire and explosion, consequently incorrect use of LPG can be extremely hazardous and has been known to cause many deaths LPG is heavier than air and there can be a build-up of gas at low level if adequate ventilation is not provided. Cylinders **MUST NOT** be used or stored inside structures or containers which do not have low level ventilation.

*There are certain basic requirements for the use and storage of LPG cylinders:*

- All cylinders should be transported, used and stored in the upright position.
- All cylinders should be caged wherever possible to prevent tampering.
- Cylinders should not be used inside catering vehicles, tents, marquees etc.
- The pipes used to convey the gas should be of the recommended type and in good condition. They should be long enough to ensure that the cylinders can be stored outside of the of the enclosed area, but not so long that they create a trip hazard. At all times the pipes and cylinders should be kept away from naked flames and all sources of ignition.
- Only the cylinders in use can be kept in the area. Under no circumstances can spare or even empty cylinders (used) be stored next to cylinders in use.
- Spare cylinders should be stored at least 12 metres away from those in use.

- Where LPG is being used a suitable fire extinguisher must be available.
- Hose clips conforming to manufacturer's specification (or BS 1389 1986) should be fitted on all supply pipes at each end, jubilee clips are not acceptable.
- All gas cylinders should be fitted with a pressure regulator.

### **Legal Responsibilities on the use and storage of LPG cylinders:**

- The "Gas Safety (Installation and Use) Regulations 1998" places a legal duty on any business or person hiring gas burning equipment to ensure that appliances provided by him are maintained in a safe condition so as to prevent risk of injury to any person.
- Any persons working on a gas fitting must be competent to do so. This includes DIY work. Only persons who are registered **Gas Safe Engineers** or employed by a **Gas Safe Engineers** registered business expressly recognised by the HSE as competent to work on gas fittings.
- Any person who suspects that a defect exists making a gas fitting or appliance unsafe for further use must inform the person responsible for the premises.

### **Contractual responsibilities**

*The LPG supplier must ensure that the consumer has been provided with full instructions which should include the following:*

- The properties and characteristics of LPG.
- Normal operating procedures.
- Contract arrangements for a gas supply.
- Arrangement for maintenance.
- Action in the event of loss of gas pressure.
- Action in the event of emergencies.

### **Gas supplies**

- Propane cylinders in use should be sited in the open air, not inside marquees, tents or other enclosures.
- Cylinders should be positioned secured in the upright position on firm, level hard standing.
- Cylinders should be protected from vandalism and unauthorised inferences.
- Signs should be displayed bearing the wording **EXTREMELY FLAMMABLE LPG. NO SMOKING. NO NAKED LIGHTS.**

- Do not store rubbish, cardboard or other flammable materials adjacent to LPG cylinders.
- Flexible connections should be as short as possible but long enough to provide flexibility without excessive strain on the hose or end fittings.

### **Flexible hoses and soundness testing.**

- The hose should comply with “BS3212 type 2” or equivalent and should not exceed one metre in length.
- All hose joints should be either factory made or made using crimp type clips. Hose attached without hose clips are potentially dangerous.
- Regular checks for wear and abrasions and cracking are required. Hose should be replaced every two years.
- Hoses should be installed in such a way as to be protected from mechanical damage and excessive heat. They should not be routed under temporary flooring.

### **Soundness testing.**

- All joints should be leak tested by brushing with soap solution or proprietary leak testing fluid prior to use. The connection between cylinder and regulator should also be checked.
- Each time cylinder connections are broken and remade, joints should be leak tested.

### **Appliances.**

- All appliances should be properly maintained and suitable for use. Appliances supplied on hire should be tested for gas soundness and checked for correct operation.
- Appliances should be positioned so that accidental or deliberate interference by unauthorised persons is prevented as far as reasonably practicable. Flammable materials e.g. tent canvas, screens, should be kept at a sufficient distance to avoid accidental ignition.
- Adequate ventilation is necessary to ensure combustion products are dispersed safely.

### **Competence and Training.**

- No-one should install LPG cylinders unless they are competent to do so.
- Anyone connecting or disconnecting gas cylinders should have received adequate instruction from the supplier.
- Installation of any pipework in connection with hired equipment should only be installed by a person competent to do so and registered with Gas Safety.
- No alternations, repairs or maintenance to any appliances or pipework should be carried out if they are on hire other than by the hire company.

- Hire companies should offer suitable training to connect or disconnect cylinders. A written instruction sheets should be provided.

### Fire Protection and Safety.

- A minimum requirement of 1 x 5 kg dry powder fire extinguisher for each two cylinders connected to the installation.
- Where gas cylinders is sited outdoors from the appliance, consideration should be given to placing fire extinguisher adjacent to the appliances and gas cylinders.

### Gas Leakage.

- LPG has an unpleasant smell. In an event of a gas leak or strong smell of gas, the cylinder valves or single emergency valve followed by the cylinder valves should be shut.
- The public should be evacuated.
- Sources of ignition need to be prohibited.
- Gas supply **must not** be turned on until the installation in the catering area has been declared safe by a competent person.

## 9.5. Provision of Electrical Power

### Diesel Generators

The unsafe use of electricity at events is one of the most common causes for concern. **Electricity Kills** and yet we frequently see domestic plugs and sockets being used outdoors in all weathers. Portable diesel generators are a common feature at many outdoor events and are a convenient and easy method of providing power for a stall or a stage. Used incorrectly, they can be the cause of accidents. Electrical installations must be tested on site after installation and the results issued in accordance with the requirements of BS7671. The test certificates and the calibration certificated for the test instruments used should be available to those who undertake the inspection.

Where equipment and electrical installations are being used and when inspected, are found not to comply, **you will be asked to take the equipment out of use.**

All electricity **MUST** be supplied by diesel generator. **See (appendix 2) BCC Event Depot Price List.**

- Where an electrical supply is provided by means of a private generator this should be **SILENT RUNNING** and the following safety precautions shall be adhered to under the following conditions.
- All electrical works must be undertaken by “*Competent Persons*” and shall fully meet the requirements of *BS7671* (particularly sections 711 and 740) and HSE guidance note *GS50*. Private Generating Equipment shall be “Silent Running” and all fuel storage shall be carried out using approved storage vessels and shall be protected from unauthorised access and damage.

- Generators must be positioned to reduce the length of cable to a minimum.
- Position generators at the rear of a stall or stage where they are out of reach by visitors.
- Protect the generator by installing fencing, which should be placed all around it. All exhausts must be guarded to prevent burn injuries.
- Ensure that there is an electrical cut off switch RCD on the OUTPUT side of the supply – if not an integral part of the generator, install a separate switch.
- Ensure you provide a **2kg DRY POWDER** fire extinguisher in an accessible place.
- The output voltages from the Private Generating Equipment and shall be within 5% of the normal supply parameters.
- Where supplies are derived via Private Generation or the Supply Company provides no earthing terminal earth stakes shall be utilised. These shall be installed to give a maximum earth loop impedance to satisfy the requirements of *BS7671* and other guidance as appropriate.
- The earth stakes shall be connected to the Electrical System Earthing arrangements using cables having a Cross Sectional Area (CSA) of not less than half the main phase/neutral conductors but of minimum size 10.0mm<sup>2</sup>.
- Supplementary earth bonding shall be carried out. Using cables having a CSA of half the incoming phase/neutral conductors. Minimum of 4mm<sup>2</sup>. These shall be mechanically secured to the metalwork rigs bonded and physically protected to prevent damage.
- All event electrical supplies provided shall be protected by Double Pole RCD units which shall be installed adjacent to the origin of the supply.

*The level of RCD protection shall be as follows:*

- Final Sub Circuits 30mA (maximum)
- Distribution Cables 300mA (time delay)
- All RCD units shall be fully tested on installation and functional tested daily thereafter
- All cables shall be double insulated as a minimum and shall be physically protected to prevent damage
- All cables shall be terminated to provide adequate retention to prevent mechanical stress being transferred to terminals. Where appropriate the cable terminations shall also prevent ingress of water
- Where cables are run overhead they shall incorporate an internal or external catenary wire to prevent mechanical stress on the conductors. The catenary wires shall be connected to an electrical system earth

- All cables shall be protected by over-current devices dependent upon the cable current carrying capabilities as stated in the Institution Of Electrical Engineers (IEE) Wiring Regulations (BS 7671).

All electrical equipment and cables shall be maintained, tested and shall be suitable for the environment into which they are to be installed. All cables and electrical equipment shall be protected as far as possible to prevent vandalism and accidental damage. However, should damage occur to any electrical equipment or cable the supply shall be isolated immediately and the cable/equipment replaced. A temporary repair is not acceptable.

## 9.6 First Aid and Medical Facilities

First aid provision should be available at all events held on BCC property. The type of provision will vary depending upon the type of event and numbers of people expected to attend and the risk assessment must be included as a cost in the event budget. The first aid provision needs to be proportionate and suitable for the number of people attending and the type of event

It is essential that you as an event organiser are satisfied that the medical provision is adequate and the staffs are competent to undertake that role.

A first aider for public events should be someone whom has undertaken first aid training through a competent body – Note a first aider whom has completed a Health and Safety at Work, or three-day First Aid at Work course and proved competency does not qualify that person to be a first aider at a public at events without having undertaken additional training to include child and infant resuscitation/illnesses. In addition good practise would be that the first aider is competent in the use of an Automatic External Defibrillator (AED) and where possible have access to one.

Basic services for first aid should always be available, at smaller events such as indoor markets, jumble sales etc., you should have as a minimum two qualified first aiders should be present and an area suitable for first aid treatment, this should be not be in full open view to the public as medical history questions will be asked during assessment of any patients, and it would be desirable to have access to a supply of water and toilet facilities. Private providers and Voluntary Aid Societies can be asked to provide a First Aid Post, staffed by qualified first aiders.

On medium to large events additional pre-hospital care provision may be required to include as well as first aiders, Doctors, Nurses, Emergency Care Practitioners (ECP), State registered Paramedics, Technicians, along with Ambulances (in some instances 4x4 ambulances may be appropriate), First Aid posts. An Ambulance **MUST** not be used as a static first aid post its purpose as defined by law as 'constructed or adapted for no other purpose than the carriage of sick, injured or disabled people to or from medical centres or places where medical or dental treatment is given, and is readily identifiable as a vehicle for the carriage of such people by being clearly marked "Ambulance" on both sides.' – Reference "*Vehicle Excise and Registration Act 1994*". There are many organisations that provide pre-hospital care for public events. **See useful telephone numbers on page 118.**

The medical retirements for your event can be discussed with your local NHS Ambulance Service via the National Health Service (NHS) Emergency Preparedness Manager. **See useful telephone numbers on page 118.** In addition if your event goes to a SAG meeting again the medical aspect can be discussed.



*Suitable first aid facilities should still be available and the minimum requirements to be met are:*

- Qualified First Aiders available (the number will depend on the size and type of event, see above for criteria of a qualified First Aider).
- Adequate facilities - a suitable area for administering of first aid i.e. a tent, room etc.
- Suitable equipment to the event being held- supplies should be in date / sterile and in enough quantities to the event being covered.
- Cabinet Office Facility for contacting emergency services i.e. phone.
- Suitable access/egress for ambulance, if called it is good practise for someone to meet the ambulance upon arrival at the agreed access point to guide them in.
- Make sure that everyone helping at the event knows where the first aid post is and the identity of the first aider.

The general guidance on the provision of first aiders for gatherings of large numbers of people is categorised as high risk therefore the minimum requirement of two first aiders should be adhered to.

The first aid post should be clearly signposted and provided with easy access for spectators and an ambulance at all times. Where an ambulance is required, a parking area should be provided close to the first aid post with a clear exit from the site. Make sure that all persons assisting at the display know where the first aid post is, and, where appropriate, the identity of the first-aider.

As the event organiser you are responsible for ensuring that whoever is providing the medical cover is competent to do so at the level requested, a number of checks as the event organiser you can do:

- Ask to see the certificates of those staff providing the cover –check they are in date.
- If they are Health care professionals a number of public open access websites can be viewed to check :-
  - 1) **Doctors** go to <http://www.gmc-uk.org/index.asp> then select “check a doctor’s registration status” – enter General Medical Council (GMC) reference number / Given name / Surname.
  - 2) **Nurses** go to <http://www.nmc.org.uk/> then select Confirm a nurse’s registration – enter Pin Number / First Name / Last Name.
  - 3) **Paramedics** go to <http://www.hpc-uk.org/> then choose a profession from the drop down box “Paramedic” and search by surname or registration number.
- If the company is registered under the Care Quality Commission (CQC) and for some ambulance work they may be go to <http://www.cqc.org.uk/> then enter name of provider then search.

The level of first aid, paramedical and medical facilities will be determined by the risk assessment, taking into consideration such things as the activities, the numbers, types and age groups attending, accesses and egress, the site and structures, Health, Safety and Welfare issues must be included as a cost in the event budget.

Provision of adequate numbers and types of resource (e.g. First Aiders, Ambulances, Paramedics etc.) should be based upon published guidance, especially the Event Safety Guide (“**Purple Guide**”) and Guide to Safety at Sports Grounds (“**Green Guide**”). Many organisations provide medical services, but you must ensure that the organisation you choose is competent, well trained and able to meet the demands of the Event. Medical Services are extremely busy and should be booked well in advance. Ensure that the Medical Services provider has a “Duty Order” detailing the operation of services for the event and a Contingency Plan for Major Incidents. These Plans may require validation and approval by the statutory NHS Ambulance Service.

**Remember: Medical provision for the event should NOT rely upon the normal provision made by the statutory NHS Ambulance Service for use by the General Public, i.e. the “999” system.**



## 9.7. Environmental Issues

Event 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 litter, noise and weather conditions.

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.

### 9.7.1 Waste Management

One event can generate a lot of rubbish. You will be surprised at how much rubbish your event will generate.

*Facilities should be provided such as:*

- Provide an adequate number of rubbish bins around the site where they will be most required.
- Make arrangements to regularly empty the bins, and to satisfactorily dispose of the rubbish at the end of the event.
- Don't forget to undertake a litter pick of the grounds after the event has finished.
- Remember to empty all parks bins that have been used.

Refuse containers and waste bins suitable for an event can be obtained from Fleet & Waste Management on 0121 303 2894.

### 9.7.2 Noise Control

BCC supports entertainment and cultural events within the community that include music. However, the BCC is also keen to ensure that an appropriate balance is achieved between the organisers' objectives, an attendee's enjoyment of such events and the interests of the community at large, which may be affected by noise.

*There is lots of legislation controlling noise pollution:*

- "Licensing Act 2003".
- "Environmental Protection Act 1990" (only applies to between 23:00 and 07:00 – would need authorised officer to be in attendance to witness and measure noise levels and enforce).
- "Noise Act 1996".

*Events noise can be categorised in to two groups:*

- Events with only acoustic or quiet background music.
- Events with amplified music.

It may be the requirement of the SAG that an individual noise risk assessment in accordance SAG requirements.

Noise and disturbance from events may result in BCC receiving complaints from residents in the vicinity of the park. The PL holder has a duty under the “*Licensing Act 2003*” to promote the four licensing objectives which are:

1. The prevention of crime and disorder.
2. Public safety.
3. Prevention of public nuisance, and
4. The protection of children from harm.

Excessive noise from an event may be considered a public nuisance. Licence holders and event organisers are expected to consider the noise implications from their event. Prior to the event the event organiser should prepare a noise mitigation strategy – the noise mitigation strategy may include:

- In general residents are less likely to complain if they are made aware of what is going to happen. It may be beneficial to write to nearby residents with details of the event (including start and finish times and contact details to enable concerns to be raised) .
- Remember to ensure that your event finishes by the publicised end time.
- Provision of a complaints hotline to enable residents to raise any concerns arising from the event. The hotline must be open throughout the event.
- Identifying a designated person to address noise issues (this need not be the license holder)
- Regular noise monitoring in the vicinity of noise sensitive premises this can be subjective (i.e. based on impressions) or objective (measured using a sound level meter).
- Appointing a dedicated Acoustic Consultant to monitor and control the noise level.
- Locating noisy activities away from local homes.
- Directing loud speakers away from local homes.
- Providing noise barriers if appropriate.

The license holder (or a designated person) should keep a record of any complaints received, actions taken in response to concerns, noise monitoring etc.

Where complaints are received the following actions should be taken:

- Ask caller for their name, address and contact details. If they are unwilling to provide these details try and get an indication of their location (e.g. street name).
- Ask what is disturbing them – e.g. music, bass, announcements etc.
- If they give permission visit their home to assess the impact (otherwise visit the approximate location). If another event is causing the disturbance - try to find where the noise is coming from and keep a record of this.
- Reduce the music volume from the event as appropriate.
- Call the person who made the complaint to let them know what actions have been taken.
- Keep records of any actions taken to reduce noise levels, monitoring carried out etc.

The mitigation strategy will depend upon the nature, size and location of the event. A small community event (<500 attendees) is unlikely to give rise to many noise issues whereas we would expect a large concert / festival to appoint appropriately qualified consultants. You can contact the BCC Environmental Protection Unit (EPU), if you have any questions concerning noise mitigation email - [pollution.team@birmingham.gov.uk](mailto:pollution.team@birmingham.gov.uk) .

### **Generators and other facilities**

Please remember that generators, catering facilities, portable toilets etc. are likely to disturb local residents and should be located away from homes, gardens and other sensitive areas. **See section 9.5 Provision of power.**

### **Fairgrounds**

Remember music played as part of a fairground ride can be disturbing. Where a fairground is included as part of a music event the fairground operator should be requested to turn off the sound systems on the various rides whilst performances are taking place as the fairground music may interfere with the performance. **See section 9.22 Inclusion of Funfair.**

### **Stall Holders**

Remember that the licence holder is responsible for any noise coming from the event; this will include any music or amplified sound played by stall holders to attract business. You may wish to prohibit stall holders at your event playing music.

### **Fireworks**

The use of fireworks is covered by The “*Fireworks Regulations 2004*” – fireworks should not be set off between 23:00 and 07:00 except on specific days (New Year’s Eve, Bonfire Night, and Chinese New Year) **See section 9.19.1. Use of Fireworks & Bonfires.**

## Further information

Guidance on appropriate noise levels from outdoor concerts is provided in “Code of Practice” on Environmental Noise Control at Concerts” – Available from

[http://www.cieh.org/policy/noise\\_council\\_environmental\\_noise.htm](http://www.cieh.org/policy/noise_council_environmental_noise.htm)

## Acoustic Consultants

It is expected that, for large events and for some medium events, a suitably qualified acoustic consultant will be employed to help to plan the event and to monitor noise levels throughout the event and to complete any noise risk assessments.

The Association of Noise Consultants, Airport House, Purley Way Croydon, CR0 0XZ  
Telephone: 020 8253 4518, <http://www.association-of-noise-consultants.co.uk/>

Institute of Acoustics: Tel: 01727 848195, [www.ioa.org.uk](http://www.ioa.org.uk)

## Code of Practice on Environmental Noise Control at Concerts

[http://www.cieh.org/uploadedFiles/Core/Policy/Environmental\\_protection/Noise/NoiseCouncilCodeonNoiseControlatConcerts.pdf](http://www.cieh.org/uploadedFiles/Core/Policy/Environmental_protection/Noise/NoiseCouncilCodeonNoiseControlatConcerts.pdf)

### 9.7.3 Noise Monitoring

Officers from BCC Environmental Health (EH) may monitor such events. They should receive co-operation from the PL Holder or Organisers in charge of the entertainment when carrying out monitoring inspections. They may monitor the event to ensure that no reasonable disturbance is being caused, no statutory nuisance is being created and the conditions on the PL are being complied with.

A PL Holder or a member of the organisers or a designated person shall be responsible for monitoring the noise level/and any noise complaints received regarding the event. The noise level should be monitored throughout the event any advice/or instruction given by BCC.

Decide who will be the noise control person for the event. This person will deal with complaints and will control noise on the day of the event. LOC member to visit the event site and make a list of all addresses which may be affected by noise from the event. Choose a mobile phone number which will act as a Complaint Hotline. The noise control person must have this mobile phone with them throughout the event.

Write a letter and deliver it to all the addresses on the list you have made above. *This letter should tell people about:*

- The event (you could offer free tickets and invite people along).
- Start and finish times.
- The Complaint Hotline number if they want to make a complaint.

Place generators away from residential properties and if possible behind a building or screen. Always use the quietest generators available.

On the day of the event:

- Test the Complaint Hotline number to make sure it's working. It's usually best to have the phone on 'vibrate' as you may not hear calls during the event.
- Walk around the local area regularly. Listen out for music noise from the event at the nearest houses, flats and businesses. Make a note of the areas you've visited and what you heard.

**If you can hear music from the event, reduce volume levels as much as possible. Usually the bass part of the music is the most disturbing, so reducing the volume of the bass can help.**

*Deal with any noise complaints in a professional way and take them seriously:*

- Ask the caller for their name, address and contact number.
- Advise the caller that their complaint will be investigated.
- Listen to noise levels near to the caller's property.
- Take action to deal with any noise problems.
- Call the person who made the complaint to let them know what you have done.
- Make a note of everything you do.
- Finally make sure the event starts and finishes at the advertised times.

If a problem were caused by noise then the most likely outcome would be that EH would object to the grant of a future licences for the same event or impose additional conditions to address the issues. If the event is operated under a permanent premises licence EH could ask for the licence to be reviewed.

#### **9.7.4 Weather Conditions**

Often the only thought given to weather in relation to events is if it will affect the turn out, with little or no thought being given to how the weather conditions might affect other aspects of the event.

*If you are holding an open air event, the weather can be fickle. So ask yourself:*

- High winds - can have a serious impact on temporary structures particularly where the structure i.e. inflatable gantries, marquee, barriers etc. positioned on hard standing.
- Storms – many trees etc. have been struck by lightning, so consider this aspect when positioning equipment, people, staging etc.
- Rain – what effect will rain have with regard to the use of electricity, outdoor cooking, ground conditions etc. are there steps you can take to stop cars getting stuck – particularly as they enter or leave the car park.



- Heat & Sun - can lead to problems with regards to heat-stroke, sunburn etc. These issues relate more specifically to employees, stewards standing for long periods in full sun should be provided with suitable head wear and drinks should also be provided.
- Shelter - for visitors from both heavy rain and/or strong sunlight.
- Winter - snow or ice may create dangerous conditions.

**The Beaufort scale**

Is used in Met Office marine forecasts, is an empirical measure for describing wind intensity based on observed sea conditions.

Please visit the Met Office website to sign up for updates on weather conditions in your local area: [www.metoffice.gov.uk/](http://www.metoffice.gov.uk/)

Beaufort number	Wind Speed (mph)	Seaman's term		Effects on Land
0	Under 1	Calm		Calm; smoke rises vertically.
1	1-3	Light Air		Smoke drift indicates wind direction; vanes do not move.
2	4-7	Light Breeze		Wind felt on face; leaves rustle; vanes begin to move.
3	8-12	Gentle Breeze		Leaves, small twigs in constant motion; light flags extended.
4	13-18	Moderate Breeze		Dust, leaves and loose paper raised up; small branches move.
5	19-24	Fresh Breeze		Small trees begin to sway.
6	25-31	Strong Breeze		Large branches of trees in motion; whistling heard in wires.
7	32-38	Moderate Gale		Whole trees in motion; resistance felt in walking against the wind.
8	39-46	Fresh Gale		Twigs and small branches broken off trees.
9	47-54	Strong Gale		Slight structural damage occurs; slate blown from roofs.
10	55-63	Whole Gale		Seldom experienced on land; trees broken; structural damage occurs.
11	64-72	Storm		Very rarely experienced on land; usually with widespread damage.
12	73 or higher	Hurricane Force		Violence and destruction.

**The Anemometer**

An anemometer is an instrument that measures wind speed and wind pressure.



## 9.8. Security & Stewards

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 is a clear difference of duties that security & stewards can perform at an event:

- Security - to deal with searching/controlling access to and from a licensed area/dealing with disorder/ejections and disorder.
- Stewards - 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/stewards you want that you prepare a physical break down of what the duties are for all the roles within the event. WMPS 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 stewards 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 three 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 event organiser employs a company then the event organiser does not need to hold any separate licence. Your security levels will be made in consultation with the Police.

Security & Stewards 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 security 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.
- Security failing to take action as requested.
- Persons within the event ignoring stewards ' requests.

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

## 9.9 Crowd Control

The Risk associated with some hazards may increase or decrease given different types of crowd. (See *Managing Crowds Safely HSG 154*).

You need to consider the needs of young children, teenagers; those with disabilities and elderly people, and then make “reasonable adjustments” for these people e.g. provide extra help at an event and/or change the physical features to overcome physical barriers to access.

Does your event policy and promotional material reflect an inclusive approach (e.g. could you provide material in larger print/alternative languages etc.).

- Numbers of people expected to attend.
- Type of event (i.e. pop concert, community event etc.).
- Which areas of the site are to be subject to control (i.e. stages, etc.)?

There are various types of crowd control barriers on the market, but it is important that the correct type is used. Further advice may be found in the HSE Publication “*Managing Crowds Safely*” and from BCC Events Section on 303 3008. **See section 10.4. Safety Barriers.**

Stewarding may be undertaken in whole or in part by local voluntary organisations or professional stewarding companies. All stewards will require training. An experienced chief steward should be appointed who has been trained in measures to deal with potential conflict and emergency situations. The ratio for stewards to audience members or people in the venue will depend upon the type of event. As an example for a classical music event the ratio of 1 steward to 250 audience members has been found effective. For guidance refer to the HSE “*Event Safety Guide.*”

## 9.10. Safeguarding

“*Disclosure and Barring Service*” (DBS) check (formerly known as a Criminal Records Bureau (CRB - check) which vets applications for people who want to work with children and vulnerable people. They act as an one-stop shop for organisations checking police records and, in relevant cases, information held by the Department of Health and the Department for Education. Part of the role of the DPS is to reduce the risk of abuse by ensuring that those who are unsuitable cannot work with children and vulnerable adults. In some circumstances it may be appropriate for those in direct contact with children or vulnerable adults to complete a disclosure application form. For further information regarding DBS **See (appendix 9) DBS Eligibility Guidance.**

### 9.10.1 Working with children and vulnerable adults

Unfortunately abuse of children and adults at risk can happen at any time, anywhere and be perpetrated by anyone. Abuse is not acceptable and it is not tolerated. Often children and adults at risk do not realise they are a victim of abuse or are unable to protect themselves from harm. This is why it is important that other people take action and know what to do.

It is intended anyone who have indirect or irregular contact with children and or adults at risk should have an understanding about safeguarding.

*This means that:*

- As part of your work, you might see or meet children and adults at risk
- You may come across a situation which gives you cause for concern about a child, adult at risk or family

If you are arranging to have people looking after children, for example a lost children team or crèche workers, they need to show evidence of a recent check for any relevant criminal record, If someone needs a new DBS check it has to be done through a recognised agency. See <https://www.gov.uk/disclosure-barring-service-check/overview>. It can take up to 1 or 2 months, so make sure that you allow enough time.

**If you are aware of a child in immediate danger call 999 straightaway.**

### 9.11 Festival & Event Crime Prevention Advice

Festival and event organizers are encouraged to seek advice from WMPS to prevent crime.

*The following is simple advice:*

- **Only bring with you what you can afford to lose.** There is no way to make a tent secure, so only bring what you absolutely need. Use on-site lock-ups, if available.
- **Don't be tempted to leave valuables in your vehicle.** Empty the glove box and leave it open to show thieves there is nothing of value inside.
- **Don't challenge people looking through tents.** Report them to event security, staff or police immediately.
- **Keep cash and possessions on you.** Don't keep all your money, bank cards and valuables together. Keep them in different pockets.
- **Don't leave your backpack or handbag unattended.**
- **Before going to sleep, place valuables in a bag and hide it in your sleeping bag with you.**
- **Camp near friends.** Introduce yourself to people in the neighboring tents to build a community feeling and provide greater security around your tent.
- **Mark your property.** Label your belongings, including your tent, with your house number and postcode. Thieves are after unidentifiable property. Make sure the markings are obvious and indelible. Before the event, register property such as mobile phones and cameras for free at <http://www.immobilise.com/>. This will help the police to return stolen items to their rightful owner.
- **Protect your mobile phone.** Do this now: on your mobile phone, key in \*#06# and your unique International Mobile Equipment Identity (IMEI) number will be displayed.

Make a note of this number so that if your phone is lost or stolen you can contact your service provider to have the phone immobilised. While on site keep your phone in a buttoned or zipped pocket, a secure bag, or use a lanyard to keep it secured to your clothing.

- **Report crime at the time.** There will be event staff on site. Alternatively, call WMPS on 101. Only dial 999 if life is in danger or crime is in progress.

## 9.12 Camping

Any camping area should be within the defined event site and become part of the pre planning with in the overall event management planning. The camp site **MUST** comply with the European Guideline – CFPA-E N020:2012F “*Fire Safety in Camp sites*”

### **You should:**

- Ensure the camping area is reasonably well drained and level and grass cut short to minimise the risk of fire spread.
- Provide appropriate separation distances between individual tents to make the site safe from fire and trip hazards.
- Physically segregate camping areas from vehicle parking areas.
- Provide information on site safety to campers (e.g. no campfires, no BBQs, location of fire points, toilets etc.) at strategic points.
- Provide enough fire points (as a minimum these should consist of a means of raising the alarm, such as a gong or triangle and supplies of water and buckets).
- Provide enough toilet facilities and wash hand basins.
- Provide safe drinking water.
- Provide refuse receptacles at suitable locations.
- Provide enough lighting to enable to that people can see in poor light. (higher levels of lighting at toilet areas, fire points etc.)
- Provide both vehicular and pedestrian tracks to and through camping areas to ensure ready access for emergency vehicles and also to provide safe routes for pedestrians which are free from trip hazards such as guy ropes etc.

Sites with animals normally on will have animal droppings and may expose campers to health risks such as E.coli 0157 infection. Exclude animals from all areas (other than car parks) for as long as possible before public access (minimum of three weeks)

See [www.hse.gov.uk/press/2004/e04046.htm](http://www.hse.gov.uk/press/2004/e04046.htm)

Think about noise problems to local residents. You may need additional stewarding at night-time.

## 9.13. Insurance

Regardless of whether key stakeholders (landowners, local authorities, etc.) insist on your event being covered by insurance, it is prudent anyway to take out an insurance policy to protect yourself against anyone (participants/volunteers/general public) making a claim against you in the event of an accident. There are many insurance companies who specialise in event insurance and it is always worth speaking to at least two or three companies for comparative prices since quotes can vary enormously. Double check any restrictions a particular insurance company may want to impose on your policy.

All organisers must have insurance cover Public Liability (PL) available from reputable insurance brokers and companies. The minimum PL cover for a small event is £1,000,000 (one million pounds). Larger events may require up to £5,000,000 (five million pounds) cover for each claim.

The insurance company will issue a certificate of insurance which, in law, confirms insurance cover is in place. BCC will ask for a copy of your insurance certificate.

You can buy different levels of cover, from £1 million upwards. This seems a lot but costs are relatively low, sometimes as little as £50 or £60.

*How much you need varies according to:*

- The type of event and activities you are planning.
- How many people will attend?

If you are unsure, talk to your own insurer or an insurance broker who will be able to advise you.

### 9.13.1 Public Liability Insurance (PLI)

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**

### 9.13.2 Event Cancellation and Disruption Insurance

There is risk in every event. Even small events involve time, effort and expense which can go to waste if the event has to be cancelled, curtailed or postponed. Additional costs can be incurred if an event is disrupted. The cause can be anything outside your control and which is unforeseen - from the key speaker going sick to severe weather to transport disruption or even terrorism - we have seen them all affecting events.

### 9.13.3 Contractors' Insurance

All contractors or sub-contractors engaged to provide any type of service for your event **MUST** also have their own valid PLI. It is the responsibility of the event manager to ensure that contractors present evidence of this well in advance of the event. As a rule no contractors should be allowed onto your site unless you're satisfied they are covered.

## 9.14. 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 “*Equality Act 2010*” (EA) **See (appendix 15) Disability Awareness Notes**

## 9.15 Traffic Regulation Orders

It is important for a developer to liaise with the Council at an early stage to see if a Traffic Regulation Order (TRO) is required. TROs are written legal agreements developed by the highway authority allowing the police and / or the Council to enforce various regulations including:

- Speed limits
- Road closures
- One-way streets
- Weight or width restrictions
- Banned turns
- Bus/cycle lanes
- Controlled parking and on-street parking places.

A TRO can be permanent, temporary or experimental. The developer is to pay to cover the costs of the consultation, advertising and making of each TRO.

A temporary TRO may be used when works affecting the highway require short-term traffic restrictions. In order to carry out construction work and occupy the highway it may be necessary to introduce temporary traffic management arrangements to ensure public safety and minimise congestion. Experimental TROs are used in situations that need monitoring and reviewing. These usually last no more than eighteen months before they are abandoned, amended or made permanent.

### 9.15.1 Road Closures

Before any road closure or traffic restriction is authorised BCC (the “Highway Authority”) **MUST** be satisfied that the event involved cannot reasonably be arranged without the closure e.g. by the use of land off the highway or pedestrianized streets, public squares and pedestrian walkways.

It is essential that your proposals are fully discussed with BCC and WMPS. However WMPS cannot authorise planned road closures for an event. BCC is responsible for ensuring that persons wishing to close roads or footpaths for temporary periods comply with certain conditions and complete the required legal procedures.

*The following are the main points which need to be considered:*

**Six to eight weeks' notice is required for your application (three months for major events) which should include:**

The reason for the closure including a full description of the event, the date of closure and duration. Your risk assessment for the event.

- A sketch of the length of highway you wish closed with a plan.
- A statement that you will pay costs incurred by BCC in carrying out the necessary arrangements for the road closure (your order number at an early stage would ensure that progress is not held up).
- Road closures of less than one day should generally be carried out on a Sunday when streets are less traffic sensitive.

Applicants should bear in mind that with the increase in pedestrian/vehicular activity road closures are not generally permitted in the **seven week period before Christmas**, or the **two-week period after Christmas** in the City Centre. Local factors will be considered to determine closures at other locations.

Consideration of proposed road closures may involve a site meeting with various interested parties i.e. BCC Highways Section, WMPS, and representatives from the bus companies if on a bus route.

The suspension of any parking bays e.g. pay and display is subject to permission from and payment of appropriate fees to BCC Car parking Section.

All costs incurred by BCC in authorising road closures or traffic restrictions, will be recharged to the applicant. The cost will be dependent on the complexity of the work involved in developing acceptable traffic management proposals. Please bear this in mind before making decisions on your event format

## 9.16 Use of Public Highways

### 9.16.1 Road Relays & Sponsored Walks

For events on the highway which include road closure or restriction of traffic flow these must be authorised by the BCC Highways Section. A minimum of **six to eight weeks'** notice is required and at least **three months'** notice is required where there are major implications for road closures and diversions. You should also ask WMPS to comment on your proposed plans.

Routes should be examined carefully relative to the amount of walkers and expected crowd attendance on route.

Age and ability should form part of initial safety deliberations. For example, walkers of compatible ability are likely to walk in a tight group; this could increase the potential for pinch points. Where roads normally used by traffic are part of the event area appropriate traffic management restrictions will need to be considered. These measures will need to be agreed with the BCC Highways Section.



Where roads form part of the course, then they should be closed by means of signs and barriers; simply posting a steward without back up protection is insufficient.

Account should be taken of private premises along the tour route. There is little point in closing the road, only to find that vehicles from car parks and hotels etc. can gain access to the race route. Organisers should establish whether any other events, such as weddings, church services etc. are taking place at institutions along the route. If so, provision to allow access will have to be made during the planning stages.

Road works are always a planning consideration. At an early stage of route selection, organisers should liaise with BCC Highways Section to ensure that planned road works do not coincide with race dates.

The timing of the event is crucial to safety. Depending on the location Sundays will often be the least traffic sensitive day of the week and should be considered for events.

Traffic restrictions should be implemented by quality assured traffic management operatives and traffic management should be provided to Department for Transport guidance documents.

The Organisers should make arrangements for first aid provision. At least one mobile first aid centre should be available in case of either accident or illness. An immediate response to a collapse runner can have a dramatic impact upon recovery rate (**See section 9.6**). If walking & running in hot weather, wet sponge stations and drinks should be provided to prevent dehydration. Thermal blankets should be available at the finish point to control the speed of cooling after the run thus minimising risk of hypothermia.

### 9.16.2 Small Community Events

Closing a quiet street for a small community event, such as a street party, is easier than a lot of people think:

- It is common and legal for streets to be used for social events and it is reasonable for you to expect your BCC highway authority to be helpful.
- All BCC needs is **six to eight weeks'** advance notice of where and when the closure (most councils need six to eight weeks) will take place so they can plan around it (for example, so they can let the emergency services know) and put in place a traffic regulation order.
- Check early so that you know what BCC process is; some councils have set deadlines to help them manage their work, but there are no deadlines in law, so if they look unreasonable ask your council to be flexible.

The law also does not require a fee to be charged for a road closure; but most council's do or its agency, is making a charge

### 9.17 Lost/Found Children Procedure

It is good practice for event organisers to offer, on arrival at the event entrance point, all parents with children, a white wristband to write their mobile number on, and then placed on their child's wrist in case of emergency this makes the reconnecting of lost/found children fast and professional.

A lost/found children officer with full DBS clearance will **MUST** be employed to cover the Lost Children's Area. The worker will be responsible for looking after the welfare of any child delivered to the Lost Children's area that has with clear signage.

A form **See (appendix 10) "Lost/Found Child Form"** will be completed in duplicate giving details of the child's name, age, address, time of arrival, and details of who he/she arrived with. This same form will be used to indicate the return of the child to his/her guardian. A copy of each completed form is to be given to the safety officer as soon as possible after the child is reunited.

*The Procedure for Caring for a Lost/Found Child will be as follows:*

- A child that is lost/found on the route or in the activation areas is presented to the Lost Children's attendant by a steward who will take the necessary details.
- However, if the child is presented to the lost children officer by any other person, the safety officer needs to be informed straightaway and details obtained.
- The child should be taken into the lost children's area and reassured. The form completed in detail. The details are to be given to the safety officer as soon as possible so that they can begin looking for the parents. The child must not be left alone at any point.
- Always take a written description of the child.
- The child remains in the lost children's area until his/her guardians are found.
- The form is to be completed and signed by the Lost Children's officer when a child has been reunited and left the lost children area.
- A copy of the form is to be given to the safety officer as soon as possible after the child is reunited.
- If there is any doubt as to the validity of the guardian claiming the child or if there is concern that the child might be in danger – the safety officer should be consulted and the decision left to them.
- Do not allow a child to go off with anyone under the age 16.
- Do not put yourself in danger or in any compromising situations.
- Do not give the child anything to eat or drink – except water.

*The Procedure for dealing with a Parent Reporting a Lost Child will be:*

- Take the person immediately to event control where information regarding the missing child will be logged and transmitted to all stewards.
- The person may wish to sit in Event Control to wait. Attempt to reassure them that the child will be safe and well.
- Explain that it is better that they wait there for the child than to look for it in the site.

- If the child comes alone to the Lost Children's area ensure that the safety officer is informed so that they can conclude their paper work. If the child is returned by a lost children officer, confirm that the paper work has been completed.

### 9.17.1 Polly's Party Bus

Polly's Party Bus can help to look after lost/vulnerable children, they provide a safe haven for children who are usually very distressed until they can be reunited with their parents/guardians, and they work closely with the police to confirm correct identification and safe handover.

For more information on a service Polly's Party Bus can provide for your event please contact them via email [pollyspartybus@yahoo.com](mailto:pollyspartybus@yahoo.com) or telephone **0121 523 4422**



### 9.18 Fire Safety Procedures

Fire extinguishers of the appropriate type and quantity **MUST** be provided. These should be checked every 12 months by an appropriate company (i.e. Thorn EMI, Kiddie Thorn, FPS etc.). Confirmation of check is normally put on the body of the extinguisher.

#### Fire Extinguishers Colour Coding

**Red** - Water - for use on wood, paper, textiles etc.

**Blue** - Dry Powder - for use on flammable liquids and low voltage electrical equipment

**Cream** - Foam - for use of flammable liquids

**Black** - Carbon Dioxide - for use on flammable liquids and high voltage electrical equipment

**Deep Fat** – Type F for cooking with oil

**New BS standard “BSEN3 All Red Extinguishers”**

**The introduction of the above standard in 1997 will now require that the body of the extinguisher is colour coded red whatever the content of the extinguisher.**

Fire Prevention Officers of WMFS can advise on the requirements and type of fire extinguishers. **See (appendix 14) “Fire Safety & the Correct Application & Use of Fire Extinguishers”**

### 9.18.1. Fire Safety in Parks and Public Open Spaces

Every year fire is responsible for the destruction of thousands of acres of parks, open spaces and wildlife habitat. Many of these fires are preventable by following a few simple precautions and showing a little extra care.

- Dispose of barbecue materials properly and make sure they are completely extinguished.
- Don't leave barbecues unattended and extinguish them properly after use.
- Clear away bottles, glasses and any broken glass to prevent them magnifying the sun's rays and starting a fire.

Explain to children the dangers of playing near lighted barbecues.

If fire breaks out, call WMFS immediately. When specifying your location, mention any landmarks near to you on site - perhaps a building or other significant feature of the site. Don't attempt to fight the fire yourself unless it is very small - grass and scrub fires can travel very quickly.

## 9.19 Use Of Firework's & Bonfires

### 9.19.1 Fireworks

BCC recognises the value of firework displays as being an important and integral part of many celebratory and cultural events throughout the City. However, it is without doubt that fireworks, when set off by inexperienced people who may not have due regard for safety, are dangerous and the cause of numerous accidents throughout the UK every year, many of which involve serious injury. Accidents involving fireworks occur because:

- Some fireworks on sale to the public are not suitable for use without specialist training.
- Fireworks are very often set off without due regard for other people standing in the vicinity.
- Safety procedures supplied by the manufacturer are not followed.
- Fireworks are occasionally available for purchase, many of which are imported, that do not comply with the “BS7114:1988”.
- Danger to the public remains after the event when fireworks are not removed from site at the end of the display.

**BCC will only**, approve the use of fireworks and other similar pyrotechnic displays at community or other events held on BCC owned or managed land provided it meets the criteria set out below. Approval for permission to hold a firework display may only be given to event organisers subject to:

- The organisers having the facilities and resources to organise a display in accordance with the guidance given by the Health and Safety Executive in booklets

HS (G) 123 - Working together on Firework Displays.

HS (G) 124 - Giving your own Firework Display.

- The organisers being able to provide a trained and competent person to be in charge of the firing.
- Advice from BCC Safety Officer that the health, safety and organisational arrangements are suitable and satisfactory.
- The proposed firework display must not endanger the public by distracting road users.
- The organisers must ensure the area is secure until all live misfired and used fireworks are removed from site by pyrotechnic company responsible for the display.

*“The Fireworks Regulations Act 2004”* placed new restrictions on the use of fireworks:

- A 'nuisance in law' must be a continuous state of affairs. A firework event, held maybe once a year for an hour or so, is not ongoing.
- Fireworks are often used to celebrate significant cultural or religious ceremonies and this would be the view taken by any court in relation to fireworks used during such periods.
- It would be difficult to prove beyond all reasonable doubt (Nuisance law is criminal law) that any one event or person is solely causing the noise problem when there may be scores of similar events in the locality.
- Birmingham covers a huge geographical area with thousands of buildings and gardens. To pinpoint which premises is hosting the event (in the dark) from an explosion occurring in the night sky and identifying the person responsible, (which may be different from the owner) is nigh on impossible by virtue of the cost of fireworks few firework events last long enough to allow our noise patrol to reach them before they (and the evidence we would need) are over.

### 9.19.2. Bonfires

It is BCC Policy not to allow bonfires on land under its control. There are a small number of community bonfires which have been established over many years. These are allowed in view of the strict requirements enforced by BCC. BCC wishes to encourage attendance at organised Bonfire Carnivals which have firework displays in a safe environment.

### 9.20. Chinese Sky Lantern Releases

**BCC has a voluntary ban on the use of sky lanterns at all BCC organised events or events that are undertaken on BCC owned land**

Sky lanterns (known by a variety of names including Chinese lanterns) are small hot air balloons made of paper, with an opening at the bottom where a small fire is suspended on a base framework containing an ignition source. They are intended to be launched into free flight, rising by the enclosed hot air. Sky lanterns float up into the air and remain airborne for as long as they are filled with hot air. Evidence suggests lanterns sometimes drift back to land whilst still alight.

*The reasoning for this ban is as follows:*

- There is evidence of them causing fires, wasting emergency services' time, being mistaken for distress flares, misleading pilots and causing environmental damage.
- They also pose a risk to livestock, agriculture, camping activities, recycling sites and hazardous material sites.
- The risk of further fires can only increase as the lanterns become more popular.
- BCC & WMFS do not support the use of these devices, and ask that members of the public and event organisers stop using them.
- Internationally, certain brands of fire lanterns have been banned and there has been a temporary ban on all such products in a number of countries' following a series of wildfires.
- BCC believe there is wide scope for limiting the potential effects, use and design of such lanterns, and for the exploration of legal action being taken by people adversely affected by them.

## 9.21. Balloon Releases

The following guidance will help you to consider the impacts of releasing balloons into the air, to minimise the risk of any potential danger to wildlife and the general environment.

Balloon releases are fun, spectacular and fulfil a variety of promotional and fundraising objectives. However if best practice is not followed major problems can occur. There is evidence that balloons released into the environment either individually or as part of mass balloon releases or balloon 'races' cause injury and distress to wild animals, especially sea creatures.

There are two different forms of balloons used in balloon releasing. The first is 'foil' or 'Mylar' balloons, which are not biodegradable and are rarely used.

The second type is a helium filled latex balloon which is made from natural products.

Balloon releasing plays a very important role in promoting and raising funds for charities and other non-profit organisations through highly visual advertising and social events.

*The environmental impacts of balloon releases need to be considered follows:*

- Often the attached strings and ribbons take longer to decompose than the balloons and can entangle animals and cause internal problems if swallowed. Species found to

have ingested balloons include the Common Dolphin, Risso's Dolphin, Loggerhead Turtle, Leatherback Turtle, Sea Turtle, Blue shark, Northern Fulmar and Sperm Whale.

- Once a balloon has been released it rises to a height of 5 miles where the pressure and the temperature cause the balloon to undergo brittle fracture. This means the rubber shatters along the grain boundaries of the crystallised segments to give smaller fragments roughly the size of a coin. The small pieces then float back down to earth where they are scattered over the land and sea. Thus they then return to the earth intact and can have a detrimental effect on the environment.
- The 5% of balloons that do not burst in the atmosphere are able to travel at least 75 miles. This means that balloons released in Birmingham are able to reach the sea, where they are able to cause more damage as they have a slower decomposition rate of over one year.
- A balloon release is illegal, as fallen balloons will become litter which is against the "*Environmental Act of 1990*".
- Balloons are also able to enter marine systems, for example boats and jet skis, and pose a threat to human safety.

***The Civil Aviation Authority also need to be informed if a balloon release is planned as it can cause problems to air traffic.***

If a balloon release does take place, there are many measures that can be taken to reduce the environmental impact:

- Avoid balloon releases if possible.
- Use alternative ways to promote your cause and celebrate which have less environmental impact and reduced risk of damage elsewhere.
- If a balloon release is necessary, only attempt a small balloon release , small being defined as up to 1000 (seems excessive!!) balloons.
- Follow the Code of Conduct by National Association of Balloon Artists and Suppliers (NABAS) if you need to release balloons (<http://www.nabas.co.uk/about-balloons/index.php>)
- Use balloons made of natural rubber latex rather than mylar balloons.
- Always hand tie balloons rather than using plastic valves.
- Use string and labels which degrade at least as fast as the balloons.
- Clear balloons degrade fastest and are less tempting to animals.
- Only release individual balloons rather than clusters.

There are also more environmentally friendly events that can be held that still involve using balloons and the associated business. When balloons are used indoors, all the pieces can be collected and safely disposed of. Some of these are mentioned below:

- **Prize balloon popping** - Air fill your balloons, and hide a few prize tickets inside. Release the balloons indoors and have everyone pop them to find prizes.
- **Guess the number of balloons** - why not fill a car with inflated balloons and run a competition to guess how many balloons are in car. The nearest guess wins the prize.
- **Balloon art** - Hire a balloon artist or, for a big, bold statement, try a giant air-filled-balloon sculpture.
- **Balloon relay** - Each member of a team has to run a short distance and sit on a balloon to pop it before running back to tag the next member of the team. The first team to pop all their balloons wins! Alternatively have lines of people pass a balloon to each other by their knees, the first team to get successfully to the end wins.
- **Plant a tree** - Often balloon releases are used for commemorative occasions. Instead plant a tree, shrub or flower garden in memory of loved ones. This will not only leave a lasting memory but provide a haven for wildlife.
- **Balloon lottery** – Number the balloons and sell the numbers like a lottery draw. You can then get a representative of the charity, celebrity supporter, or lucky member of the public to burst a balloon at random, and so pick the winning number for the draw.
- **Paper Balloons** – In Burma, paper balloons are launched to commemorate Buddha. This is a very safe way of retaining the ‘release’ idea, but without the dangers to the environment. Websites are available that explain how to make your own paper balloons.

The main barrier to alternatives is that no single activity can replace all balloon launches. We need event organisers to use their skills to choose other fun and engaging activities to suit each event.

BCC share the view with, Marine Conservation society, Royal society for the Prevention of Cruelty to Animals (RSPCA), Tidy Britain group and the National Farmers Union, that balloon releases should be give great consideration by the event organiser given the evidence that the harm that they cause to wildlife and the aesthetic damage to the environment.

## 9.22. Inclusion of Funfairs

All funfairs and events where funfairs are included must have permission from BCC to use BCC land. Application must be made at least **three months** prior to the event.

If any funfair rides are to be included in the event full details must be given on the “*Use of parks Application form*”. BCC Parks Service maintains a list of funfair operators authorised to provide funfair rides at events held on BCC land.

**The 2 approved operators that the BCC uses are:**

**Robert Wilkinson on Mobile: 07956 994199**

**Bob Wilson on Mobile: 07836 232748**



- Where adult rides are in use the funfair must be inspected by officers of BCC prior to its commencement. In addition WMFS, WMPS and BCC Health and Safety are also invited to attend the inspections.
- All funfairs must comply with the “*Fairgrounds and Amusement Parks Code of Practice*” (HS (G) 175).

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.

### 9.22.1 ADIPS Declaration of Operational Compliance (DOC) Procedures

A valid DOC demonstrates that all the necessary inspections are complete and the device is safe to operate.

In accordance with HSG 175: Fairgrounds and amusement parks – guidance on safe practice, the controller of an amusement device should ensure each device has a current DOC and is never operated beyond the expiry date on a DOC.

A DOC is valid for a maximum of one year. A DOC’s expiry date is generated from the earliest expiry date of the individual inspections. A provisional DOC is usually valid for one month.

For more information please visit, [www.adips.co.uk](http://www.adips.co.uk)

### 9.23 Trading Standards

A comprehensive guide to Trading Standards law is available at [www.businesscompanion.info](http://www.businesscompanion.info)

### 9.24 Performing Animals Registration

It is an offence for anyone to train or exhibit a performing animal in the City unless they are registered to do so under the “*Performing Animals (Regulation) Act 1925*” and they have obtained a Performing Animals Certificate of Registration. The legislation is designed to cover the use of animals in stage performances, circuses, as part of an exhibition or educational demonstration. A certificate can be obtained by applying to BCC Animal Welfare Team, who will inspect the animals and accommodation, before issuing the certificate. BCC also prohibits the giving of gold fish as prizes on council land.

### 9.25 Riding Establishment Licence

If any person has ponies, horses or donkeys that are being hired out for rides or riding instruction they must have a licence under the “*Riding Establishments Act 1964 and 1970*”. This applies even if the money obtained is to be given to charity. Licenses are issued following an inspection by officers of BCC Animal Welfare Team and an approved veterinary surgeon.

## 9.26 The Provision of Temporary Drinking Water Supplies at Events

This section is intended to provide guidance to the organisers of events that require a temporary water supply. This will include a variety of types of water supply including water provided through temporary distribution networks from the mains supply, standpipes and tankers of water. It is important to note that where potable water is supplied it is required to meet drinking quality standards, even where it is not supplied for drinking purposes.

This section applies to both licensed and unlicensed events. Whilst the entirety of this document may not be applicable to small events it is important that event organisers are aware of the risks associated with temporary water supplies and refer to the relevant sections. For small events, organisers are advised to consider the risks associated with mobile food traders who bring their own supplies of water.

This document covers the preparation, maintenance and monitoring measures that are required to ensure that a source of safe drinking water is available throughout the duration of an event. In instances where the water supply is insufficient or tests indicate that it may be contaminated there is a risk to public health. This could prevent an event taking place where an alternative source of safe water is not available.

Failure to effectively plan for the provision of a safe source of drinking water for an event can have significant consequences for event organisers, including;

- High risk of an outbreak e.g. campylobacter, E. coli 0157, cryptosporidium.
- Legal notice and prosecution.
- Civil action by persons who become ill.
- Additional costs.
- Poor media coverage.
- Loss of reputation and event attendance.

An outline of the necessary steps and timings to be taken by event organisers providing a temporary water supply is given **see (appendix 11) “Temporary Drinking Water Supplies - Checklist and timeline for preparing an event”**

### 9.26.1 Legislation

Whilst this document is in the form of guidance the “*Private Water Supplies Regulations 2009*” cover the provision of a wholesome and sufficient water supply, applicable to events. This legislation is enforced by the Local Authority.

Where a water supply itself is derived from a mains water supply via standpipes and/or a temporary distribution network the site fittings and the way in which they are installed must comply with the requirements of the “*Water Supply (Water Fittings) Regulations 1999*”. This is to prevent contamination of water for drinking and food production purposes and to prevent waste of water. There must be no risk of contamination of drinking water on site and the Water Company public supply must be protected against contamination from temporary supplies to events. This is regulated by the “*Water Supply (Water Fittings) Regulations 1999*”

and “*The Water Supply (Water Quality) Regulations 2010*” which are enforced by the relevant Water Company.

### 9.26.2 Applying for a Water Supply

Where an event requires a temporary supply of water, including new and existing connections and tankered water, event organisers are required to notify BCC Environmental Health Department (EHD) a **minimum of 28 days** before the event to allow time for a risk assessment and sampling to be undertaken.

### 9.26.3 Connection to the Public Supply

#### ***New Connection***

If a new connection to the public water supply is needed for an event contact must be made with the relevant Water Company must be contacted at least **12 weeks in advance** of the event. The Water Company will decide on a suitable point in the distribution system for the connection and a charge will be made for this service. Temporary pipework must be disinfected after installation and water samples taken and sent for analysis (results should show water is safe to drink/use in food and drink preparation) prior to water being used. The alternative to this is that it is guaranteed that the pipework installed has not been contaminated in any way. This cannot always be guaranteed for new pipework.

#### ***Existing Connection***

If the water supply for an event is coming from an existing connection then the relevant Water Company require a minimum of **28 days’ notice**. This notice period allows the Water Company to make provision for the additional supply and ensure that local residents are not affected. The draw off of water from a Hydrant or authorised take off point on the Water Supply Company must be by means of a stand pipe supplied by the water company themselves and should be metered and consumption paid for.

Where the supply is taken from a private water supply this should also be metered and the water supply company should be advised of the possible additional demand on the point of entry to the site and the water supply network from which it is supplied.

### 9.26.4 Tankered Water Supply

For all tankered water supplies the Environment Health Department (EHD) must also be notified **28 days** before the event. If tankers are to be filled from the Water Company’s public water supply permission **must** be obtained from the Water Company prior to the tanker being filled.

- A British Standard has been issued that provides guidance on providing a temporary supply of safe drinking water to events where tankers or other vessels or bottled water are used. It is recommended that organisers of events obtain a copy of this standard to ensure that they are meeting the necessary requirements for supplying safe water.

***BS8551:2011 Provision and Management of Temporary Water Supplies and Distribution Networks (not including provisions for statutory emergencies) – Code of Practice.***

### 9.26.5 Information Required

When contacting the EHD and Water Company the following information will be required:

- The ownership details of the existing water supply on site i.e. individual owner(s) or existing licensed Water Company;
- The size and type of supply required
- The duration of the event and anticipated numbers of attendance
- Contact details including telephone numbers and emails

### 9.26.6 Site Plans

Event organisers should provide the EHD and Water Company with detailed site plans and drawings for the event. These should include the following, where applicable:

- The water supply distribution network and infrastructure (existing and proposed) e.g. location and description of source, pipe work and tankers (where applicable)
- Direction of flow
- Location of
  1. Pumps (specifying size)
  2. Incoming water source(s)
  3. Toilet, wash hand basins and showering facilities
  4. Drinking water points
  5. Water supply points for food preparation
  6. Additional facilities (e.g. hoses, animal troughs)
  7. Redundant supplies or 'deadlegs'
  8. Tankers or bowsers
  9. Standpipes
  10. Back flow devices / meters
  11. Connection(s)
  12. Treatment points e.g. for chlorine disinfection, dechlorination and water testing / measurements
  13. Proposed sampling / monitoring points

### 9.26.7 Risk Assessment

Once site plans are in place event organisers should carry out a risk assessment on the water supply arrangements to include:

- The potential risks at the site which may cause contamination of the water supply or insufficient water supply.
- The measures taken to control or prevent these risks.
- The checks and monitoring procedures to be undertaken to ensure these control measures are in place e.g. sampling and ongoing inspection.
- Actions to be taken should control measures fail.

Contact details for the individual responsible for the risk assessment should be made available to the Environmental Health department.

All relevant employees should be made aware of the risk assessment and appropriately trained to respond to instances where water quality or sufficiency may be compromised.

The risk assessment should be submitted to the EHD for approval a **minimum of fourteen days** in advance of the event. Event organisers can contact the EHD for advice and assistance.

### 9.26.8 Emergency Plans

Event organisers should have in place an emergency operating plan for dealing with contamination or failure of the water supply and supply this to the EHD a **minimum of fourteen days** in advance of the event. This may be as simple as closing the event or may include plans for an emergency water supply. It should be noted that event organisers must not rely on the Water Company to provide an emergency water supply.

### 9.26.9 Commissioning of Water Supply Storage and Disinfection of Distribution Pipe Work

- When not in use, pipes and fittings should be drained and stored off the ground to avoid the entry of dirt or vermin.
- All pipes should have close-fitting end caps and these should remain in place until the pipe is connected.
- All fittings and pipe connection points e.g. standpipes must be bagged or covered and sealed to prevent contamination and tampering. Any standpipe used to directly withdraw water from the public supply must be disinfected before use and be of a type approved by the Water Company with a double check valve in line to prevent backflow.
- All pipes and fittings, particularly plastic pipes, should be kept clear of fuel oils and paints and any materials contaminated with such should be discarded as they can penetrate plastic pipes causing in an unpalatable taste and odour to the water.
- Materials in water fittings which are in contact with water can cause contamination such as taste, odour or microbial growth if they are not specifically suitable for use with drinking water.
- Where water is derived from a public water supply all water fittings must comply with the “*Water Supply (Water Fittings) Regulations 1999*” requirements for performance and suitability for water quality. This will include, but is not exclusive to; all pipes, pipe fittings, joints, meters, valves, and backflow prevention devices which are directly connected to the water supply system. Where water is provided via tankers it is good practice to follow the same requirements.

*Water fittings which have been assessed and found to meet these requirements are listed in the WRAS Water Fittings and Materials Directory, available at [www.wras.co.uk/directory](http://www.wras.co.uk/directory)*

- The laying, preparation and disinfection of drinking water supply pipe work should only be taken by trained personnel with the appropriate certification. Evidence of such training should be documented by the event organiser.

- Where pipe work for an event is fitted in stages the event organiser should ensure that each stage of the pipe work is disinfected.
- It is important to ensure that the correct backflow prevention device is in place at the point of connection before disinfection is carried out.
- The disinfection procedure used should be made available to the EHD.

### 9.26.10 Sampling

- Microbiological samples of the water will be taken for analysis by the Local Authority. Samples are required to be taken after the water has passed through the pipe work. Results will be available 24-72 hours after sampling and the EHD will provide these to the event organiser.
- Where microbiological results are found to be unacceptable a repeat disinfection and sampling will be required. The distribution of a private water supply will not be approved until microbiological results are acceptable.

#### **Tankered Water and Bottled Water Supplies**

- A British Standard has been issued that provides guidance on providing a temporary supply of safe drinking water to events where tankers or other vessels or bottled water are used. It is recommended that organisers of events obtain a copy of this standard to ensure that they are meeting the necessary requirements for supplying safe water.

***BS8551:2011 Provision and Management of Temporary Water Supplies and Distribution Networks (not including provisions for statutory emergencies) – Code of Practice.***

### 9.26.11 Mobile Traders

Consideration should be given to mobile traders, in particular food traders, as to whether they will use water from a temporary supply provided by the event organiser or bring in their own supply. Where water is provided by the event organiser traders should be provided clear instruction as to where they are to obtain water from. It should be ensured that containers used by traders are adequately cleaned and appropriate for the storage of drinking water. Where events are to take place over several days and / or in hot weather consideration should also be given to the storage and temperature control of water brought in by mobile traders.

Where traders provide their own supply of water they should provide event organisers with details on the origin of the water they are using as well as details of the cleansing and disinfection of any storage containers. It is important that containers are suitable for the safe storage of drinking water.

Checklists to assist event organisers in obtaining this information and ensuring that mobile traders are aware of the risks can be found in ***See (appendix 12) “Temporary Drinking Water Supplies - Water Safety Checklist for Mobile Traders”***

### 9.26.12 Prevention of Contamination

The disinfection of all distribution pipe work, as detailed in ***See (appendix 13) “Temporary Drinking Water Supplies - Providing your own Water supply”***, and the use of approved fixtures and fittings are paramount in ensuring that the water supply is not contaminated.

Backflow refers to the flow in a direction contrary to the intended direction within or from a water fitting. Backflow can cause contaminated water from an appliance or drain to enter the pipe work and emerge at a drinking water outlet, posing a public health risk. Backflow prevention devices are required from all appliances, fittings and processes to prevent contamination of the water supply.

For events supplied with a public water supply a correct backflow prevention device is needed at the point of supply to ensure that contamination of the mains water does not occur.

### 9.26.13 Inspection

The EHD may visit a site before and during an event to inspect the water supply and take samples. Where inspections reveal any breaches of the Regulations or a risk of contamination legal action may be taken. Where appropriate the Local Authority may also undertake a risk assessment of the water distribution system. Depending on the finding of this risk assessment additional tests of the water supply may be required.

A Water Company Water Regulations Inspector may visit the site to ensure the correct backflow prevention device is fitted at the point of supply and that all fixtures and fittings used are compliant with the regulations. Where an Inspector identifies a failure to comply legal notices may be served, or in more serious cases the public supply may be disconnected.

### 9.26.14 Recommendations for Good Practice

Event organisers are encouraged to refer to these recommendations, where applicable, when preparing a site and conducting the risk assessment:

- Employees involved in the supply of water should be appropriately trained to include water quality hygiene awareness training.
- Similarly to food hygiene requirements employees involved with the supply of water should be aware of the need to report illnesses such as vomiting and diarrhoea and to avoid direct contact with the water supply and drinking water facilities.
- Distribution pipe work should be flushed and drained after each use and stored above ground level with end caps to prevent contamination.
- Consider the environmental conditions (indoors or outside) that could cause contamination during connection and operation of the water supply and include this within the risk assessment.
- Ensure that there is restricted access to water storage.
- Ensure that there is access to and around the site for plumbers, samplers, inspectors etc.
- Consider the location of fuel or paint stores (generators) and that where this is near to water pipes use bundling or barrier pipes where there are risks of spillage or contamination.
- If the event is taking place during warm weather consider if insulation is required to prevent the water temperature rising.
- Label any taps and outlets that are suitable / not suitable for drinking water.

- Ensure that mobile traders that hold water tanks on their facility have disinfected the tank prior to using it for water storage.
- Consider where pipe are laid and avoid routes for cars and vehicles. Where this is not possible ensure that pipes are adequately protected from damage.
- Carry out regular inspections of water outlets on site to ensure they remain in a hygienic condition throughout the event.

## 9.27 Cancellation of Events

Organisers must understand that there may be occasions when weather conditions are such that all or part of the event will need to be cancelled. For example a sudden storm may lead to flooding of course/event arena. High winds may make temporary structures unsafe. The responsibility for cancellation rests with the event organiser.

**Where the weather conditions are going to have a direct impact on the event it may be appropriate to speak to the Met Office: 2 day forecast 08453 00300 or 5 day forecast 09068 23278. Detailed area forecasts are available on 08453 000300 request to talk to a consultant.**

*NB: The Met Office does levy a small charge for this service. <http://www.runbritain.com/race-directors-club>*

Although it is highly unlikely that the event would need to be cancelled in the days running up to the event, it is possible. Potential reasons for cancellation might be: sections of the walk for some reason become unavailable and no alternative can be found; severe weather is forecast; or that the police have advised the general public to stay away from certain areas.

In advance of the event you will need to consider how to communicate a cancellation to participants, for example by email, text or local radio. In the event of cancellation sufficient helpers will need to attend the event venue to explain the situation to participants and encourage them to make use of available transport and return home. If anyone continues with the walk after being told that the event has been cancelled they will be outside the event and not covered by your public liability insurance.

## 9.28. “Mopping up” after the event

You and your staff may be exhausted after the long build-up to a successful event but believe it or not, you should already be thinking about next year’s event! Considering everyone had a great time, send out a follow-up email and offer your registrants a discounted rate for next year’s event if they register for it now. Or offer them a “returning participant” coupon that they can use when you activate next year’s online registration form.

***N.B. It may be a good idea to have “Fresh” team members to oversee the load out & breakdown and mopping up.***

### 9.28.1 Event debrief

If you go through the SAG process you **MUST** organise a **SAG debrief** as part of your event organisers responsibilities. It is also good practice for planning your next year’s event.



### 9.28.2 Evaluation and Thanks

A smart thing to do is send an online survey out to your participants and ask them what they liked and what can be improved upon for next year’s event. You can offer your participants a free gift or registration discount if they complete the form for you. This participant feedback is extremely valuable and will help you get a sense of the participant experience on the ground that many event organisers are so often shielded from on event day with so many administrative tasks to juggle.

For reporting to sponsors, for writing post-event press releases, and even just to get a sense of pride in your team’s achievement it’s very useful to have feedback on the success or otherwise of your event. It will also be invaluable if you organise more in the future.

## Section 10 - Equipment

The range of equipment used at events is extensive, but event organisers must ensure that all equipment is in good condition without defects, used in the correct manner and without danger to either the user or anyone attending the event. Some types of equipment likely to be found at events are detailed below:

- Signs
- Ramps
- Tables
- Radios
- Stages
- Fencing
- Generators
- Mobile Toilets
- Safety Barriers
- P/A equipment
- Marquees/tents
- Play Equipment
- Scaffold Towers
- Fire Extinguishers
- Seating/Grandstands
- Rubbish collection bins
- Display Mobile Screens
- Mobile units for Event Control



### 10.1 Event Control Room (ECR)



A reliable method of communication must be in evidence prior to the commencement of a fixed location event. It is essential that the organisers and the stewards are able to communicate effectively and efficiently throughout the event. It’s recommended at least one staffed office - ECR should be available on site. In the event of an evacuation, an effective means of communication must be available, over the PA

system or megaphone for example all controlled from ECR. Effective communications will be particularly challenging in large crowd situations or at events where the event is spread out over a large area. The challenge is therefore not just robust hard system in place for communications but also mobile communications. It is vital systems are in place to adequately cover the event and that personnel are fully trained and exercised and aware of the communications procedures. The ECR is the heart of any event.

**Setting up an ECR on the site to:**

- Act as a base for any communications systems (not forgetting recharging points for mobile phones).
- Monitor the event, giving an early indication of any problems (control any incidents).
- Provide a focus point for any public concern. Direct resources to deal with any problems, and act as a base for any communications systems.

**The Community Arts Stage**



**The Lynton Stage**

## 10.2 Communications

Consider providing personal radio/mobile phone contact between the safety officer, senior stewards and any other people responsible for activating the contingency arrangements. Arrange for all mobile phones to be pre-programmed with the relevant numbers.

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 **See useful telephone numbers on page 118.**

Just as important is communication with the public. In the event of evacuation, an effective means of communication must be available i.e. PA system/megaphone etc.

## 10.3 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 event organisers are able to communicate effectively with each other via a radio. This provides a means of joint communication between all participating organisations to insure the correct **Chain of Command** is followed. Equally important is providing an effective means of communication with the public for announcements and instructions through a public address system. For small events a portable loud-hailer may be sufficient.

### 10.3.1 Radio Etiquette

It's important to get familiar with the etiquette of two-way radio communication. This will help improve your overall experience when using your radio. To make radio communication go more smoothly, over the years certain rules, or etiquette, have been established. Below we have outlined the basic etiquette a radio user should understand.

#### Basic Radio Etiquette Rules

- When using a two-way radio **you cannot speak and listen at the same time**, as you can with a phone.
- **Don't interrupt** if you hear other people talking. Wait until their conversation is finished unless it is an emergency. If it is an emergency, inform the other parties that you have an urgent emergency message (see "Emergency Calls" below).
- **Do not respond if you aren't sure the call is for you.** Wait until you hear your call sign to respond.
- **Never transmit sensitive, confidential, financial or military information.** Unless you are certain your conversations are secured with the proper level of encryption for the level of sensitivity, assume your conversations can be heard by others.

#### Perform radio checks to ensure your radio is in good working condition.

- Ensure the battery is charged and the power is on.

- Keep the volume high enough to be able to hear calls.
- Regularly make radio checks to make sure everything is working and that you are still in range to receive signals.

**Memorize call signs and locations of persons and radio stations you communicate with regularly**

- In radio communication you are not called by your name. Everybody has their own unique call sign.

**Think before you speak**

- Decide what you are going say and to whom it is meant for.
- Make your conversations as concise, precise, and clear as possible.
- Avoid long and complicated sentences. If your message is long, divide it into separate shorter messages.
- Do not use abbreviations unless they are well understood by your group.

**4 Golden Rules of Radio Communication**

1. **Clarity:** Your voice should be clear. Speak a little slower than normal. Speak in a normal tone, do not shout.
2. **Simplicity:** Keep your message simple enough for intended listeners to understand.
3. **Brevity:** Be precise and to the point.
4. **Security:** Do not transmit confidential information on a radio unless you know the proper security technology is in place. Remember, frequencies are shared, you do not have exclusive use of the frequency.

**General Terms**

**Meaning**

<b>Radio Check</b>	What is my signal strength? Can you hear me?
<b>Go Ahead</b>	You are ready to receive transmission.
<b>Stand-by</b>	You acknowledge the other party, but I am unable to respond immediately.
<b>Roger or Ten Four</b>	Message received and understood.
<b>Negative</b>	Same as "No".
<b>Affirmative</b>	Same as "Yes". Avoid "yup" or "nope" as they are difficult to hear.
<b>Say Again</b>	Re-transmit your message
<b>Over</b>	Your message is finished.
<b>Out</b>	All conversation is finished, the channel is clear for others to use.
<b>Break, Break, Break</b>	You are interrupting in the middle of communication because you have an emergency.
<b>Read you loud &amp; clear</b>	Response to "Radio Check". Means your transmission signal is good
<b>Come in</b>	You are asking the other party to acknowledge they hear you.

**Copy You**  
**Wilco**  
**Repeat**

Understands what was said.  
 Means "I will comply".  
 Used before you repeat something. ex: "I require 9-5, repeat 9-5, gallons of diesel fuel. Over"

## 10.4. Safety Barriers

*There are two main types of safety barriers:*

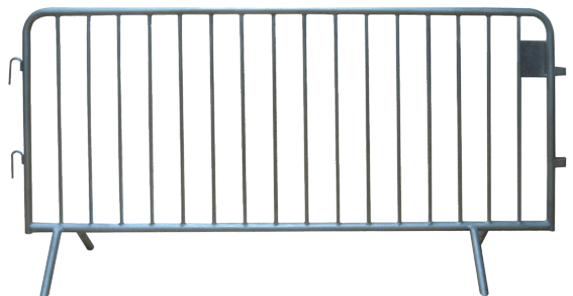
### Stage Barriers (Pit Barriers)



Stage barriers have a variety of uses and are now an important piece of equipment for event organisers. Although known as 'stage' barriers, they can be used wherever crowd density is anticipated, e.g. licensed bars at outdoor events. The stage barrier is designed around a basic 'A' frame to be load-bearing, and is therefore normally used where there is a risk of crowd pressure.

### Crowd Control Barriers (CCB's)

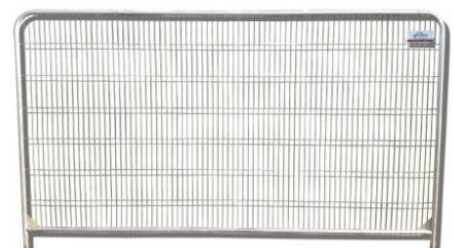
Crowd control barriers, also known as "pedestrian barriers" act as a physical and psychological barrier, used to demarcate "no access" zones, and to designate space for lines. Barriers are most effective when they interlock, being attached to each other in a line via hooks at the side of each barrier. When the barriers are interlocked, security personnel can create impenetrable lines, because such lines of barriers will not likely be able to be toppled over.



There are many types and configurations of safety barrier, 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. Decide if you need to provide safety barriers around attractions, displays and equipment to protect the public and/or to prevent unauthorised interference, taking account of the presence of excited people, especially children.

Examples where barriers may be required include barbecues/spit roasting; moving machinery, including displays/demonstrations involving steam engines, welding, woodturning, etc. electrical equipment/ switchgear. Any barrier/fencing used must be capable of withstanding any reasonably foreseeable loading. The design must be suitable to contain and protect people, including small children. Single rope barriers may not be sufficient.

*N.B. Temporary fencing (aka "Heras Fencing") can be swiftly erected to provide security and protection for your event. These two meter tall, heavy duty round topped anti-climb fencing panels are they're commonly used when providing security and crowd-control at events as well as keeping the public out of hazardous spots*



There are two types of queue control barriers:

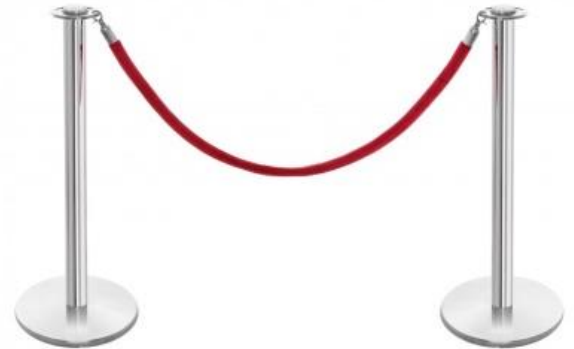
### Tensa Barriers (TB)



Tensa barriers are perfect for situations where you want a flexible retractable barrier without taking up any floor space

### Post & Rope Barriers

The most common way to control VIP queues.



### Rhino Barriers

Rhino Barriers are manufactured from tough rotationally moulded polyethylene for superior strength and durability. They are easy to move, transport, stack and store and above all quick to deploy and setup.



Whether it's live music concert or a motorsport event. Where there is any kind of traffic, be it Human or vehicular and/or a combination of both, there are instances where a demarcation is required. This may need to be substantial, with a highly visible, robust barrier being required. Rhino can provide barriers to suit

these instances. With the durability of the barrier various attachments can be added to help in this, for example fence panels or signage. The Rhino barrier has been used for all kinds of events including Music festivals, motor racing, cycle races, and even Golf championships.

## 10.5. 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.

However provision without any thought to safety they can create hazards. For example, at one event toilets were positioned close to a stage where various pop stars were playing, a number of young people climbed onto the roof of the toilet in order to obtain a better view.

Consider the following:

- Ensure they are sited correctly - flat even ground.
- Ensure the positioning doesn't encourage people to climb on roofs etc. to obtain a better view of the event.
- Provision of toilets for people with disabilities.
- Ensure that a suitable number of toilets are provided.
- They should be clean and hygienic and have running water.
- The structure should be safe and all necessary steps and handrails must be securely fitted.
- Lighting to be provided where appropriate.
- Sewage disposal, (this should not be an issue if competent toilet contractors are use.
- Arrangements to service and maintain the toilets throughout the event should be in place.
- If paper towels are to be provided, arrange for regular disposal and restocking.
- Notices to indicated male/female should be displayed at the entrance. Siting must provide visual privacy.
- Site notices to direct the public to toilets are required.
- Provide adequate lighting, particularly if your event continues into the evening.

The following table taken from The Event Safety Guide (page 83) below – is a useful guide to facilities required at an event:

The table below shows a general guideline for a music event, though these figures may be too high for short duration/'non-peak' period events such as country fairs and garden parties, or too low for events with high levels of fluid consumption or where camping will occur.

**See useful telephone numbers on page 118.**

<b>For events with a gate opening time of 6 hours or more</b>		<b>For events with a gate opening time of less than 6-hours duration</b>	
Female	Male	Female	Male
1 toilet per 100 Females	1 toilet per 500 males, plus 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males

Where possible, provide hand-washing facilities in the ratio of one per five toilets with no less than one hand-washing facility per ten toilets provided. Provide suitable hand-drying facilities. If paper towels are supplied, arrange for regular disposal and restocking.

## 10.6. Information Signage

Information is the lifeblood of any event. It will be expected, therefore, that event organisers make provision for sufficient signage to be available around the venue, and where possible to include signage in pictorial form, e.g. toilets & disabled wheelchair access. Signage should be as clear as possible, text should be of a contrasting text colour to the background and of a good clear type face (for example - Arial, Tahoma or Helvetica) and as large as possible wherever possible. Text should not be placed on top of Images or be IN CAPITALS. Be mindful that visitors with a visual impairment or who are blind still may not be able to see and recognise signage, so consider raising the awareness of event staff to be responsive / proactive and volunteer to assist those with a disability. For wheelchair specific services, such as a lowered bar area appropriate signage at a lower height so those using a wheelchair can see it should also be considered.

This should specifically take account of lost/found children and lost/found property. Where appropriate multilingual signs should be used. Signage is an area which is all too often forgotten about. It is important that people attending events are given basic information about the site and where to obtain help in an emergency.

*Consider the following type of signs when planning an event:*

- Directional.
- Emergency - particularly important in marquees (to BS 5499 and International Standard DIS 3864 Part 1 running person pictogram).
- First Aid.
- Lost/Found Children.

Pay particular attention to where signs are positioned, they should be informative. The positioning of signs should not constitute a hazard i.e. they should be above head height etc. The provision of signs on the highway requires the permission of BCC Highways Section.

## 10.7. Temporary Structures

Many events use temporary structures including marquees, tents, stages, lighting, sound towers etc. be erected this must be done by a competent person and written confirmation is obtained from them to say that the structures are safe in all foreseeable conditions, including poor weather.

Make sure that all the staging and/or structures are positioned so as not to obstruct any entrances or exits from the site.

Fall protection for the edge of the stage facing the audience is not normally provided but the edge should be clearly marked. Other physical obstructions, unprotected edges, edges by gaps and stair nosings should all be marked with white, luminous or reflective tape (guidance suggests such markings should be a minimum of 25mm wide to be visible) or in a contrasting colour.

All staging and structures should be free from trip hazards and other physical hazards (i.e. sharp edges/points/protruding support members).



For further information see “*The Institute of Structural Engineers publication Temporary Demountable Structures*”. Guidance on procurement, design and use. (Third Edition) (2007).

The use of such structures while a benefit to events can create their own hazards. For example if a marquee is not correctly secured, it can lift or blow away in high winds, likewise if no thought is given to the positioning of guy ropes they can create a trip hazard. Each temporary structure has its own hazards associated with it, if these hazards are considered beforehand and dealt with in an appropriate way then the risks can be eliminated or minimised.

*Some of the main points to consider when using temporary structures are:*

- Choose the correct type of temporary structure, in consultation with companies who specialise in providing these.
- Ensure that access/egress can be provided and is suitable particularly for marquees and tents.
- Consider necessary fire precautions to include the provision of fire extinguishers and signage (particularly for tents and marquees). Fire hydrants must not be obstructed.
- Choose the location very carefully (firm flat ground) and consider what the weather conditions are likely to be this is important particularly when siting marquees and tents.
- How will the structure be secured? i.e. guy ropes, sandbags, weights etc.
- Use of generators - refer to generator information See **section 9.5 Provision of Electrical Power**.
- Ensure that no damage is caused to the highway or BCC property.
- In planning your event special attention should be given to the siting of entertainments.

You must be aware of the number of people expected and allow sufficient access around your event site. Additionally, you must maintain designated routes both in and out of the site.

Should you invite specialist entertainers to your event, make sure you know of all their requirements in advance, particularly if they are going to use any special equipment such as pyrotechnics. You must create a safe sterile area, preferably barriered, where the public may stand to view the spectacle. This area must be a safe distance from the entertainment.

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 **See useful telephone numbers on page 118**.

All marquees and tents and any other temporary structure made of materials which may be flammable must be treated to ensure they are flame resistant, including any materials used to dress the inside or outside of marquees should also be fire retardant, i.e. skirting around bars

etc. or false ceilings to cover up the structure. Ask any contractor for the certificate to confirm materials have been treated. Advice can also be obtained from your local Fire Safety Team. If you are using Marquees and tents, think about their siting, construction and the provision of exits, normal and emergency lighting, firefighting equipment etc.

If an event includes the erection of a grandstand for 20 or more persons then the event organiser is required to notify the local authority by submitting a section 39 notice under the West Midlands County Council Act 1980. The form can be obtained from the '[www.Acivico.co.uk](http://www.Acivico.co.uk)' website under the heading of 'Downloads' and submitted to 'Acivico' in accordance with the instructions on the notice.

Any temporary structure, which is load bearing, must be erected in strict compliance with The '*National Outdoor Events Association Code of Practice for Outdoor Events*' and the Institution of Structural Engineers publication "*Temporary Demountable Structures*".

Make arrangement to prevent unauthorised persons gaining access to or interfering with equipment when the event is open to the public.

## Lighting Towers

Check that there will be enough lighting throughout the site/venue, including adequate temporary emergency lighting (if the event goes on after dark). All lighting columns **MUST** be erected to be stable when erected with a fence surrounding it to stop event goers from approaching it.

## 10.8. Inflatable Bouncing Devices

The **Pertexa Inflatable Play Accreditation (P.I.P.A)**, scheme is designed to help you meet your obligations under Health and Safety legislation. The Health and Safety At Work etc. Act 1974 and subsequent regulations require all inflatable play equipment that is "designed to be used by members of the public for entertainment purposes either as a slide or for bouncing upon" to be tested at suitable intervals by a competent person.

Bouncy castles, and inflatable slides and obstacle courses are covered by the scheme, but bungee runs, and rodeo bulls are not.

Operators that are accredited to PIPA can be found at <http://www.pipa.org.uk/findInsp.asp>

All inflatable play equipment that falls within the scope of the PIPA scheme should carry a PIPA tag and be listed in the PIPA database.

## Tags & Certificates

### Tags

Following a design revision, there are now two types of tags: **Old (before Dec 2006):**

**New:** The new tag is flexible with two of the "jumping 'i's" in metallic foil.

You can check the validity of any tag by entering the unique number into the PIPA web site.



*There are various types of inflatable bouncing device available for purchase or hire, these include:*

**The flat bed type** - no surrounding walls

**The castle type** - walls on all sides except one

**The disco type** - all sides enclosed by an inflatable dome

This type of bouncing device, while great fun for children, does create its own hazards which **MUST be** addressed.

*The main hazards are detailed below:*

- Blowing over or away of the whole structure by the wind.
- Splitting of the fabric when under pressure.
- Failure of the seams.
- Accidental spilling of users.
- Injury to the users caused either by themselves or other users.
- Overcrowding, the instructions should specify the maximum number of users.
- Injury to the users when getting on or off the bouncer.
- Injury to users caused by boisterous behaviour, overcrowding or not separating larger users from smaller ones.
- Air loss due to blower disconnection, blower failure or power supply interruption.
- Inadequate means of escape in case of fire.
- Zip failure.
- Dangerous siting of equipment, including siting near overhead power lines.
- Tripping hazards from anchorage ropes or stakes.

The organiser must ensure that all safety procedures are adequate.

*Minimum standards are detailed below:*

The device must be secured with suitable stakes at all anchorage points to prevent any movement. Sandbags of sufficient weight can be used on hard standing.

*Daily inspection should be carried out before the first use on any day to ensure:*

- The site remains suitable.
- Anchorage's are intact.
- Fabric is intact and without holes.

- There are no exposed electrical contacts or signs of cable wear.
- The blower is positioned correctly and guarded.
- Should be constructed from fire retardant material.
- Adequate power source, ensure caging and earth staking of generator.
- Appropriate outdoor electrical fitments, RCD protected.
- The bouncer should not be erected or used in high winds i.e. where small trees in leaf begin to sway.
- Sited away from potential hazards i.e. power lines, trees etc.
- Adults should not be allowed to use bouncy castles.
- Larger children should be segregated from smaller ones.
- There should be sufficient attendants to control access and egress of the public to and from the device. A responsible person, capable of exercising some authority over users needs to supervise the use of the equipment at all times. The operator must be at least 18 years old and assistant attendants 16.

***The operator must:***

- Limit the number of users to a safe level (this number should be specified in the operator manual)
- Ensure that all users remove their footwear (except socks) and any other hard, sharp or
- Dangerous objects from their person, such as buckles, pens, purses. Spectacles should also be removed.
- Not allow anyone to bounce on the step/front apron, climb or hang on walls.
- Not allow users who are taller than the outside walls when standing on the inflated bouncing surface to use the device.
- Not allow rough horseplay or somersaults.

At outdoor events where the inflatable bouncer is the only or main attraction and where crowds can be expected, perimeter barriers for crowd control should be provided to prevent access to the inflatable bouncing device. A gateway 1m wide should be left to allow access/egress for users.

The front step/apron must be kept clear of participants and onlookers so that the operator has a clear field of vision and can ensure that children mount and dismount safely. Non inflatable gym mats or equivalent soft landing material of between 3cm-12cm thickness should be provided to cover any hard surfaces adjacent to all open sides and entrances/exits. The fall height from open sides should not exceed 750 mm.

If the structure is enclosed it must have emergency lighting and if the structure is designed to accommodate more than 15 people it should have more than one exit.

### **Operator Requirements**

The operator must have a “Declaration of Operational Compliance” (DOC) certificate which has been issued by an inspection body registered under “Amusement Devices Inspection Procedures Scheme” (ADIPS). If the inspection company is not ADIPS registered they must meet similar inspection standards. The device must have been inspected within the **last twelve months**. The operator must have an operations manual detailing maintenance, daily and annual inspections.

**DON'T RISK YOUR CHILD'S SAFETY; use only equipment with a current PIPA certificate**

### **10.9 Barbecues**

Event organisers are more and more making requests in their applications to hold events on BCC parks and open spaces for barbecues to be operated at their outdoor events and activities. Barbecues are a great attraction at events and a socially accepted way to enhance the event however they have their own set of unique general risks that should not be underestimated. However, some common-sense preparation can ensure barbecues are a safe and enjoyable experience.

Barbecue hazards include the use and storage of fuel, (e.g., gas bottles), naked flames and hot components. Safety barriers may be required.

A barbecue should be a safe and enjoyable experience but it's all too easy to be distracted when you have people around you whilst cooking.

*To avoid injuries or damage to property, follow these simple precautions:*

#### **General Safety**

- Make sure your barbecue is in good working order.
- Ensure the barbecue is positioned on a flat site, well away from buildings, trees or shrubs.
- Keep children, activities and animals well away from the cooking area
- Never leave the barbecue unattended.
- Keep an appropriate fire extinguisher nearby for emergencies.
- Ensure barriers are used to surround the front and sides of the barbecue to prevent access to the hot areas of the barbecue by children and adults not involved with the cooking operation.
- Ensure the barbecue is allowed to cool following use before attempting to move it.

#### **Charcoal Barbecues**

- Use only sufficient charcoal to cover the base to a depth of about 50mm (2 inches).
- Only use recognised fire lighters or starter fuel and only use on cold coals - use the minimum necessary and never use petrol or other flammable liquids to help ignite the barbecue.
- All ashes at the end of the event should be allowed to cool and removed from site never put ashes into a public waste bin or leave hot ashes on site.

### **Gas Barbecues**

- Make sure the on/off tap is turned to the off position before changing the LPG gas cylinder.
- Ensure all connections are secure tighten but do not over tighten.
- Inspect LPG pipe to ensure it is in good condition (no cracking or breaks) before use.
- Change cylinders outdoors if possible or in a well-ventilated area.
- If you suspect a leak to the cylinder or pipe work, brush soapy water around the joints and watch for bubbles – tighten or replace pipe fittings to repair but do not over tighten clips on the LPG pipe.
- After cooking, turn off the gas cylinder before turning off at the barbecue controls to ensure any residual gas in the pipe work is used up.

## **Food Safety**

### ***Cooking barbecued food properly***

Always ensure you cook chicken, pork, burgers, sausages and kebabs until they're steaming hot all the way through, none of the meat is pink and any juices run clear.

If you're barbecuing for lots of people, you could cook meat indoors and finish it off on the barbecue for added flavour.

Remember, when you reheat food on the barbecue, always make sure it's steaming hot all the way through before serving.

*Also:*

- Wait until the charcoal is glowing red with a powdery grey surface, or gas barbecue has reached operating temperature before you start to cook.
- Make sure frozen food is properly thawed before you cook it.
- Turn the food regularly, and move it around the barbecue, to cook it evenly.
- Check that the centre of the food is steaming hot.
- Don't assume that if meat is charred on the outside that it will be cooked properly on the inside.

## Keep raw meat away from ready-to-eat food

Raw meat may contain food poisoning bugs, if raw meat touches or drips onto food that is already cooked or ready to eat, bugs can get onto that food. Bugs may also transfer onto food from your hands, chopping board, knife or tongs. This is called cross-contamination.

*You can prevent it by doing the following things:*

- Always wash your hands thoroughly after handling raw meat.
- Use separate utensils for raw and cooked meat.
- Never put cooked food on a plate or surface that has been used for raw meat.
- Keep raw meat in a sealed container away from ready-to-eat foods, such as burgers, buns and salads.
- Don't put raw meat products next to cooked or partially cooked meat on the barbecue.
- Don't add sauce or marinade to cooked food if it has already been used with raw meat.

### 10.10 PERSONAL PROTECTIVE EQUIPMENT (PPE) (where necessary)

Under the Health and Safety at Work Act 1974 and the Personal Protective Equipment Regulations 1992, the Company accepts its responsibility to comply with the current legislation.

Under the above legislation, the Company will ensure that suitable personal protective equipment (PPE) is provided to employees who may be exposed to a risk to their health and safety while at work except where, and to the extent that, that risk has been adequately controlled by other means equally or more effective.

The PPE available in the Company at present consists of:

Ear Protection - ear defenders

Eye Protection - safety glasses/goggles and visors

Head Protection - hard hats and scuff caps

Hand Protection - gloves

Foot Protection - safety shoes and wellington boots

Respiratory Protection - face masks

Clothes Protection - dust coats, overalls and aprons

All PPE should be supplied, maintained and replaced when necessary or at suitable intervals.

PPE which is not supplied but is available should be stored in a suitable location and clearly identified.

## 10.11 PORTABLE APPLIANCE TESTING (PAT) (where necessary)

Under the Health and Safety at Work Act 1974 and the Electricity at Work Regulations 1989, the Company accepts its responsibility to comply with the current legislation.

Under the above legislation, all portable electrical equipment should be visually inspected and electrically tested. There is no absolute rule on the frequency of testing except that it should be carried out at regular intervals.

Any new equipment procured by the Company should carry a CE mark. This is a European Community mark which indicates that it conforms to a certain standard.

The testing and monitoring of appliances will be undertaken by a qualified electrician and the records held on Company records.

## Section 11 - Types of Events

### 11.1. Processions, Marches and Assemblies on Highways 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 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 event organisers.

**Note:** The written notice referred to above should be received by WMPS not less than **six clear days** before the procession is intended to take place. This is the legal requirement. However, planning such events is months ahead of the event, not weeks, in order that proper planning can take place. Failing to notify the WMPS 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 WMPS 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 BCC Highways Section and WMPS.

Event organisers must be aware that pedestrians on a highway are always in a position of high potential danger. The BCC and the WMPS command that event 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 WMPS, the BCC 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 stewards.



The WMPS and BCC 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.

*Proposed routes should be chosen carefully, your risk assessment should give regard to:*

- Number and safety of participants on the route.
- Traffic congestion, diversions and access for emergency services vehicles.
- Length of route and traffic implications.
- Exposure to the elements (time factor).
- Availability of refreshments.
- Opportunity for the elderly and young to obtain a rest period.
- First aid facilities throughout.
- Number, make up and duties of stewards.
- Unnecessary detours (make it as direct as possible).
- The effects on residential properties and businesses.
- Toilet facilities on route.

Organisers should walk the proposed route to identify hazards in particular parked vehicles and traffic levels etc. All hazards identified should be risk assessed. A march or parade is extremely vulnerable when forming up. Account must be taken of the tendency for participants to wander into the road. Where possible, off road sites, such as parks or schools should be chosen. Account must be taken of parking; often participants arrive in coaches and the assembly point must be suitable for this purpose. It is desirable for coaches to go on ahead of the march to the dispersal point.

Participants can then disperse immediately into their transport. Specific advice must be sought in respect of the erection of platforms and stages (for speeches or other purposes). Responsible stewards should be appointed who are clearly identifiable. Advice can be sought on numbers relevant to a particular occasion **See section 10.7. Temporary Structures.**

Stewards should receive a full briefing prior to the event in respect of their particular role and responsibilities throughout the event. In respect of events where lorries and floats are used, regard should be taken of the width of the road and headroom under structures relative to the size of the vehicle. Care should be taken to ensure that vehicles can negotiate any sharp bends in the route. Overhanging trees are a danger; where people stand on top of an open lorry and can be swept off by branches, such branches should be lopped. As a guide, completely open back lorries should not be used. Some structure should be attached which gives a measure of edge protection and something to hold on to. Young children must not be allowed to sit on the open back or sides of lorries or trailers, especially when they are in motion. Floats being driven to or from the event must be in a safe and roadworthy condition.

Where a parade or carnival involves a flotilla of vehicles with dancers in between, special regard must be taken of personal safety. Sufficient space should be allowed between vehicles. The above practice can be a hazardous undertaking if strict controls by stewards and drivers are not applied. Where marchers pass along single carriageway streets, consideration should be given to suspension of parking. No parking cones can be supported by the Police and should be placed out well in advance of the event. Where marches take place and monies are to be collected on route, collectors should not be allowed to deviate from the march across major roads. Collectors should be on footpaths at all times.

Additionally, all collectors should be in possession of a permit with identification. Organisers should ensure that a substantial vehicle is placed at the head and rear of marchers in a parade. This is to protect marchers from traffic and warn drivers of vehicles approaching the parade. Additionally, it is advisable to have a St. John, St Andrew or the Red Cross or first aid representative with the parade in case of an emergency. It should be borne in mind that any event on a public highway involves a significant amount of risk; this does not dissipate merely because marchers are not on a main arterial road.

## City Centre Squares

Birmingham city centre has stunning public squares, busy shopping streets & open spaces all benefiting from excellent footfall & offer high profile locations to promote your brand services. From small promotional roadshows to major commercial events, Birmingham city centre offers you a unique opportunity to reach your target audience.

Locations available include Centenary Square, Chamberlain Square, Edgbaston Street, High Street, New Street and Victoria Square. Other areas are also available and BCC City Centre Operations team will gladly discuss your requirements with you.

To check availability and for further information about costs and the booking process please email [citycentre@birmingham.gov.uk](mailto:citycentre@birmingham.gov.uk).

## 11.2. Walking & Fun Runs in Birmingham Parks

The entire format, name, route and length of your event depends solely on what you want to achieve. You're in charge of how complex or simple you want to make it. There are masses of different types of walking event, ranging from fun walks & runs and sponsored charity events, to courses with measured distances and long distance challenges.

### Permission Required

You will need to apply for permission by completing a "Use of Parks Application Form" on line at [www.birmingham.gov.uk/parkevents](http://www.birmingham.gov.uk/parkevents).

During the submission of your application, you will be asked to comply with the "Terms & Conditions" of use of a BCC park. The "Terms & Conditions" will include guidance on health and safety in particular the legal responsibilities on you as an Organiser. **See section 7. Notification and Authorisation to Hold an Event.**

### Consultation

In organising your event you should ensure there is consultation with the emergency services. Where structures including tents and marquees are used the WMFS should be informed. It's important that people affected by the event are informed. **See session 6. Who To Contact.**

## Electricity

The unsafe use of electricity at events is one of the most common causes for concern.

The "Terms & Conditions" of use of a BCC park for staging an event place strict requirements on the use of electricity at outdoor events. For your own safety and that of the people attending the event, these requirements must be adhered to. **See section 9.5. Provision of Electricity Power.**

## Crowd & Vehicle Control

You must make suitable arrangements to steward the event to ensure public safety. As far as possible vehicles should be kept out of areas where the public have access. For events with an expected attendance of over 100 people a public address system should be considered to communicate any safety messages. **See section 9.1 Car Parking.**

## Emergency Procedures

As the event organiser you have a duty of care to ensure that emergency procedures for evacuation of any area of the event are included in the planning process. Stewards/security must be briefed on their role. **See section 4.7. Emergency Procedures.**

## Insurance

You will need to ensure your event is covered by PLI, the minimum cover for a small event is £1,000,000 (one million pounds) and up to £5,000,000 (5 million pounds) for larger events. The Insurance Company will issue a certificate of Insurance which, in law, confirms insurance cover is in place. The BCC will ask for a copy of your insurance certificate. **See section 9.13 Insurance.**

## Routes/Course

Routes/Courses should be examined carefully relative to the amount of runners and expected crowd attendance.

Age and ability should form part of the initial safety deliberations. For example, runners of compatible ability are likely to run in tight group, this could increase the potential for pinch points.

## First Aid

The event organiser should make arrangements for first aid provision. At least one mobile first aid centre should be available in case of either accident or illness. An immediate response to a collapsed runner can have a dramatic impact upon recovery rate. **See section 9.6. First Aid & Medical Facilities.**

## Food Catering

Any person or organisation involved in the handling, preparation, sale or distribution of food should comply with relevant food hygiene legislation and be registered under the “*Food Safety Act 1990*”. **See section 9.4. Food Safety.**

## Equipment

The range of equipment used at events is extensive, but event organisers must ensure that all equipment is in good condition without defects, used in the correct manner and without danger to either the user or anyone attending the event. **See section 10 Equipment.**

*Some additional equipment you might need for this type of event is detailed below:*

- Gantries
- Loud Haler
- Marquees/Tents
- Road Cones
- Pig pins
- P/A equipment
- Scaffold Towers
- Timing Clocks



## Weather Conditions

Don't let bad weather, damage your event, non-appearance of key individuals or other mishaps ruin your special event!

For a relatively small insurance premium you can cover abortive costs if your event has to be cancelled or abandoned. The policy will also pay additional costs and expenses you might incur in overcoming problems and if your event is for fundraising purposes, you can insure against loss of profit as well. **See section 9.13. Insurance.**

### 11.3. Religious Festivals

If your event is being held on BCC owned land (Park, Recreation Ground ) or the highway then an application form requesting permission needs to be submitted at least **three months prior** to the event. If you intend to use a Park or other public open space owned by the BCC a “*Use of Parks Application Form*” must be completed. These forms can be completed online at [www.birmingham.gov.uk/parkevents](http://www.birmingham.gov.uk/parkevents). If your application is approved you will be issued with a form explaining the conditions by which you will be bound.

This information will include guidance on health and safety in particular the legal responsibilities on you as the Organiser. Where a fun fair is to be part of the event only the BCC approved operators will be allowed. **See useful telephone numbers on page 118.**

For events on highway which include road closure or restriction of traffic flow these must be authorised by BCC Highways Section. A minimum of **six to eight weeks**' notice is required and at least **three months**' notice is required where there are major implications for road closures and diversions.

If tented accommodation is provided at your event, **See section 10.7. Temporary Structures**

In planning your event special attention should be given to the siting of entertainments.

You must be aware of the number of people expected and allow sufficient access/egress around your event site.

Additionally, you must maintain designated routes both in and out of the site. Should you invite specialist entertainers to your event, make sure you research their competency and know of all their requirements in advance, particularly if they are going to use any special equipment such as pyrotechnics. You must create a safe sterile area, preferably barriered, where the public may stand to view the spectacle. This area must be a safe distance from the entertainment. Always ask any act or attraction to provide a copy of their risk assessment. If they cannot provide one or are not aware of the need to risk assess their act and provide a copy to you as Organiser, you should consider this in your decision whether or not to use them. All acts or attractions are required to carry their own public liability insurance asks to see a copy of the policy certificate and check with their insurer as to its validity for the intended use.

If fireworks are to be displayed then a very secure area needs to be identified for the setting up of these devices, **see section 9.19.1. Use of Firework's & Bonfires.**

#### **11.4 Celebration Motorcades**

For events on the highway which include road closure or restriction of traffic flow these must be authorised by BCC Highways Section. A minimum of **six to eight weeks**' notice is required and at least **three months**' notice is required where there are major implications for road closures and diversions. Your application should be sent by letter.

Motorcades are associated with celebrations; in particular, involving football clubs and careful attention to detail is required particularly in the control of crowds. This type of celebration normally takes place from an open top bus with the display of a cup or other trophy.

Main arterial routes should, as far as possible, be kept open, as these will generally form part of the Emergency Services clear routes.

Crowd euphoria is often a major factor in such celebrations, and experience has shown that persons often attempt to run alongside or jump onto any bus or vehicles in the motorcade. Additionally, they will attempt to gain an elevated position by climbing onto roadside furniture, or other structures, such as scaffolding or high buildings. Every precaution should be taken to prevent such occurrences and the use of barriers and/or fencing (along the route) is advisable. Ensure adequate numbers of stewards accompany the bus and are positioned on the route as required.

Motorcades which involve a civic reception usually conclude at either a banqueting hall or civic square. There is a tendency for crowds to gather at this location prior to the arrival of the teams or celebration group. Additionally, a significant proportion of people on the route will

also make their way towards this location, this may cause overcrowding. Some thought must be given to prevention, and it may be prudent not to publicise the reception area.

Organisers, who request a motorcade, will be discouraged from showing the trophy to the public from the Council House balcony. Showing will be at a venue where all crowd safety measures can be in place for the numbers expected. Normally from a stage in Centenary Square. This will only encourage the movement of pedestrians from the route into the reception area where they can be accommodated safely.

## 11.5 Charity Stunts

Charity stunts are events where the public are invited to undertake an activity on the basis of raising money for a given charity. They can involve high risk activities such as abseiling down a building, bungee jumping or a bed push on the highway. They generally present a high level of risk and require careful planning.

For events on the highway which include road closure or restriction of traffic flow these must be authorised by BCC Highways Section. A minimum of **six to eight weeks**' notice is required and at least **three months**' notice is required where there are major implications for road closures and diversions. Your application should be by letter. For initial advice telephone BCC Events Team on 0121-303 3008. You should also notify the local Police Station and obtain their view of your proposed event. Please note that the organiser will be responsible for the cost if any road closures and these costs are significant.

Activities such as barrel pushes, car and truck pulls, bed pushes, bungee jumping, abseiling and uni-cycle stunts are considered unsuitable for the public highway.

The organiser on application to BCC Highways Section will always be advised that the event should be staged off the highway. If the organiser insists on pursuing their original proposal to stage the event on the highway this can only be agreed after full discussion with the BCC Highways Section and the WMPS. Most events on the highway require road closures involving traffic control measures and temporary restrictions. The process for this is set out in law and the organiser is responsible for the BCC costs which are in the main above the budget of small events.

Whilst the BCC will not give its support to events on the highway which do not meet the recommendations of the BCC Highways Section or the WMPS this decision will not preclude the giving of advice. Whilst every effort will be made to dissuade the organiser from holding the event on the highway, the organiser will be advised in respect of the need for levels or stewards, reflective clothing, assembly areas, rest, refreshment, sterile areas and medical facilities.

The WMPS will not provide resources to police the event, except in the most extreme circumstances, and with prior agreement. To do so in their view would be interpreted as offering support and encouragement; and would go beyond mere advice as required in their "Safety First" policy. As with all events, but more especially charity stunts, all advice will be issued in writing, BCC throughout will be consistent in its advice to organisers.

Your event must be covered by Public Liability insurance if not, you as the organiser could be sued for damages arising from injury, loss or damage occurring as a result of the event. Information on insurance providing cover for events is given in **See section 9.13. Insurance** Always carry out a risk assessment to identify possible hazards which may affect people

taking part or the public. Do not place people in obvious situations of danger to their health or safety. Always seek professional advice when considering stunts which are known to be hazardous.

## 11.6. Music & Pop Concerts

By definition a music concert is an event with a family atmosphere such as an open-air orchestra concert, for example, Firework Fantasia. A more sedate crowd usually attends these events.

By definition a pop concert is an event organised for people who listen to popular music and generally attracts a large crowd.

*The following is a list of additional considerations:*

- The organiser must make a realistic assessment of the nature of the event. This must apply especially to the expectations of the intended audience. There is little merit in raising expectations beyond capacity to deliver the goods. If the audience is led to believe they will be viewing a chart topping act and they are treated to a much lower standard, problems may ensue. The simple message is: do not make promises that cannot be fulfilled.
- You must assess the nature of the act and the potential audience they are likely to attract. Your arrangement must then be compatible with these projections. Organising outdoor concerts is a completely different operation to that of either a pub or club. Many potential concert organisers have come to grief by not realising this fact. The process and planning required to stage a pop concert is extremely complex and should not be attempted by anyone who is not experienced in staging such events.

### **Early engagement of BCC's events team is essential.**

There are number of major outdoor concert promoters in the country and 'big name' productions are best left to these experts. The document that is you bible is the HSE's 'Pop Code' and is essential reading.

*All organisers are advised to give special attention to the following areas:*

- Toilets - adequate for the expected crowd.
- Site Access - clear access with separation of vehicles and pedestrians.
- Special view areas - for people with special needs.
- Tents and marquees - flame retardant with emergency exits signed.
- Catering facilities - check on any use of LPG.

Access for all should be a major planning consideration and will enable persons with special needs to enjoy the event. It is always useful to divide the whole concert area in to zones. Each zone can then be made self-contained with its own toilets, feeding arrangements etc.

This arrangement reduces the need for spectators to continually leave and re-enter various areas.

Evacuation is also a major consideration, especially at these types of event. When you discuss evacuation with the Emergency Services during the planning phase, remember to bear the following points in mind.

- A call sign or code phrase that will alert members of the stewarding team to stand by without panicking the crowd. Clearly, the word EVACUATION shouldn't be included.
- Stewards should be briefed in order that, when the word is broadcast everybody is prepared to take up a position.
- There should be sufficient communication between stewards to carry out the task. Two-way radio is best in these situations.
- Designated sterile routes must be maintained in order that the crowd may pass unhindered.

There must be a reliable form of communication with the crowd in order that messages may be passed.

If it is your intention to plan for a pop concert using one of the BCC Parks or public open spaces you must apply to BCC for permission. A *"Use of Parks Application Form"* can be obtained. **See section 7 Notification and Authorisation to hold an event.** As organiser you must ensure the event is fully covered by public insurance cover. A policy which provides up to £5 million in cover is recommended.

### 11.7. Circuses

Each year certain sites within BCC parks are designated as sites suitable for circus operators to hold these events on a 'standalone' basis. **See (appendix 1) List BCC Premier Parks**

### 11.8. Film and TV Productions (including The Drone Code)

Contact FILM Birmingham; the one-stop shop for film and television production requests. Email [Sindy.Campbell@birmingham.gov.uk](mailto:Sindy.Campbell@birmingham.gov.uk), or by phone 0121- 464 9305. For further information visit their website [www.filmbirmingham.co.uk](http://www.filmbirmingham.co.uk).

When you fly a drone in the UK it is your responsibility to be aware of the rules that are in place to keep everyone safe.

Follow these simple steps to make sure you are flying safely and legally.

#### The Drone Code/ Guidance

- Make sure you can see your drone at all times and don't fly higher than 400 feet
- Always keep your drone away from aircraft, helicopters, airports and airfields
- Use your common sense and fly safely; you could be prosecuted if you don't



*Drones fitted with cameras must not be flown:*

- Within 50 metres of people, vehicles, buildings or structures.
- Over congested areas or large gatherings such as concerts and sports events.

Before any use of drones on Birmingham City owned land permission must be given through Parks & Nature Conversation and is only allowed at the three authorised sites approved for model aircraft which are Cofton, Perry Hall and Sutton Park.

- You as the pilot are responsible for each flight. You are legally responsible for the safe conduct of each flight. Take the time to understand the rules – failure to comply could lead to a criminal prosecution.
- **BEFORE** each flight check that your unmanned aircraft is not unsafe or damaged, and that all components are working in accordance with the Supplier’s User Manual.
- You must keep the unmanned aircraft within your sight at all times.
- You are responsible for avoiding collisions with other people or objects – including aircraft.
- Do not fly your unmanned aircraft in any way that could endanger people or property.
- It is illegal to fly your unmanned aircraft over a congested area (streets, towns and cities). Please keep well clear of airports and airfields.
- Don’t fly your unmanned aircraft within 100 metres of a person, vehicle, building or structure, or overhead groups of people at any height.
- Think about what you do with any images you obtain as you may breach privacy laws. Details are available from the Information Commissioner’s Office.
- If you intend to use an unmanned aircraft for any kind of commercial activity, you must get ‘Permission’ from the Civil Aviation Authority, or you could face prosecution. For more details, visit [www.caa.co.uk/uas](http://www.caa.co.uk/uas)

## Section 12 Useful Publications

All HSE publications are available from HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA, and Tel.01787 881165. Many HSE publications are now available to download free from [www.hse.gov.uk](http://www.hse.gov.uk). HSE priced publications are available from good booksellers i.e. HMSO, Waterstones etc.

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

The following publications provide additional information and advice on safety at events:

### Access

**Disability Discrimination Act 1995** the Stationery Office 1995  
ISBN 0 10 545095 2

### **Equality Act 2010**

**Access for Disabled People Design Guidance Note** (Ref. 2042) Sport England SBN  
1860781497

**Action for Access Arts Council England** ISBN: 0728710293

### Animal Welfare

**The Animal Welfare Act 2006**  
Department for Environment, Food and Rural Affairs, Nobel House  
17 Smith Square, London SW1P 3JR  
Tel: 020 7238 6000, [Website: www.defra.gov.uk](http://www.defra.gov.uk)

### Bouncy Castles and other inflatable play

**Association of Inflatable Manufacturers, Operators, Designers & Suppliers - AIMODS**

**Inflatable Play Manufacturers Association – IPMA**  
c/o TSI Ltd 1st Floor 74 Kilbury Drive WORCESTER WR5 2NG  
Tel: 01905 360169 Fax: 01905 360172, email: [ales@alesuk.org](mailto:ales@alesuk.org)

**National Association of Inflatable Hirers - NAIH**  
First Floor, 41 Rose heath, Hemel Hempstead, Hertfordshire, HP1 2NG  
Web [www.naih.org.uk](http://www.naih.org.uk) Tel. 01442 245524

**British Inflatable Hirers Association – BIHA**  
Tel: 01344 485389

**The Performance Textiles Association trading as MUTA**  
10B Red House Yard, Gislegham Road, Thornham Magna, Suffolk IP23 8HHTel: 01379  
788673,Fax: 08712 647220,Email: [info@muta.org.uk](mailto:info@muta.org.uk),[Web www.pipa.org.uk/](http://www.pipa.org.uk/)

## **Catering**

### **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

### **Gas Safety (Installation and Use) Regulations 1998**

## **Crowds Safely**

**Managing Crowds Safely** ISBN: 978 0 717 1834 7

**BSI British Standards, Event stewarding and crowd safety – Code of practice**

**Safety and Sponsored Walks Safety** leaflet published by the Department of Transport (T/1NF261)

**Good Practice Safety Guide for Small and Sporting Events taking place on the Highway, Roads and Public Places**

<http://police.homeoffice.gov.uk/publications/operational-policing/event-safetyguide>.

## **Event Guides**

**The Event Safety Guide ('The purple guide') HSG 195**

**A guide to Health, Safety and Welfare at Music and Similar Events**

**Health and Safety Executive HSG195 HSE Books 1999 ISBN 0 7176 2453 6**

**Guide to Safety at Sports Grounds ('The green guide')** - The Stationery Office Books  
ISBN: 0113000952

**National Outdoor Events Association – Code of Practice for Outdoor Events** National Outdoor Events Association (Tel: 020 8669 8121)

Walk England 24 Moorend Road, Cheltenham, Gloucestershire GL53 0HD

Written by Nicky Rowbottom, [www.walkengland.org.uk](http://www.walkengland.org.uk)

**Organising a voluntary event: a 'Can do' guide** - Cabinet Office

<https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events>

## **Electrical**

**Electrical Safety at Places of Entertainment 2nd edition**

**HSE Guidance Note GS 50**, ISBN 07176 13879

Electrical Safety for Entertainers - HSE free leaflet

**Electrical Contractors Association (ECA) ESCA House, 34 Palace Court, London W2 4HY**

Telephone 020 7313 4800 [www.eca.co.uk](http://www.eca.co.uk)

## **Environmental**

### **INTRODUCTION TO MEASURING ENVIRONMENTAL IMPACTS**

[http://www.eventimpacts.com/project/resources/environmental/basic\\_resource/environmental/](http://www.eventimpacts.com/project/resources/environmental/basic_resource/environmental/)

### **EVENT ORGANISER'S ENVIRONMENTAL IMPACT CHECKLIST**

[http://www.eventimpacts.com/project/resources/environmental/basic\\_resource/checklist/](http://www.eventimpacts.com/project/resources/environmental/basic_resource/checklist/)

### **New ISO 20121 standard for sustainable events management**

<http://www.iso.org/iso/news.htm?refid=Ref1598>

## **Fairgrounds and Amusement**

### **Fairgrounds and amusement parks: Guidance on safe practice HSG175 HSE**

Books 1998 ISBN 0 7176 1174 4

### **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**

### **Guidance on The Amusement Device Inspection Procedures Scheme (ADIPS) – HSE free leaflet**

### **Fairgrounds and Amusement Parks Code of Practice (HS(G)175).**

## **Fire**

### **Open Air Events and Venues ISBN-13:978 1 85112 8235**

### **Large places of Assembly ISBN-13:978 1 85112 82**

### **European Guideline – CFPA-E N020:2012F Fire Safety in camp sites**

## **First Aid**

### **A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 L73 (Second edition) HSE Books 1999 ISBN 0 7176 2431 5**

### **RIDDOR explained: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 HSE31(rev1) HSE Books 1999 Single copies free, multiple copies in priced packs ISBN 0 7176 2441 2**

## **Fireworks**

### **Working together on firework displays: A guide to safety for firework display organisers and operators HSG123 HSE Books 1999 ISBN 0 7176 2478 1**

## **A Short Guide to Making Your Premises Safe from Fire & Fire Safety at Events**

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>

Tel: 0870 1226 236

**Giving Your Own Firework Display** – HSE ISBN: 0717608360

## **Health and Safety**

HSE priced and free publications can be viewed online or ordered from [www.hse.gov.uk](http://www.hse.gov.uk) or contact HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995. HSE priced publications are also available from bookshops.

**HSE Infoline** - Info line is the Health and Safety Executive's public enquiry contact centre. Info line provides access to workplace health and safety information, guidance and expert advice. Telephone 0845 345 0055

**Health and Safety Executive**, The Pithay, All Saints Street, Bristol BS1 2ND Telephone 01179 886000 e-mail: [hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com)

**Health and Safety at Work etc. Act 1974** .The Stationery Office 1974 ISBN 0 10 543774 3

**Management of health and safety at work. Management of Health and Safety at Work Regulations 1999: Approved Code of Practice L21 (Second edition)**

HSE Books 2000 ISBN 0 7176 2488 9

**Safety of Sports Grounds Act 1975** The Stationery Office 1975 ISBN 0 10 545275 0

**Safety and Sponsored Walks** Leaflet. Produced by the Dept. for Transport (Ref No T/INF261).

## **Motor Sport**

**Health and Safety at motor sport events:** A guide for employers and organisers HSG112 HSE Books 1999 ISBN 0 7176 0705 4

## **Risk Assessment**

**Five steps to risk assessment:** A step by step guide to a safer and healthier workplace INDG163 HSE Books 1998 ISBN 0 7176 0904 9

## **Safety Signs and Signals**

**Health and Safety (Safety Signs and Signals) Regulations 1996.** Guidance on Regulations L64 HSE Books 1997 ISBN 07176 0870 0

**Mark Thomas - Accessible Information Service** 303 1617

[mark.thomas@birmingham.gov.uk](mailto:mark.thomas@birmingham.gov.uk)

Advice on the production of accessible signage and information, providing sign language interpreters also access audits. Brasshouse Translation and Interpreting Services (BTIS) 303 1619 [btis@birmingham.gov.uk](mailto:btis@birmingham.gov.uk)

## **Security at Events**

**Security Industry Authority**, 2007 Security Industry Authority, PO Box 1293, Liverpool L69 1AX Tel: 0844 892 1025 Web site: [www.the-sia.org.uk](http://www.the-sia.org.uk)  
Security Industry Authority (SIA) PO Box 1293, Liverpool, L69 1AX Telephone 0844 892 1025  
[www.the-sia.org.uk](http://www.the-sia.org.uk)

## **Temporary Structures**

**Temporary demountable structures: Guidance on procurement, design and use.**  
Institute of Structural Engineers 1995 (Available from 11 Upper Belgrave Street, London SW1X 8BH)

For further information see “*the Institute of Structural Engineers publication Temporary Demountable Structures*”. Guidance on procurement, design and use. (Third Edition) (2007).

**Performance Textiles Association Publication** – the MUTAmarq “Best Practice Guide for the Safe Use and Operation of Marquees and Temporary Structures” at [www.performancetextiles.org.uk/public/downloads/mutamarg.pdf](http://www.performancetextiles.org.uk/public/downloads/mutamarg.pdf). Also see “The Work at Height Regulations 2005” and “Falls from Height” section of the HSE website at [www.hse.gov.uk/falls/regulations.htm](http://www.hse.gov.uk/falls/regulations.htm)

## **Miscellaneous**

**British Standards** can be obtained in PDF or hard copy formats from the BSI online shop: [www.bsigroup.com](http://www.bsigroup.com)/Shop or by contacting BSI Customer Services for hard copies only Tel: 020 8996 9001 e-mail: [cservices@bsigroup.com](mailto:cservices@bsigroup.com).

### **Stationery Office publications**

Copies of the acts, regulations and other Stationery Office (formerly HMSO) publications mentioned in this guide are available from: The Publications Centre, PO Box 276, London SW8 5DT Tel: 0870 600 5522 Fax: 0870 600 5533

**The Highway Code: Department for Transport and Driving Standards Agency**  
ISBN: 0115526986

**Safety Guidance for Street Arts, Carnivals, Processions and Large Scale Performances**  
Independent Street Arts Network ISBN: 0954489217

**Provision and Management of Temporary Water Supplies and Distribution Networks (not including provisions for statutory emergencies)** – Code of Practice. BS8551:2011

**The Charity Commission** <https://www.gov.uk/government/organisations/charity-commission/services-information>

**RoSPA, Edgbaston Park, 353 Bristol Road, Edgbaston, BIRMINGHAM, B5 7ST.**  
Telephone 0121 2482000 e-mail [help@rospa.co.uk](mailto:help@rospa.co.uk)

## **Web Sites**

Health & Safety Executive <http://www.hse.gov.uk/>

The Countryside Code [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

The Highway Code [www.dft.gov.uk](http://www.dft.gov.uk)

The Institute of Fundraising [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)

ISO 20121 Sustainable Event *Management* <http://www.bsigroup.com/en-GB/iso-20121->

PIPA <http://www.pipa.org.uk/>

DEFRA [www.defra.gov.uk/environment/waste](http://www.defra.gov.uk/environment/waste)

Environmental Management Systems [www.emas.org.uk](http://www.emas.org.uk)  
[www.positiveimpactmcr.com](http://www.positiveimpactmcr.com)

## **BCC Web Sites**

**Birmingham City Council, Operations Manager Trading Standards**, Trading Standards, PO Box 16586 Birmingham B33 3EH or by email to: [tradingstandards@birmingham.gov.uk](mailto:tradingstandards@birmingham.gov.uk)

**Birmingham City Council, Food Safety**, Feedback, Freepost, Birmingham, B1 1BR  
by email to: <http://www.birmingham.gov.uk/foodsafety>

**Birmingham City Council, Licensing Section**, P.O. Box 17013, Birmingham, B6 9ES  
Telephone 0121 303 9896 by email to: [licensing@birmingham.gov.uk](mailto:licensing@birmingham.gov.uk)

**Birmingham City Council, Street Trading** Contact Details and Application, Telephone No: 0121 303 0254 or 0121 464 849 by email to: [marketstalls@birmingham.gov.uk](mailto:marketstalls@birmingham.gov.uk)

**Birmingham City Council, Charitable Street Collections** - by email to:  
<http://www.birmingham.gov.uk/streetcollectionlicence>

Birmingham City Council, Noise Pollution - by email to: [pollution.team@birmingham.gov.uk](mailto:pollution.team@birmingham.gov.uk)

**Birmingham City Council, City Centre Management** - by email to:  
[citycentre@birmingham.gov.uk](mailto:citycentre@birmingham.gov.uk)

**Birmingham City Council, Parks** - by email to: [www.birmingham.gov.uk/parkevents](http://www.birmingham.gov.uk/parkevents)

## **OTHER SOURCES OF INFORMATION AND GUIDANCE**

**West Midlands Fire Service**, Headquarters 99 Vauxhall Road, Birmingham, B7 4HW

**West Midlands Abundance Service**, Millennium Point, Waterfront Business Park, Waterfront Way, Brierley Hill, DY5 1LX Tel: +44 (0)1384 215555 Fax: +44 (0)1384 451677  
[webdev@wmas.nhs.uk](mailto:webdev@wmas.nhs.uk)

**RoSPA**, Edgbaston Park, 353 Bristol Road, Edgbaston, BIRMINGHAM, B5 7ST. Telephone 0121 2482000 e-mail: [help@rospa.co.uk](mailto:help@rospa.co.uk)

National Inspection Council for Electrical Installation Contracting (NICEIC), Vintage House, 37 Albert Embankment, London, SE1 7UJ Telephone 020 7564 2323 e-mail: [enquiries@niceic.org.uk](mailto:enquiries@niceic.org.uk)

**Electrical Contractors Association (ECA)** ESCA House, 34 Palace Court, London W2 4HY Telephone 020 7313 4800 [www.eca.co.uk](http://www.eca.co.uk)

**Gas Safe Register**, PO Box 6804, Basingstoke, RG24 4NB Telephone 0800 408 5500  
[www.GasSafeRegister.co.uk](http://www.GasSafeRegister.co.uk)

## Useful Telephone Numbers

Directorate / Organisation	Telephone Number
Acivico Electrical - Paul Dunn - Senior M&E Engineer	0121 303 6396
BCC Events Team	0121 303 3008
BCC City Centre Operations Manager - Mahendra Chauhan	0121 675 3612
BCC Safety Services Development	0121 303 2464
BCC Refuse – Waste Management Services	0121 303 2894
BCC Licensing Section	0121 303 9896
BCC Food Hygiene	0121 303 4111
BCC Parks Service - Business Management Team	0121 464 0427
BCC Senior Animal Health and Welfare Officer - Vikki Allwood	0121 303 9918
BCC – Accessible Information Service	0121 303 1617
West Midlands Fire Service	0121 380 6067
West Midlands Police Service	0845 113 5000
West Midlands Ambulance Service	
Health and Safety Executive - Birmingham	0121 607 6349
<b>CONTRACTORS – Caterers</b>	
James Dunphy - B3 Bar Ltd	07968 188365
Robert Clancy's Catering	07974 017533
Mobile Pizza Traders Limited	07817412996
Andrew Quinlan - Orchard Pig	01458 851222
Allen Hogan - Hogan's Cider Ltd	01789 448433
Mister V Street Food - Street Food	07823 337 926
Mumbai Grill	07973 198066



Kendal Creperie	01539 422516
Bronys Event Catering	07772 515919
Bobby Freeman – Roast Chestnut Cart	07970 121 960
<b>CONTRACTORS – Caterers (Caribbean Cuisine)</b>	
Deep Caribbean Experience	0121 622 3332
Wildmoor Oak	0121 453 2696
EKY Catering	0121 328 9781
<b>CONTRACTORS – Caterers (Vegetarian)</b>	
Vegeteria	01223 571734
<b>CONTRACTORS – Event Management Company</b>	
BCC Event Management Services	0121 303 3008
<b>CONTRACTORS – Event Signage</b>	
Hollywood Monster Ltd	0121 764 3249
Elonex (LED Signage)	0871 222 3456
<b>CONTRACTORS – Entertainment</b>	
Cairngorn Reindeer Centre – Fiona Smith	01479 861 228
Masquerade	0121 421 3710
The Donkey Sanctuary Sutton – Sue Brennan	0121 354 9444
<b>CONTRACTORS – Face Painting</b>	
Squiggles	07917 850 280
<b>CONTRACTORS – First Aid and Medical Cover</b>	
British Red Cross	0121 525 5565
St John Ambulance - Rosemarie Brain	0121 524 1109
Elite Event Medical Services Ltd	08845 4594 861
Salop Medical Services (UK) Ltd	01952 739 323
<b>CONTRACTORS – Fireworks</b>	
Jubilee Fireworks Ltd	01384 402 255
Pains Fireworks Ltd	01794 884 027
Fuse Fireworks	0845 388 3873
Alchemy Fireworks Ltd	01438 821 657
Fantastic Fireworks	01582 485 555
<b>CONTRACTORS – Funfair Operators</b>	
Robert Wilkinson	07956 994 199
Bob Wilson	07836 232 748
Harry Jones Funfairs	07814 662 361
<b>CONTRACTORS – Generators, Lighting Towers etc.</b>	
J Milne Electrical & Event Services	07973 238 640

Charles Wilson Plant Hire	0121 325 8697
Hire Station	0121 359 4321
R. Savage Plant Hire Co. Ltd	0121 328 1100
A-Plant Hire	0121 708 0712
Eve Trackway Ltd	08700 767 676
<b>CONTRACTORS – Health &amp; Safety Consultants</b>	
Helen Overton	07891 590 594
<b>CONTRACTORS – Insurance</b>	
Event Services	01425 470 360
Torribles Insurance Brokers	0117 921 1806
Park Insurance	0117 955 6835
<b>CONTRACTORS – Lost Children Providers</b>	
Polly's Party Bus	0121 523 4422
<b>CONTRACTORS – Mobile Accommodation</b>	
Portakabin - Cheryl Hugh	0121 558 1469
Sibcas Hire	0121 506 1060
Elliott Hire	02476 321 797
Wernick Hire – Sarah Jones	07971 150 905
<b>CONTRACTORS – Mobile Grandstand</b>	
KL Spectator Seating – Ken Leavis	07710 888 791
<b>CONTRACTORS – Mobile Toilet</b>	
Portaloo – Cheryl Hugh	0121 558 1469
Excloosive Ltd – David Prince	01283 575 749
D-Tox	0800 999 2266
SWC	0800 999 2820
Jobec UK Ltd	01922 649 961
Andyloo	0845 671 1111
Wernick Hire – Simon Conners	07713 274 383
<b>CONTRACTORS – Marquees, Gobos etc.</b>	
Marquee Leisure - Andrew Spencer	07966439 892
Eventmen - Simon Widdowson	01675470 202
Indalo Marquee - Tony Stephenson	07976928053
Doaba Marquees and Decorations	0121 551 6006
Birmingham Tent Hire	0121 507 1931
Fews Marquees	01527821789
Hanbury Marquees	01527821988

<b>CONTRACTORS – PA Equipment</b>	
J Milne Electrical & Event Services	07973238640
Stage Audio Services	01384 263 629
JA Productions	0121 359 4422
<b>CONTRACTORS – Radios</b>	
Hire Station	
Radiotek – Nigel Morris	08005879 774
ESS Safeforce – Ian Allen	0121 525 7085
<b>CONTRACTORS – Security</b>	
Show & Event Security	0121 558 7491
Showsec International Ltd	0116 204 3333
G4S Security	0121 446 5625
<b>CONTRACTORS – Stage</b>	
Outdoor Stage Co	0121 270 5640
JA Productions	0121 359 4422
Staging Services	01922 405 111
Daytona Stage Hire	01484 605 555
Eventmen - Simon Widdowson	01675 470 202
Electric Stage Company – Float Lighting – Julie Davies	0121 764 4644
<b>CONTRACTORS – Consulting Strucural &amp; Civil Engineers</b>	
Structural Design Partnership	01384 374 027
<b>CONTRACTORS – Traffic Management</b>	
Traffix - Paul Wright	0121 643 0400
HTM - Les Peacock	0121 356 9143
<b>CONTRACTORS – Traffic Management Signs</b>	
AA Signs	0121 543 7090
<b>CONTRACTORS – Vehicle Hire</b>	
Thomas Group – Lorries – Sam Martin	0121 356 5050

## Section 13 - Acknowledgements

Birmingham City Council Events Team, as the author, would like to acknowledge the following organisations and individuals for their assistance in the preparation of this guide:

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David Kennedy	Principal Licensing Officer	Birmingham City Council
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Joshua Randhawa	Licensing Officer	Birmingham City Council
Steven Hall	Project Leader Highways	Birmingham City Council
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Vir Ahluwalia	Operations Manager - Trading Standards	Birmingham City Council
Nick Lowe	Operations Manager (Food Lead)	Birmingham City Council
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Helen Harper	Environmental Health Officer	Birmingham City Council
Nick Tinsdeall	Senior Technical Officer - Environmental Protection	Birmingham City Council
Nick Grayson	Climate & Sustainability Officer – Park Service	Birmingham City Council
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Mark Hill	Building Control Surveyor	Acivico
Stuart Hancox	Principal Client Consultant	Acivico

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West Somerset Council  
 West Dorset District Council  
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 Bristol Environmental Quality & Sustainable City Team

**Enormous thanks to all Birmingham City Council Events Team both past and present for helping to compile this document over the years.**

**Section 14 - Appendix 1 BCC Premier Parks & Open Spaces List**

<b>Birmingham City Council's Premier Parks &amp; Open spaces</b>
ASTON PARK, Trinity Road, Aston, B6 6JD
CALTHORPE PARK, 257 Edward Road Balsall Heath Birmingham B12 9LP
CANNON HILL PARK, Russell Road, Moseley, B13 8RD
COFTON PARK, Lowhill Lane, Rednal, B45 8UN
EASTSIDE CITY PARK, Curson Street, B4 7AP
HANDSWORTH PARK, Holly Road, Handsworth, B20 2BY
KINGS HEATH PARK, Vicarage Road, Kings Heath, B14 7TQ
LICKEY HILLS COUNTRY PARK, Warren Lane, Rednal, B45 8ER
MOONLITPARK, Mosedale Way, B15 2BL
NORMAN CHAMBERLAIN PLAYING FIELDS, Pithall Road, Shard End, B34
PERRY PARK, Walsall Road, B42 2UB
SMALL HEATH PARK, 541, Coventry Road, B11 1ND
SUMMERFIELD PARK, Dudley Road, Soho
SUNSET PARK, Mosedale Way, B15 2BL
SUTTON PARK, Park Road, Sutton Coldfield, B74 2YT
VICTORIA COMMON, Church Road, Northfield, B31 2BB
Ward End Park, Washwood Heath Road, B8 2HB
WOODGATE VALLEY COUNTRY PARK, Clapgate Lane, Bartley Green, B32 3DS

## Appendix 2 BCC Events Depot Price List

### Birmingham City Council Events Depot Price List July 1st 2016 - March 31st 2017

<b>Fire Extinguishers</b>	
C02	£7.25
Foam	£7.25
Powder (6 litre)	£7.25
Water (9 litre)	£6.25
Fire Extinguisher Station	£12.00
Wet Chemical F Type	£17.00
<b>Furniture</b>	
Clothes Rail	£5.00
Kettles	£2.00
Trestle Tables	£4.00
Mirrors (Full Length)	£6.00
High Chairs	£3.00
Folding Chairs	£1.75
T-Urns (Fixed to Tables)	£14.00
Deck Chairs	£4.00
<b>Generators</b>	
14kva	£165.00
<b>Inc. Fuel - extra charge for top up based on 5L</b>	<b>£40.00</b>
<b>PA Systems</b>	
Power Pro - New Type	£115.00
Anchor	£95.00
Vox Box	£20.00
Microphone	£8.00
Radio Microphone	£15.00
<b>Miscellaneous</b>	
Black Bin Liners	£0.20
Barrier Covers	£2.75
Brooms	£2.75
Crowd Control Barriers (8'x4')	£3.85
Cable Ties (1000)	£34.00
Cable Ties (500)	£23.00
Cable Ties (250)	£12.00
Cable Ties (100)	£9.00

<b>Miscellaneous</b>	
Dust Bins (80 Litres)	£1.50
Extension Leads	£2.00
Gaffa Tapes	£7.50
Gantry Towers	£75.00
Hazard Tape	£7.50
Heras Block	£1.50
Litter Pickers	£1.50
Pitstop Barriers (Per Metre)	£25.00
Picnic Benches	£25.00
Privacy Screening (Per Metre)	£2.75
Rubber Blocks	£1.00
Scaffolding Poles Base	£1.00
Scaffolding Poles	£1.00
Sentinel Signs	£5.00
Standpipe	£15.00
Step Ladders	£6.00
Steward Bibs	£1.00
Sun Umbrella	£80.00
Torches	£2.00
Tensa Barriers	£6.00
Water Container	£1.00
Wooden Stage Blocks	£7.00
<b>Stage Units</b>	
Community Arts Unit	£400.00
Stewards / Promo Unit	£160.00
Event Control Unit	£190.00
Lynton Trailer Stage (Part)	£450.00
<b>Traffic Cones</b>	
12" Traffic Cones	£0.50
30" Traffic Cones	£0.50
Assorted Cones	£0.50
<b>Vehicles</b>	
Golf Buggies	£245.00
<b>Charge for fuel and can 5L</b>	<b>£40.00</b>

Please note all items are subject to availability and also a 5% admin charge will be applied whilst staffing and transport costs may be applied. Please contact Paul Madders for any more information - 0121 464 0256

**E mail: irene.j.jones@birmingham.gov.uk**

**Appendix 3 Events Health and Safety Hazard Identification Checklist**

**Events Health and Safety Hazard Identification Checklist**

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 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 GN12			
7	If a funfair is included do all rides have a safety certificates? See Guidance Note GN13			
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 GN 20			
11	Have you considered noise levels from the event and their effect on residents and others			
12*	Are you satisfied only competent persons have been engaged to carry out hazardous or specialist work e.g. 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 Highway Section well in advance. Guidance Note GN 17			
16	If you are having an inflatable bouncing device (i.e. 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?			

Any further items for inclusion should be added to this list. For Items marked\* are appropriate records kept?

Where a tick is placed in the shadowed column, further action may need to be taken.

*Appendix 4 Fire Risk Assessment*

# Fire Risk Assessment Form

**Location/Premises:**

**Date of Risk Assessment:**

**Type of Risk assessment (describe):**

**Specific Fire Risk Assessment for party in the park**

**Date:**

**Name of Person(s) carrying out Risk Assessment:**

**Signature of Risk Assessor**

**Date**

**Signature of Manager**

**Date**

**Review Record**

<b>Review Date</b>	<b>Reviewed by</b>	<b>Changes necessary</b>	<b>Signature</b>



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
<p>Marquees</p> <p>Darbar Tent - Frame 50' x 100' 2 x 30' x 100'</p> <p>Langar Tent – Frame 3 x 40' x 100'</p> <p>Shoe Tent - Frame 130' x 40'</p> <p>Refreshment - Frame 60' x 40'</p> <p>Sports Tent – Frame 30' x 30'</p> <p>First Aid Tent – Frame 20' x 20'</p>	General Public / Contractor	<p>All marquees for this event have been ordered from Doaba Tent Hire as per the Event equipment specification. Their copy of PLI / Method of Statement / Flammability Test Certificate will be available in Event Control. Each Exit will have "EXIT SIGN" put on for emergencies. <b>Also for each marquee we will provide CO2 / Foam Fire Extinguishers which are ordered from Events Depot.</b></p> <p><b>Pre Heated Tent – F Type Fire Extinguisher</b></p>	<p>Joint inspection will be carried out on Thursday 23<sup>rd</sup> April</p> <p>Security / CSGB stewards will be positioned at each marquee to control the people inside tent.</p> <p>Crowd Barriers will be available to control the crowd if needed.</p>	<p>Doaba</p> <p>Safety Advisor</p> <p>Event Organizer</p> <p>Monitor on day</p>	<p>25.4.15</p> <p>25.4.15</p> <p>25.4.15</p>	<p>26.4.15</p> <p>26.4.15</p> <p>26.4.15</p>
<p>Stages / PA</p> <p>Bandstand Stage</p> <p>Darbar Stage - No Roof) (Stage provided by Doaba)</p> <p>PA – Darbar Tent / Bandstand Stage / Sport Area</p>		<p>The company contracted to provide sound in Darbar Tent and Youth Stage for this event is Stage Audio Services and their copy of Risk Assessment / PLI / Method Statement available in Event Control. All their sound / electrical equipment will be PAT tested labels. <b>Co2 Fire Extinguishers provided by Events Depot.</b></p> <p>Darbar Stage to have a handrail, provided by Doaba.</p>	<p>Joint Inspection will be done prior to the Event opening Barriers and security steward will be in position to keep unauthorised people gaining access on the stage</p>	<p>Stage Audio</p> <p>Darbar Stage</p> <p>Safety Advisors</p> <p>Event Organizer</p>	<p>26.4.15</p>	<p>26.4.15</p>
Inflatable	General Public / Contractor	<p>The provider for this event is Harry's Fun tour Leisure and they will provide their own Risk Assessment, Method of Statement and PLI and copy will be available in Event Control. Provide own diesel Generators for Power supply and these will be fenced off. <b>Will provide own Co2 Fire Extinguishers</b></p>	<p>Joint inspection carried out prior to event start.</p> <p>Security staff briefed to patrol area.</p> <p>Extra Barriers available if needed.</p>	<p>Harrys Funfair</p> <p>Safety Advisors</p> <p>Event Organizer</p>	<p>26.4.15</p>	<p>26.4.15</p>
Electric (diesel Generators)	General Public / Contractor	<p>All electric work will be carried out by Carillion and they will provide own Risk Assessment / PLI / Method of Statement and copy will be available in Event Control The Darbar / Display / Stage / Chip Tent / Sports Tent / Exhibition Tent - Generators will be fenced off with crowd barriers. <b>Co2 / Foam Fire extinguishers will be placed by each generator.</b></p>	<p>Joint inspection will be carried out. Security staff will patrol the Event site. Extra Barriers will be available if needed</p>	<p>John Milne</p> <p>Joint Safety inspection Event Organizer / Security</p>	<p>26.4.15</p>	<p>27.4.15</p>
Pre Heating Tent	CSGB Staff	<p>Only authorised personnel nominated from CSGB will be allowed in this area and all staff working in this area, training would be provided on Food Hygiene / Handling &amp; changing of LPG Bottles. Only LPG Bottles allowed outside the tent which are connected to the Burners. There will be 8 Burners as agreed with Food Safety Team. All other spare bottles will be stored in Gas</p>	<p>Joint Safety inspection will be carried out prior to the event. Extra barriers will be available if needed. Security staff will patrol this area.</p>	<p>Joint Safety Inspection</p> <p>Event Organizer</p>	<p>26.4.15</p>	<p>26.4.15</p>

		<b>Bottle Cage. Co2 / F Type Fire Extinguishers will be in place in this area. Also, this event is NO SMOKING.</b>				
Caterers	General Public / Caterers	All Traders attending this event will provide all documents as requested. PLI / Certificates / Fire Extinguishers. All this information will be passed to Food Safety Team and a copy will available for Safety check. Cooking will be done on Burners connected to LPG which will be stored outside the Tent. Only LPG Bottles allowed which are connected to the Burners. Any spare bottles will be requested to store in the Gas bottles cage provided. All bottles in use will be secured with barriers. Caterers to complete Fire Risk Checklist before setting up their stalls. <b>Provide own Co2 / Foam / Powder Fire Extinguishers. F Type Fire Extinguishers available in Event Control</b>  <b>Also Gas Safe Engineer will be on duty to check the gas pipes.</b>	Joint inspection will be carried out prior to event. Extra Barriers available on Site if needed. Security staff briefed to steward this area.	Caterers  Joint Inspection  Food Safety Team  Event Organiser	26.4.15	26.4.15
Trader Stalls	General Public / Traders	All Traders will abide by CSGB conditions sent out to all stallholders prior to booking. Any Traders using Generators will be secured by the Barriers and will have <b>Fire Co2 / Foam Fire Extinguishers available on site.</b>	Joint Safety inspection will be carried out on the day.	Traders  Event Organiser	26.4.15	26.4.15
Litters	General Public	20 x Continental Bins / 2 large skips will be placed around the Catering areas. The cleaning of the Park after the event will be by B Squeaky	Monitor on the day	Event Organiser	26.4.15	26.4.15
Event Control / Lost Children Units	Staff	These units are ordered through Events Depot and they will deliver and set up. All electrics will be powered by diesel generator. <b>Co2 / Foam Fire Extinguisher will be available in Event Control</b> The Event Control/Comms Control unit has been ordered from Wernick.	Only authorised staff allowed.	Event Officers / Security Event Organiser	26.4.15	27.4.15

### Further Information

<b>Hazard</b>	<b>Additional Information</b>

# Employee Signature Sheet

I have read the attached risk assessment form(s) for .....

and understand what actions have been taken to reduce injury or ill

health at work and what I must do to protect myself and others.

I am not aware of any other hazards not covered by this risk assessment

Name	Signature	Date	Name	Signature	Date

Signed .....

Name (**block capitals**) .....

Company (**block capitals**) .....

Designation (**block capitals**) .....

Date .....

## Appendix 5 Fire Risk Assessment Checklist – Catering

### 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:.....

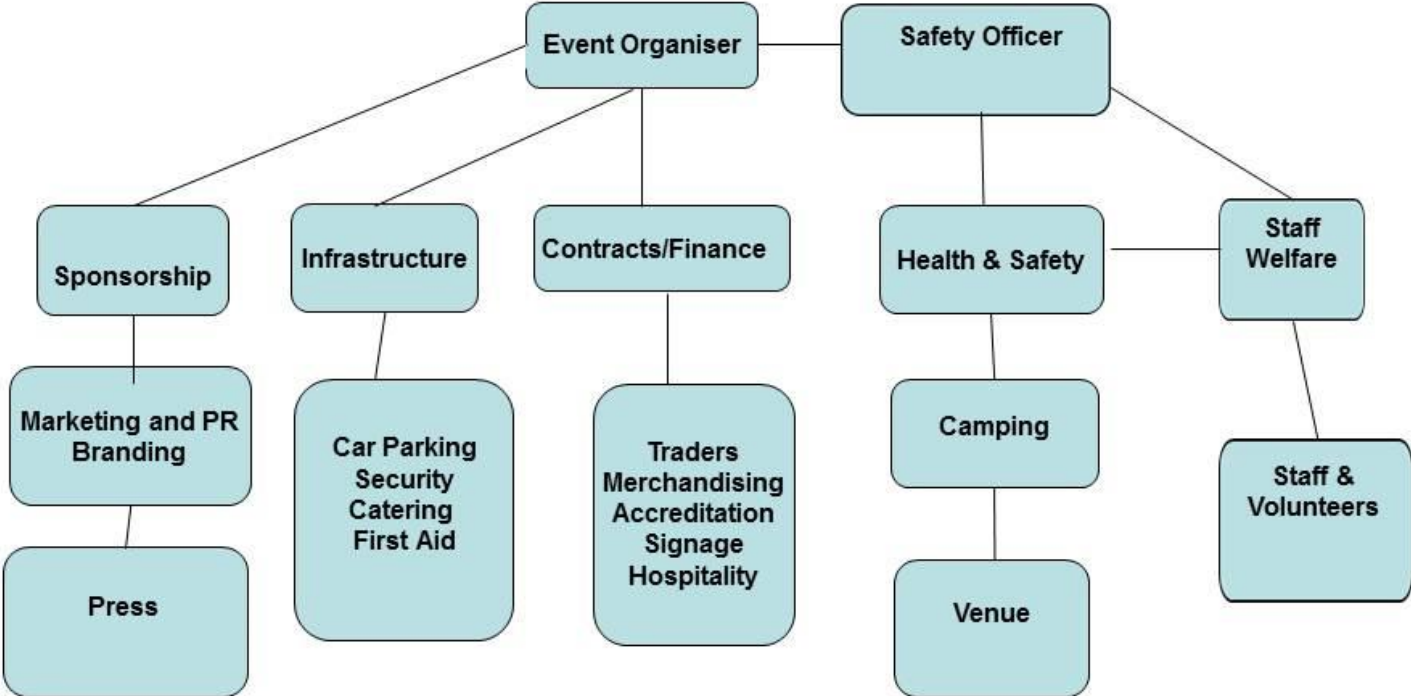
In order to comply with the Regulatory Reform (Fire Safety) Order 2005 you **MUST** carry out a fire risk assessment of your stall or unit. This risk assessment must identify fire hazards and people at risk; you must then remove or reduce these risks and protect people from fire.

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 firefighting equipment been tested in the last 12 months?	Yes	No
7	Is your staff's familiar with the use of the firefighting equipment provided?	Yes	No
8	Have you given staff training and instruction in emergency procedures?	Yes	No
9	Has all staff been made aware of exits and firefighting 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

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 away 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
27	Is all electrical equipment PAT tested?	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

Appendix 6 LOC Structure

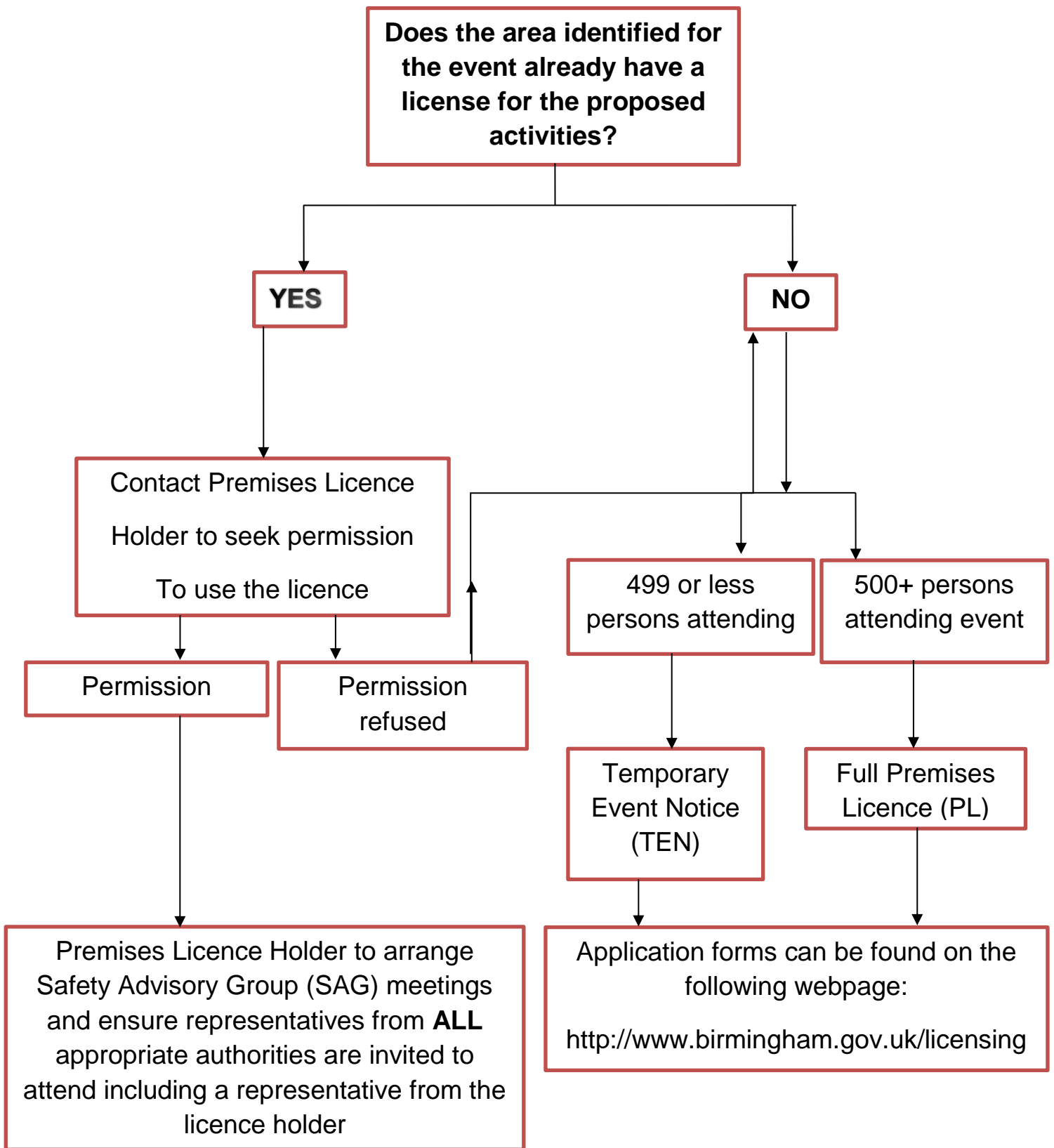
LOC Structure  
Event Date



Generic Local Organising Committee

**Appendix 7 Flow Chart**

**Outdoor Events – Which type of authorisation is required?**





## **Appendix 8 Important Information to Food Business Operators Wishing to Trade at 'OUTDOOR EVENTS' Staged In Birmingham**



Revised August 2015

### **Outdoor Events**

#### **IMPORTANT INFORMATION TO FOOD BUSINESS OPERATORS WISHING TO TRADE AT 'OUTDOOR EVENTS' STAGED IN BIRMINGHAM**

#### **Dear Food Business Operator**

If you wish to trade at outdoor events in Birmingham we will require you to meet the criteria outlined below:

- 1.) Provide evidence that your business(s) are registered with a Local Food Authority.-**
- 2.) Provide evidence of food hygiene training for those staff handling high risk food (Usually Level 2, or basic Food Hygiene).**
- 3.) Have a food hygiene rating of no less than 4.**

Failure to provide evidence to Environmental Health that you meet the above criteria at least 1 month before the event to Environmental Health (contact details provided at the end of this document) may see your application to trade at the event refused.

Once your application has been accepted you should familiarize yourself fully with this document outlining the minimum food hygiene legal requirements. **Failure to comply may result in you being unable to trade on the day, and possible further action from Environmental Health.**

## **Foreword**

Catering at an outdoor event from mobile facilities is a high risk activity and will always carry with it the possibility of causing food poisoning to a large number of people if extreme care and attention is not afforded to good Food Hygiene and Safety procedures. There is a general requirement in the hygiene legislation for all food businesses to be operated in a hygienic manner. The following guidance/information is therefore provided in order to help you meet various legal requirements and to achieve good management practice.

In addition to any information provided by the event organizer(s), this Department wishes to advise you of the following matters in relation to trading as a food business operating at Outdoor Events:

### **MANDATORY BASIC REQUIREMENTS**

The Following Food hygiene and Safety issues are **ESSENTIAL** basic requirements. **YOU WILL NOT** be granted permission to trade on the day of the event and will be asked to leave the event site if **any** of the following mandatory basic requirements cannot be met.

- 5) **All traders must be able to demonstrate that their units/stalls are adequately equipped with basic hand washing facilities. This includes either a portable wash hand unit or a bowl specifically for hand wash. Hot water should be readily available and there should be adequate supplies of hand wash and hand towel.**
- 6) **All traders must be suitably equipped to be able to check the temperature of both hot and cold food that they prepare and store on site by the use of thermometers including probe thermometers that are to be used for monitoring the internal temperatures of hot food prior to service. Where probe thermometers are used these should be used in conjunction with probe wipes to prevent any potential for cross contamination.**
- 7) **All mobile traders must provide and use appropriate HACCP based Food Safety Management documentation. This will usually mean the provision of record logs that clearly document the recording of fridge/freezer/cool box temperatures; hot food temperature checks, cleaning methods etc. Furthermore, in those instances where Food is not made at the event site, then traders will need to provide documented details of the time and place where food intended to be sold later at the event site was prepared.**
- 4.) **All mobile traders must be suitably equipped with sufficient cleaning Materials, including spray sanitisers and/or disinfectants, to ensure all areas are clean and free from physical, chemical and/or microbiological contamination. Particular attention must be afforded to all food contact surfaces as well as other articles that come into direct contact with food.**

## 1.0 LEGISLATION

Proprietors of food businesses (Mobiles and Stalls) must comply with the provisions of the:

- Food Safety Act 1990
- EU Regulation 852/2004
- The Food Safety and Hygiene(England) Regulations 2013
- Food Information Regulations 2014
- Health and Safety at Work Etc. Act 1974 (and associated regulations)

## 2.0 FOOD SAFETY

### \*Hazard analysis critical control point (HACCP):

Regulations that have been in place since 1<sup>st</sup> January 2006 say that you must be able to show what you do to make food is safe to eat and have this written down. You must be able to show that all food that is delivered, stored, prepared, cooked, displayed and served is done so in such a manner that provides safe and uncontaminated food for public consumption. You must therefore be able to satisfy the following requirements:

### Food Safety - General Requirements.

Provide a wash hand basin for hand washing only. Water should be at a suitable temperature, with soap and means of drying hands.

Provide suitable and sufficient food preparation surfaces.

Food should be labelled as appropriate, to comply with the requirements of the Food information Regulations 2014. This also included being able to advise the public as to what allergens are in your food. An allergen matrix may prove helpful in doing this.

Ensure foods are within the durability date. This will either be a 'Best Before' or a 'Use By' date. Ensure foods are correctly stored to prevent deterioration or contamination.



### Delivery

Food transported to the site must be done in a safe and hygienic manner. Consideration should be given to:

- a) Vehicles used for transporting food must be suitable for the purpose and maintained in a clean condition. Certain foods may require particular conditions for delivery; e.g. refrigeration.
- b) To prevent food from risk of contamination, vehicles should not be used for transporting or storing other items.

- c) Containers used for food must be clean and capable of protecting food from risk of contamination. Cardboard and wooden boxes are **not** suitable containers for foods ready for consumption.
- d) Use grease proof or other food grade paper for lining / covering food. Newspaper is not a food grade paper and should **not** be used.

## **Storage**

Temperature control is vital in preventing the growth of food poisoning bacteria and keeping food safe. High-risk foods such as meats need to be kept either very hot (above 63°C) or very cold (below 8°C). The provision of suitable refrigeration, freezers and hot cabinets will be necessary for food which is required to be kept under temperature control:

- a) For small amounts of food insulated boxes containing ice packs may be adequate for chilled foods kept for short periods of time, e.g. less than 2 hours. Refrigerated equipment will be necessary for longer-term storage.
- b) If frozen foods are to be kept, sufficient freezer storage must be available. Defrosted food should **not** be refrozen.
- c) For the storage and display of hot high risk foods, suitable facilities should be provided to maintain the temperature of the food above 63°C.
- d) Raw meat and raw fish should be stored below 8°C in a refrigerator or cool box.

## **Cooking**

All foods must be cooked in accordance with good practice to prevent food poisoning.

- a) Thoroughly cook the food, preferably as near the time of eating as possible.
- b) Ensure enough time is set aside to thaw food properly before cooking, particularly poultry.
- c) To cook meat safely so that food poisoning bacteria, such as *E. Coli* 0157; *Salmonella* and *Listeria* are killed, the Centre of the meat must reach a core temperature of at least 75°C for 2 mins or until the juices run clear. It is recommended that meat is not cooked from frozen.
- d) Care should also be taken with vegetable based foods items such as curry's, vegetable burgers, samosas etc. as some bacteria which cause food poisoning may be present in the spices and unwashed pulses and vegetables.
- e) Vegetables should also be treated with care. Some bacteria, which cause food poisoning, may survive in soil and can contaminate root vegetables and salads. These should be thoroughly washed.

**Cross contamination**

Foods can become contaminated with for example bacteria, moulds or foreign objects. To prevent cross contamination, the following points should be considered:

- a) Before starting, ensure all work surfaces, knives, equipment etc., are thoroughly cleaned.
- b) Keep all cooked and raw foods separate.
- c) Use separate equipment for raw and cooked foods e.g. chopping boards, knives etc.
- d) Wash hands between handling raw and cooked foods and handling waste.
- e) Protect your food. Cover it well to protect from insects, grass and dust. Wrap or place food in sealed washable containers. Keep all foods above ground level.
- f) Precooked rice must be protected from contamination and stored below 8°C.
- g) Cooking should NOT take place in the open.

**Personal hygiene**

- a) Wash hands regularly, particularly before handling food, between handling raw and cooked food and after handling waste. Gloves should not be used as an alternative to hand washing.
- b) Wear clean over clothing to protect food from any risk of contamination.
- c) Cover wounds/cuts with waterproof dressings. For food handlers these
- d) should be blue in colour
- e) All waste must be bagged and properly stored to prevent contamination of other food and to prevent a fire risk.

**A Food safety checklist for caterers**

The checklist below is designed to help you identify any hazards and for you to put the necessary controls in place to make sure that the food you prepare is safe to eat. This is specifically designed for caterers and food business operators attending outdoor events. Please take your completed checklist with you to the event.

***If you answer 'No' to any of these questions, then there is a potential problem which will increase risks of something going wrong.***

**YOU MUST THEREFORE SATISFACTORILY ADDRESS THIS ISSUE(S) SO THAT YOU ARE ABLE TO PROVIDE A 'YES' ANSWER BEFORE CONTINUING.**

Most of these are common sense practices, which you have probably been following for years.

### **Setting up your stall**

<b>Food safety management</b>	√	x
Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	<b>Yes</b>	<b>No</b>
Do you keep monitoring record sheets, training records, etc.?	<b>Yes</b>	<b>No</b>
Are these available for inspection on your trailer/stall?	<b>Yes</b>	<b>No</b>
<b>Storage</b>		
Are all food storage areas under cover and protected from contamination?	<b>Yes</b>	<b>No</b>
Do you have enough refrigeration? Does it work properly?	<b>Yes</b>	<b>No</b>
<b>Food preparation and service areas</b>		
Are all worktops and tables sealed or covered with an impervious, washable material?	<b>Yes</b>	<b>No</b>
Have you got enough wash hand basins? Are they supplied with hot and cold water, soap and paper towels?	<b>Yes</b>	<b>No</b>
Have you got sinks which are large enough to wash food and equipment in (including bulky items)? Are they supplied with hot and cold water?	<b>Yes</b>	<b>No</b>
If there is no mains drainage have you made hygienic provision for the disposal of waste water, e.g. waste pipe from sink to waste water carrier?	<b>Yes</b>	<b>No</b>
Have you got enough fresh water containers? Are they clean and have they got caps?	<b>Yes</b>	<b>No</b>
Have you got a supply of hot water reserved for washing up and hand washing?	<b>Yes</b>	<b>No</b>
Is all your food equipment in good repair? Are any repairs outstanding since your last event?	<b>Yes</b>	<b>No</b>
<b>Cleaning</b>		
Is your stall/vehicle clean? Can it be kept clean? Have you allowed time for thorough cleaning of the vehicle/stall equipment between events?	<b>Yes</b>	<b>No</b>
Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces?	<b>Yes</b>	<b>No</b>
Are the cleaning chemicals stored away from food?	<b>Yes</b>	<b>No</b>
<b>Food waste</b>		

Have you got proper bins with lids for food and other waste? Where will this be disposed of?	Yes	No
Do you have arrangements for the collection and disposal of waste oil?	Yes	No
<b>Staff</b>		
Does your staff display a good standard of personal hygiene and wear clean over-clothing? Have you a good supply of clean overalls/aprons?	Yes	No
Have you a first aid box with blue waterproof plasters?	Yes	No
Is good stock rotation carried out, and are stocks within their expiry dates?	Yes	No
If you use raw and cooked foods are they adequately separated during storage?	Yes	No
Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?	Yes	No
<b>Preparation</b>		
Does staff always wash their hands before preparing food, and after handling raw food?	Yes	No
Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc.?	Yes	No
Do you use separate chopping boards for raw and cooked food?	Yes	No
<b>Cooking</b>		
Are all frozen meat and poultry thoroughly thawed before cooking?	Yes	No
Is all meat and poultry cooked until it is piping hot (above 75°C and the juices run clear)?	Yes	No
Are cooked and part-cooked food separated during cooking?	Yes	No
<b>Reheating food</b>		
Is all food reheated to above 75°C?	Yes	No
<b>After cooking</b>		
Is food cooked and served straight away?	Yes	No
If 'no' is it held at 63°C or above until served?	Yes	No
Once cooked, is food protected from contact with raw food and foreign bodies?	Yes	No
<b>Cleaning</b>		
Do you and your staff operate a 'clean-as-you-go' procedure?	Yes	No
Are you using clean cloths and a 'food-safe' disinfectant/sanitiser to clean food contact surfaces?	Yes	No
<b>Hand washing</b>		
Is your staff washing their hands regularly, e.g. on entering the unit, especially after visiting the toilets, handling raw food, etc.?	Yes	No

**Remember that food poisoning is preventable - you can help avoid it by carrying out the above checks.**

### 3.0 HEALTH AND SAFETY

You should have regard to the requirements of the Health and Safety legislation. Event Organisers, Mobile Caterers and Stallholders have health and safety responsibilities towards employees, the general public and to themselves. Your attention is drawn to the following health and safety risks:

**Food stalls:** Any covering used above or around food stalls should be such as not to ignite easily if it were to come into contact with a naked flame. Materials used for the construction of food stalls should be of fire retardant material. Polythene or plastic sheeting must **not** be used.

- a) A Fire Certificate should be made available for marquees and stalls.
- b) All pipe work and connections to LPG cylinders must be in good order and have undergone maintenance checks by the caterer or if hired, by the Hire Company.
- c) Siting and storage of LPG cylinders and generators must be in accordance with the requirements of the Fire Prevention Officer. LPG cylinders must be stored outside marquees / stalls and barriered off.
- d) Fire extinguishers must be in good working order and have been serviced in the last 12 months. Water extinguishers must **not** be used.  
Note: Further advice regarding fire extinguishers can also be obtained from your local fire prevention department.
- e) Hot liquids and large heating appliances should **not** be sited on the serving areas. Any other hot holding equipment or heating plates should be **shielded** from the general public by using barriers extending 1 meter from the serving area.

**We hope that this information has been helpful to you. If you have any further questions or queries about operating outdoor events then please do not hesitate to contact the Food Safety Team.**

The Food Lead Team, Birmingham City Council ,Manor House, 40 Moat Lane,  
Birmingham, B5 5BD.Telephone: 0121 303 5546  
Fax: 0121 3031391 / E-Mail: helen.harper@birmingham.gov.uk



## Appendix 9 DBS Eligibility Guidance

### A guide to eligibility for DBS checks

The Disclosure and Barring Service (DBS) carries out criminal record checks for specific positions, professions, employment, offices, works and licences included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and those prescribed in the Police Act 1997 (Criminal Records) regulations.

**Individuals and the self-employed cannot apply for a check directly to the DBS.**

A DBS certificate will be requested as part of an organisation's pre-recruitment checks following an offer of employment, including volunteering roles and applications for specific licences. If you have been asked to apply for a, or provide a DBS certificate and are unsure how to obtain one, please speak to the organisation making the request.

DBS [remove certain specified old and minor offences from DBS certificates](#) in line with legislation introduced in May 2013. Please note, because of changes to legislation the reference numbers in the Annex have been amended and will be subject to further changes in the future.

#### Legal responsibilities

Before an organisation considers asking a person to apply for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. This means that if you are a countersigning officer you must satisfy yourself that the position is eligible under the current legal provisions before you countersign each application form.

The Annex describes the most commonly submitted positions and duties that are known as the exceptions to the Rehabilitation of Offenders Act 1974. It should be noted that this is not an exhaustive list.

#### Levels of criminal record check available

- **standard checks** – To be eligible for a standard level DBS certificate, the position **must** be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.
- **enhanced checks** – To be eligible for an enhanced level DBS certificate, the position **must** be included in both the ROA Exceptions Order **and** in the Police Act 1997 (Criminal Records) regulations.
- **enhanced checks with children's and/or adults' barred list check(s)** – To be eligible to request a check of the children's or adults' barred lists, the position **must** be eligible for an enhanced level DBS certificate as above **and** be specifically listed in the Police Act 1997 (Criminal Records) regulations as able to check the appropriate barred list(s).

You can access the various Police Act 1997 (Criminal Records) regulations by searching for them on [Legislation.gov.uk](#). This will not provide a list of job roles – such a list does not exist. Instead each regulation can be opened to identify what roles, duties or activities have been included from the date that the regulation was brought in. It is important to note that the regulations can also remove roles, duties or activities.

#### Applicant eligibility enquiries

If you have submitted an application form for a criminal record check through DBS following a request from a current or prospective employer/voluntary organisation but are unsure that the position you have applied for is eligible for a criminal record check, you can contact us to investigate.

Please send an email [DBS customer services](#) with the title **Application eligibility enquiry – urgent** giving your full name, date of birth, the name of organisation who asked you to get or provide a DBS certificate, details of the position applied for, and the form application number as well as the reasons why you are unsure that your position is eligible.

DBS guide to eligibility v7 – March 2015

To carry out a full investigation into the eligibility of your position we may have to contact the organisation concerned to ask them to explain their reasons for requiring you to submit a DBS application. If you provide your consent, we can refer to your specific application to enable us to discuss the eligibility issue with the organisation. However, we can also contact the organisation to discuss the submitted application without reference to your enquiry if you would prefer.

You have the right to request the DBS to prevent the processing of your application under the Data Protection Act 1998, principle 6 "*Personal Data should be processed in accordance with an individual's rights*". However, we cannot guarantee that we will be able to stop the application before it is issued as it may have already have reached the certificate printing stage

### Using the annex

This annex has been designed for use in conjunction with legislation.

We use the numbers in the annex as a reference point for dealing with enquiries about eligibility. If your organisation is contacted to confirm eligibility for a position, you **must** provide full details of the job role and explain how the relevant legislation supports the eligibility of the position applied for. It is not sufficient to provide the reference number without supporting evidence.

The annex will not advise whether any specific role must have a DBS certificate. Any mandatory requirements will exist in legislation and guidance specific to your employment sector and you will need to explore this independently.

The annex will not advise what level of criminal record check any specific role is eligible for. This can be established by referring to the Police Act 1997 (Criminal Records) regulations referred to previously.

If you remain unsure about whether a position in your organisation is eligible for a criminal record check through DBS, you may want to consider obtaining legal advice. You can also email our [customer services](#) team for further advice; please include the job specification and the roles and duties of the position. DBS customer services may not always be in a position to provide you with a definitive answer about eligibility but will provide you with references to help you to make an informed decision about the role.

Your responsibility is to ensure that the decision that eligibility for a criminal record check through DBS exists is based on the legislation that enables the check to be carried out for the activities and duties of the specific position.

From June 2013 you have been required to complete the DBS application form indicating which workforce the applicant will be working in. We have produced guidance to assist you with this, please click [here](#) and scroll down the page to read these documents.

You may also find the following links useful:

[Home - The Department for Education](#)

[Department of Health - GOV.UK](#)

[Ofsted | Home page](#)

[Care Quality Commission | Homepage](#)

## Annex

<b>Positions, Professions, Employment, Offices and Works included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</b>	<b>Ref No</b>
Any work defined as regulated activity relating to children within the meaning of Schedule 4 Part 1 of the Safeguarding Vulnerable Groups Act 2006	01
Any work defined as “work with children” in regulation 5C of the Police Act 1997 (Criminal Records) Regulations 2002	02
Any work defined as regulated activity relating to adults within the meaning of Schedule 4 Part 2 of the Safeguarding Vulnerable Groups Act 2006	03
Any work defined as “work with adults” in regulation 5B of the Police Act 1997 (Criminal Records) Regulations 2002	04
Any office or employment which is concerned with: <ul style="list-style-type: none"> <li>• the provision of care services to vulnerable adults; or</li> <li>• the representation of, or advocacy services for, vulnerable adults by a service that has been approved by the Secretary of State or created under any enactment;</li> </ul> and which is of such a kind as to enable a person, in the course of his normal duties, to have access to vulnerable adults in receipt of such services	05
Any work in a further education institution or 16 to 19 Academy where the normal duties of that work involve regular contact with children	06
Health care professional (regulated by a body mentioned in subsection (3) of section 25 of the National Health Service Reform and Health Care Professions Act 2002) – on entry into the profession only	07
Barrister (in England and Wales), solicitor – on entry into the profession only	08
Chartered accountant, certified accountant – on entry into the profession only	09
Veterinary surgeon – on entry into the profession only	10
Actuary – on entry into the profession only	11
Registered foreign lawyer – on entry into the profession only	12
Chartered Legal Executive or other Chartered Institute of Legal Executive (CILEx) authorised person – on entry into the profession only	13
Judicial appointments	14
The Director of Public Prosecutions and any office or employment in the Crown Prosecution Service	15
Designated officers for: <ul style="list-style-type: none"> <li>• magistrates' courts</li> <li>• justices of the peace</li> <li>• local justice areas</li> <li>• justices' clerks</li> <li>• assistants to justices' clerks</li> </ul>	16
Persons employed for the purposes of assisting constables of a Police Force established under any enactment	17
Any employment within the precincts of: <ul style="list-style-type: none"> <li>• a prison</li> <li>• a remand centre</li> <li>• a removal centre</li> <li>• a short term holding facility</li> <li>• a detention centre</li> <li>• a Borstal institution</li> </ul>	18

<b>Positions, Professions, Employment, Offices and Works included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</b>	<b>Ref No</b>
<ul style="list-style-type: none"> <li>• a young offenders institution</li> <li>• members of boards of visitors (England &amp; Wales)</li> </ul>	
Traffic wardens	19
Officers of providers of Probation services as defined in section 9 of the Offenders Management Act 2007	20
Any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to persons in receipt of such services in the course of his normal duties	21
Financial Services position – This means all positions for which the Financial Conduct Authority (previously the Financial Services Authority) or the competent authority for listings are entitled to ask exempted questions to fulfil their obligations under the Financial Services and Markets Act 2000	22
Those working within an Authorised Payment Institution as: <ul style="list-style-type: none"> <li>• Directors and managers</li> <li>• Holders of qualifying holdings</li> <li>• Controllers of the Authorised Payment Institution</li> </ul>	23
Any employment in the Royal Society for the Prevention of Cruelty to Animals (RSPCA) where the person employed or working, as part of his duties, may carry out humane killing of animals	24
The Commissioners for Her Majesty's Revenue and Customs (HMRC) and any office or employment in their services	25
The Director and any office or employment in the Revenue and Customs Prosecutions Office	26
Any employment which is concerned with the monitoring, for the purposes of child protection, of communications by means of the internet	27
An individual designated under section 2 of the Traffic Management Act 2004 – those who can take over police functions working as on-road traffic operations staff	28
The following Court Positions: <ul style="list-style-type: none"> <li>• Judges' clerks, secretaries and legal secretaries within the meaning of section 98 of the Supreme Court Act 1981(c)</li> <li>• Court officers and court contractors who, in the course of their work, have face to face contact with judges of the Supreme Court, or access to such judges' lodgings</li> <li>• Persons who in the course of their work have regular access to personal information relating to an identified or identifiable member of the judiciary</li> <li>• Court officers and court contractors who, in the course of their work, attend either the Royal Courts of Justice or the Central Criminal Court</li> <li>• Court security officers and tribunal security officers</li> <li>• Court contractors who, in the course of their work, have unsupervised access to court-houses, offices and other accommodation used in relation to the courts</li> <li>• Contractors, sub-contractors, and any person acting under the authority of such a contractor or sub-contractor, who, in the course of their work, have unsupervised access to tribunal buildings, offices and other accommodation used in relation to tribunals</li> <li>• Court officers and court contractors who exercise functions in connection with the administration and management of funds in court, including the deposit, payment, delivery and transfer in, into and out of any court of funds in court, and regulating the</li> </ul>	29

<b>Positions, Professions, Employment, Offices and Works included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</b>	<b>Ref No</b>
evidence of such deposit, payment, delivery or transfer, and court officers and court contractors who receive payment in pursuance of a conviction or order of a magistrates' court	
<p>The following persons:</p> <ul style="list-style-type: none"> <li>• Court officers who execute county court warrants</li> <li>• High Court enforcement officers</li> <li>• Sheriffs and under-sheriffs</li> <li>• Tipstaffs</li> <li>• Any other persons who execute High Court writs or warrants who act under the authority of a person listed at (a) to (d)</li> <li>• Persons who execute writs of sequestration</li> <li>• Civilian enforcement officers as defined in section 125A of the Magistrates' Courts Act 1980</li> <li>• Persons who are authorised to execute warrants under section 125B (1) of the Magistrates' Courts Act 1980, and any other person (other than a constable) who is authorised to execute a warrant under section 125 (2) of the 1980 Act</li> <li>• Persons who execute clamping orders, as defined in paragraph 38(2) of Schedule 5 of the Courts Act 2003(d)</li> </ul>	30
Individuals seeking to carry, acquire or transfer prohibited weapons or ammunition under section 5 of the Firearms Act 1968(c) – Maritime armed guards	31
A regulated immigration adviser who provides immigration advice or immigration services under Section 82(1) of the Immigration & Asylum Act 1999(a). This also applies to persons who act on behalf of and are under the supervision of such a registered person	32
<p>Any employment or other work where the normal duties:</p> <ol style="list-style-type: none"> <li>a) involve caring for, training, supervising, or being solely in charge of persons aged under 18 serving in the naval, military or air forces of the crown; or</li> <li>b) include supervising or managing a person employed or working in a capacity referred to in paragraph (a)</li> </ol>	33
Registration as a childminder agency	34
Any employment or office involved in the management of a childminder agency	35
<p>A person working for a childminder agency who is required to enter day care or childminding premises for quality assurance purposes and, in the course of their normal duties, has</p> <ul style="list-style-type: none"> <li>• contact with the children there; or</li> <li>• access to sensitive or personal information about the children there</li> </ul>	36
A person living at the premises where a childminding or day care service is provided or who regularly works on the premises at a time when the childminding takes place	37
<p>A person living in the same household as a person whose suitability is being assessed to work in</p> <ul style="list-style-type: none"> <li>• regulated activity with children</li> <li>• what would have been regulated activity with children before 10<sup>th</sup> September 2012</li> <li>• an FE institution or 16-19 Academy where the normal duties of that work involve regular contact with children</li> </ul> <p>and who lives on the same premises where the work would normally take place</p>	38
Applications for prospective adopters, special guardians or anyone who lives in the adoption or special guardian household in England and Wales	39
Applications for prospective foster carers, prospective private foster carers or anyone who	40

<b>Positions, Professions, Employment, Offices and Works included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</b>	<b>Ref No</b>
lives in the fostering household in England and Wales	
Any employment or work in <ul style="list-style-type: none"> <li>• a children's home</li> <li>• a residential family centre</li> </ul>	41
Any employment or work for the purposes of <ul style="list-style-type: none"> <li>• an adoption service</li> <li>• an adoption support agency</li> <li>• a voluntary adoption agency</li> <li>• a fostering service</li> <li>• a fostering agency</li> </ul> which is of such a kind as to enable a person, in the course of his normal duties, to have contact with children or access to sensitive or personal information about children	42
Individuals seeking authorisation from the Secretary of State for the Home Department to become authorised search officers	43
For the award of public works contracts, public supply contracts and public service contracts in accordance with Directive 2004/17/EC and 2004/18/EC of the European Parliament and of the Council of March 2004(a)	44
Football Stewards, supervisors or managers of football stewards	45
Approved Legal Services Body Manager	46
CILEx approved manager	47
Those working for Alternative Business Structures as: <ul style="list-style-type: none"> <li>• Head of Finance and Administration of a licensed body approved under schedule 11 of the Legal Services Act 2007</li> <li>• Head of Legal Practice of a licensed body approved under schedule 11 of the Legal Services Act 2007</li> <li>• Owners of a licensed body approved under schedule 13 of the Legal Services Act 2007</li> </ul>	48
Any employment or other work which is normally carried out in premises approved under section 9 of the Criminal Justice and Court Services Act 2000	49
Any office or employment which relates to the purposes of National Security	50
Any person who has applied to be granted membership of the Master Locksmiths Association	51
The Commissioner for Older People in Wales, his deputy and any people appointed by the Commissioner, to assist him in the discharge of his functions or authorised to discharge his functions on his behalf	52
Commissioners for the Gambling Commission and any office or employment in their service	53
Police and Crime Commissioners	54
Any employment or other work in England and Wales regarding counter fraud, investigation and security management in the National Health Service (NHS)	55

<b>Licences included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</b>	<b>Ref No</b>
For Taxi Driver and Private Hire Vehicle licensing purposes	56
For National Lottery licensing purposes	57
For licences issued under Section 25 of the Children & Young Persons Act 1933 (This relates to persons under the age of 18 travelling abroad for the purpose of performing or	58

Licences included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order	Ref No
<p><b>1975</b></p> <p>being exhibited for profit)            For licences issued under Section 8 of the            Private Security Industry Act 2001            For obtaining or holding a personal or operating licence under Part 5 or Part 6 of the            Gambling Act 2005</p>	<p>59 60</p>
<p>For obtaining or holding a licence under regulation 5 of the Misuse of Drugs            Regulations 2001, article 3(2) of Regulation 2004/273/EC (b) or article 6(1) of            Regulations 2005/111/EC(c)</p>	<p>61</p>

## Safeguarding Contacts

If you have concerns that a child or adult maybe at risk from abuse or neglect,

Contact:

### The Safeguarding enquiry numbers

**Children at Risk: 0121 303 1888**

**Adults at Risk: 0121 303 1234**

The **Emergency Duty Team** are contactable **out of office hours on 0121 6754806** for all issues where a person may be at risk from abuse or neglect.

**Appendix 10 Lost/Found Child Form**

<b>Lost/Found Child Form</b>
------------------------------

Date	Time	Name	Age	Sex - Male or Female
Address				
Home Telephone		Parents Mobile		
Where found? Who by? Time?				
How did they arrive?				
Where were they when they became separated?				
Was there a meeting place arranged?				
Description of child:				
Time reunited				
To whom reunited (Print) Signed				
Signed by staff dealing with child				



## Appendix 11 Checklist and timeline for preparing to have Water at an event

TIMESCALE	
1. Submit an application, including site plans, for a water connection to either	
a. the Water Company and Environmental Health department if a new connection to the public supply is required	12 weeks in advance
or	
b. the Water Company and Environmental Health department if an existing connection to the public supply is required	28 days in advance
or	
c. the Environmental Health department if a tankered water supply is to be used. Note that if a tankered supply is to be filled from a public water supply then permission must be obtained from the Water Company	28 days in advance
2.	


### Water Safety Checklist for Mobile traders

The following checklists below are designed to assist you in identifying any hazards associated with your water supply and implementing the necessary controls to ensure your water supply is safe and sufficient. In most cases only 1 of the checklists is likely to be relevant, depending on where you are sourcing water for the event. Please complete the relevant checklist and provide further details where specified. The completed checklist should be taken to the event with you.

**Please note that if you answer ‘No’ to any of these questions there is a potential problem which may present a public health risk.**

### Appendix 12 Water provided by the event organiser

#### Checklist 1:


Water provided by the event organiser	Yes	No
Do you have a container to collect water from a standpipe or other outlet at the event?		
Is the container made of a food grade material suitable for the storage of water? Food safe symbol: 		
Has the container been stored closed and in an area that does not present a significant risk of contamination?		

Has the container and any associated pipe work or fittings been cleaned and disinfected prior to the event?		
Please detail below the cleaning / disinfection process carried out:		











## Water Safety Checklist for Mobile Traders

### *Appendix 13 Providing Your Own Water Supply*

#### Checklist 2:

<b>Providing your own water supply</b>	<b>Yes</b>	<b>No</b>
Is the container used for the storage of water made of a food grade material? Food safe symbol: 		
Has the container been stored closed and in an area that does not present a significant risk of contamination?		
Has the storage container and any associated pipe work been cleaned and disinfected prior to be filled?		
Please detail below the cleaning / disinfection process carried out:		
Has the storage container been filled from a potable water supply?		
Please provide details as to the origin of the water brought to the site:		
Do you have a sufficient supply of water for the duration of the event?		
In the case of hot weather during the event are you able to ensure that water is stored below 20 °C?		
Will any remaining water be discarded at the end of the day?		

**Appendix 14 Fire Safety - the Correct Application & Use of Fire Extinguishers**

Fire Extinguisher Rating Guide						
ID sign	Typical appearance	Extinguisher Type cylinder contains	<b>Class A</b> Wood, paper, textiles etc, normal combustibles	<b>Class B</b> Flammable liquids, petrol, paints	<b>Class E</b> Electrical fires	<b>Class F</b> Cooking oil, animal fats & vegetable oils
		<b>Dry Chemical Powder</b>	YES	YES	YES	NO
		<b>Co2 Carbon Dioxide</b>	NO	YES	YES	NO
		<b>Water</b>	YES	NO	NO	NO
		<b>Foam</b>	YES	YES	NO	NO
		<b>Wet Chemical</b>	YES	NO	NO	YES

*Appendix 15 – Access for all – Disability Awareness***Disability Awareness Notes****General manners**

Manners are a way of showing respect. Some examples are listed below. Sometimes people forget to treat people with disabilities in the ways they would like to be treated themselves. Respect shown through good manners is essential to effective communications.

- 1** Leaning on a person's wheelchair is similar to leaning on a person and can be both annoying and rude. The chair is a part of a person's body space.
- 2** When talking to a wheelchair user if possible get to their eye level, for example by drawing up a chair. If you are not able to do this easily, stand and speak normally.
- 3** Reserve head patting for animals, even though a wheelchair user's head may be at a lower height than yours. Disabled people find this sign of 'affection' patronising and inappropriate.
- 4** Do not draw undue attention to a disabled person, including someone who has a disfigurement or speech impairment. This can cause much embarrassment.
- 5** Do not talk very loudly or use excessive hand or arm movements. A disabled person may be very self-conscious and drawing attention to yourself and them may cause upset and annoyance.
- 6** Do not alter your normal ways of saying things. For example, to say 'Did you hear' rather than 'Did you see' a television programme is both patronising and embarrassing alike to the person who can see and to the person who cannot. Most disabled people are not worried about metaphor.
- 7** When offering help to a visually impaired person, allow the person to take your arm. Guide rather than lead or propel the person. Tell them about steps and other obstacles as they appear.
- 8** Do not assume that a visually impaired person standing by the side of a road is waiting to cross it. Don't grab their arm and drag them across the road. Ask if they would like assistance.
- 9** If you see a wheel chair user waiting at the bottom of a flight of stairs, don't get a few friends and carry them up without first checking if they want help.

- 10** When helping a visually impaired person to a chair, place their hand on the back of the chair and tell them what you have done.
- 11** When speaking to a person with a speech impairment do not try and finish off their sentences for them. Do not try to get them to hurry up because you may not like to wait. This can be very annoying and rude.
- 12** Be aware that some people with speech impairments communicate through an interpreter who they have trained to understand what they are saying.
- 13** Always let the visually impaired person you are talking to know if you are leaving. Never leave without telling them as they may end up talking to an empty space.

## **Language manners**

Service providers generally want to only use terms which are respectful about their clients. There is general consensus about not using language which is offensive relating to race or gender. Examples given below show how language relating to disability has become more respectful.

The terms 'disabled people' and 'people with disabilities' are both used. Some individuals and groups may express a strong preference for one term over another.

The term 'people with learning difficulties' replaced the older term 'mentally handicapped' as the choice of the international self-advocacy organisation PEOPLE FIRST.

When the word Deaf is used with a capital D it can refer to people who use sign language and identify themselves as Deaf community members who take pride in being Deaf. They do not see themselves as disabled, but as members of a cultural and linguistic group, who use BSL (British Sign Language) as their first or preferred language. Some members of the Deaf community use the term Deaf to describe a condition that has occurred from birth and 'hearing impaired' or 'hard of hearing' if the condition starts later in life.

The table on the next page offers some newer, more respectful terms to replace older terms relating to specific types of disability. In almost every case the newer term includes a person or people where the older term does not.

<b>Don't use</b>	<b>Use instead</b>
the disabled the handicapped invalid (means not valid)	disabled people people with disabilities people with impairments
the blind	blind people people who are blind people with a visual impairment
the deaf	Deaf people Hard of Hearing
Victim of... Crippled by... Suffering from... Afflicted by...	person who has... person who has experienced... person with...
...speech problem ...can't talk properly	person with a speech impairment
wheelchair-bound confined to a wheelchair	wheelchair user
an epileptic	a person who has epilepsy
spina bifida case	a person with spina bifida
spastic	a person with cerebral palsy
mongol mongoloid Down's syndrome sufferer	a person with Down's syndrome
mental patient ...mental illness ...crazy ...mad	a person experiencing mental illness a mental health system survivor
mentally handicapped	a person with learning difficulties
learning disability	learning difficulty learning impairment labelled as learning disabled
lame cripple	person with mobility impairment
hunchback	person with a spinal curvature person who has a spinal curvature
dumb mute	a person who is unable to speak a person with a speech impairment a person who is deaf without speech a person who is profoundly deaf

## Plain talking

Plain writing applies to spoken communications. It helps to plan what you want to say and consider what other people want to know. It also helps to say who you are and explain what you want to achieve. Explanations may be needed about the structure and procedures and special terms of your organisation.

The following advice relates directly to conversation with disabled people.

- 1 Talk directly to a disabled person rather than through a companion. Make eye contact regardless of a person's disability. Talk to them the same way you talk to everyone else.
- 2 When speaking to a disabled person you do not know, or have just met do not ask them 'What happened to you then?' or 'What is wrong with you?' If you are good friends with the disabled person then you both may feel comfortable with such questions. The disability community is aware that non disabled people need to improve their awareness and reduce their fear of disabled people, but disability is not an excuse to forget politeness.
- 3 Facial expressions and gestures can help hearing impaired or hard of hearing people understand you. Face a source of light and keep your hands or cigarettes or food away from your mouth when speaking. If difficulties occur, use written notes.
- 4 Deaf people who are able to use sign language prefer to use sign language. It is a language like any other, with its own grammar. Sign language interpreters should be provided if the deaf or hearing-impaired person uses sign language. Not all deaf or hearing impaired people use sign language.
- 5 Remember there is more than one type of sign language. Find out which sign language (if any) a person uses and provide the correct sign language interpreter.
- 6 When talking to a blind person always introduce yourself, remembering to include other people who may be with you. If they are members of your family, introduce each relative separately.
- 7 In meetings or discussions involving visually impaired people it is good practice to state your name before you speak. This also helps the person taking minutes!

**Mark Thomas**  
**Accessible Information Service**  
**Birmingham City Council**  
**Brasshouse Language Centre**  
**50 Sheepcote Street**  
**Birmingham**  
**B16 8AJ**

**Tel / Text phone 0121 303 1617 –**  
**Calls using Text Relay are welcomed.**

**Email**  
[\*\*mark.thomas@birmingham.gov.uk\*\*](mailto:mark.thomas@birmingham.gov.uk)

*Appendix 16 – Who To Contact – How to Book the Lord Mayor and Deputy Lord Mayor*

# BOOKING AND BRIEFING FORM

PLEASE RETURN THIS BOOKING FORM AT LEAST 10 WORKING DAYS IN ADVANCE OF  
EVENT OTHERWISE THE ATTENDANCE OF THE LORD MAYOR AND LADY MAYORESS MAY  
BE JEOPARDISED

<b>FUNCTION</b>			
<b>VENUE :</b>			
<b>ARRIVAL TIME</b>		<b>DEPART TIME</b>	
<b>DAY</b>		<b>DATE</b>	
<b>ORGANISER AND</b>		<b>EMAIL:</b>	
<b>TELEPHONE NUMBER</b>		<b>MOBILE NO.</b>	
<b>ORGANISATION</b>			
<b>Outside Office Hours - Mobile No:</b>		<b>LORD MAYOR &amp; LADY MAYORESS</b>	
<b>Arrival Point for Lord Mayor's Car if different from above:</b>			
<b>Name and Title of Person who will greet the Lord Mayor:</b>			
<b>Guests to be presented to the Lord Mayor:</b>			
<b>Number of Guests at Function (If children are present, indicate numbers and ages):</b>			
<b>DRESS:</b>	<b>PLEASE CIRCLE OR DELETE PREFERENCE</b>		
<b>Lord Mayor:</b>	Black Jacket, Pinstripes and Chain of Office (Informal/Day) or Black Tie (Formal/Evening)		
<b>Lady Mayoress :</b>	Day Suit (Informal) or Short/Long Cocktail Dress (Formal/Evening)		
<b>SPEECH:</b>	<b>Is the Lord Mayor required to speak?</b>	<b>YES/NO</b>	<b>Duration of speech:</b>



**Please note that unless Lord Mayor is responding to a toast, he/she should speak first.**

**PLEASE PROVIDE BULLET POINTS FOR SPEECH**

**PROGRAMME FOR YOUR EVENT - PLEASE PROVIDE:**

- Details timings
- Role that the Lord Mayor will play

**BACKGROUND INFORMATION :**

- Please explain in two/three paragraphs exactly what your event is about, web addresses only will not be accepted.
- Attach other information to include information about your organisation/charity/business, brochures and/or website addresses.
- Details of any other prominent guests invited, etc.

**If you wish to discuss any of the details to be completed on this form please telephone Lynne Simon on 0121 303 2041. Please return the form to - [lord.mayor@birmingham.gov.uk](mailto:lord.mayor@birmingham.gov.uk)**

**If you are unable to use email please complete and return this form preferably typewritten to : THE LORD MAYOR'S OFFICE, COUNCIL HOUSE, BIRMINGHAM B1 1BB**



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**Contact Details**

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For more information please contact:

**Garry Peal**  
Business Development Manager, Birmingham Sport & Events

PO Box 2122  
Council House Extension  
6 Margaret Street  
Birmingham B3 3BU

Tel: 0121 675 2799  
Mobile: 07766925323

Email: [garry.peal@birmingham.gov.uk](mailto:garry.peal@birmingham.gov.uk)