

Guide for Event Organisers

Issued by
Bracknell Forest
Safety Advisory Group



Introduction

As an event organiser you are responsible for the health, safety and welfare of people attending your event, as well as that of employees, contractors and subcontractors working at the event. Bracknell Forest's Safety Advisory Group (SAG) has been set up to give free guidance and advice to organisers of all types of public events, to help ensure that the event is safe for all those who attend and to minimise adverse effects on the local population and surrounding infrastructure. The SAG consists of representatives from Police, Fire and Ambulance services and the Local Authority (including Environmental Health, Licensing, Highways and Emergency Planning).

For events with fewer than 500 attendees, or events which have been referred to the SAG in previous years, it is recommended that you complete the short event form which can be found at www.bracknell-forest.gov.uk/planninganeventinbracknellforest . For events with more than 500 attendees, or events which have not previously been referred to the SAG, it is recommended that you use the more detailed form which can be found in this document.

You should give the SAG as much notice as possible, but as a minimum you should aim to submit the form at least 8 weeks prior to the event. The SAG will consider the information provided and they may ask you a number of questions and/or invite you to attend a meeting to discuss your event plan before giving you advice.

Event organisers are not under any obligation to submit information to the SAG, or attend a SAG meeting, or to follow the advice given. However various members of the SAG have their own regulatory roles, and may exercise their powers independently. Please also note that all liability for the event remains with the event organiser, so if you are in any doubt as to your legal responsibilities or potential liabilities you should seek legal advice.

The information contained in this booklet is designed to assist with the safe planning of a wide range of events. It is likely that additional guidance will be required for very large or complex events. It is not exhaustive, nor is it to be used as a substitute for existing technical guidance, but should be read in conjunction with them. Our hope is that this guidance will put you on the right track with some basic principles and checklists, and point you in the right direction for more specialist guidance.

You can contact the group via email at licensing@bracknell-forest.gov.uk. Alternatively, you can phone 01344 352000 and the Customer Service Centre will create a worksheet so that the appropriate person can return your call as soon as possible.

We wish you luck with your event and look forward to hearing from you.

This document is intended to disseminate guidance and good practice. No responsibility can be accepted by the author or its contributors for any inaccuracies or omissions.

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Where do I start?

In order to assess the risk presented by your event and therefore determine the level of assistance that can be offered, it is important that you consider the following as early as possible in the planning process:

- Who is the event organiser - it is recommended that you consider establishing an event committee, with clear and specific responsibilities for all committee members, but there should be an overall event manager.
- Do you have sufficient time and budget to organise the event?
- Where the event is to be held - Make sure the venue you have chosen is suitable for the proposed event. Don't forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider any existing hazards on the site such as water hazards, overhead power lines etc. Are emergency routes adequate? Will it take place on the highway?
- The date and the timing of the event - 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 will probably need to arrange lighting for an evening function. Consider a letter drop as a courtesy to neighbouring residents. Are there any clashes with other events in the area?
- The type of event you are planning - Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event and whether an entrance fee will be charged.
- How many people are expected - Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained. Will the event be open to the general public or will tickets be sold? Do you need a traffic management plan?
- Welfare arrangements and first aid – Consider provision of toilets, and how these will be maintained during the event. You may also need to consider provision of drinking water, and other refreshment facilities, along with facilities for lost and found children and appropriate medical / first aid provision.
- Details of specialised equipment - Will the activities require the use of any specialist equipment such as fairground rides or bouncy castles? If so, does this equipment pose any specific hazards? Will a particular activity require barriers? Some equipment may need to be set up or operated by qualified or competent contractors.
- Will any licensable activities be taking place, such as sale of alcohol, entertainment or late night refreshment? Do you need a licence for a road closure?
- Has the event been held previously, in Bracknell Forest or elsewhere? Could something have been done better last time the event was held?
- Should a tabletop exercise be carried out with SAG members so that suggested improvements can be incorporated into the event plan?

Event Plan

You should detail the following in your event plan:

- An outline of the event
- Traffic management plan (if appropriate)
- Evidence of hazard identification and risk assessment
- Management structure and roles
- Provision for the strategic management of an incident
- Provision for contact with the emergency services
- Site plan with rendezvous points and key resources identified
- Details of key organisations and their roles
- List of phone numbers of key personnel
- Reference to relevant legislation or guidance

Site Plan

Draw out a site plan (to an appropriate scale) identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

Risk Assessment

A risk assessment is a key document to ensure a safe event. Each attraction at the event should be assessed, and the basic steps are as follows:

- Look for the hazards
- Who might be harmed and how
- Evaluate the risks and decide whether existing precautions are adequate or whether more could be done
- Record your findings
- Take any actions identified to mitigate the risks to an acceptable level
- Review the assessment and revise as necessary

An example form and more details on risk assessments can be found later in this document, and further information can be obtained from the Health and Safety Executive at www.hse.gov.uk

Emergency and Evacuation Plan

Event organisers should plan for emergency situations, no matter how unlikely they are to occur. The complexity of your plan will depend on the size and nature of your event but you will need to have in place a team to implement the plan, should the need arise, and liaise with the emergency services.

Key matters for consideration will be access for emergency vehicles, an evacuation plan, location of an emergency control point, liaison with emergency services and briefing of security, stewards, contractors and medical staff on procedures in the event of an incident.

Fire safety should form part of the emergency plan and should detail what will happen in the event of a fire, who will implement the plan and when and how the fire brigade will be contacted. Further advice can be sought from the Royal Berkshire Fire and Rescue Service.

Contingency Plans

Consider the implications in the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue? How will you let people know if it is cancelled or moved? There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up. Further advice can be sought from Emergency Planning.

First Aid and Medical Provision

The event organiser should carry out a medical risk assessment, taking into consideration such things as the activities, the numbers, types and age groups of persons attending, access and egress and the site and structures. If you are unsure about provision of adequate numbers and types of resource (e.g. first aiders, ambulances, paramedics etc.), the SAG has a medical risk assessment template available on request. First aiders should not have other jobs to do as well, for example stewarding or security, although that does not stop stewards or security personnel from being trained to administer first aid. First aiders need to be equipped to do the job and have access to a facility in which they can work. Consider patient confidentiality and dignity.

You may wish to approach a recognised body that provides such services, such as the St John Ambulance or British Red Cross. You must ensure that the organisation you choose is competent, well trained and able to meet the demands of the event, and you may wish to check whether the organisation is registered by the Care Quality Commission. 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).

Welfare and Sanitary Provision

The organiser should estimate the number of persons who will be present at the event and consider its duration. Toilet requirements should be based on these estimations. General guidelines can be found in the Events Industry Forum’s Purple Safety Guide via the following link <http://www.thepurpleguide.co.uk/> (subscription required) or British Standard BS 6465-1:2006 + A1:2009. Permanent toilets should be checked for adequacy and maintained and replenished where necessary during the event. The provision of drinking water will also be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision may need to be made for baby changing and a lost and found children point supervised by appropriately trained people.

Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event. Consideration to their safe evacuation must be made in the emergency plan.

Prevention of noise nuisance

For any events where nearby residents may be disturbed by music, PA systems, firework or people noise, organisers should consider a leaflet drop with a contact number should the resident require further details or to make a complaint. Consideration should be given to lowering the volume towards the end of the event and encouraging attendees to leave the event and surrounding area quietly. It is recommended that noise monitoring is carried out by a responsible person at regular intervals throughout the event and action is taken to reduce the volume where any issues are identified.

Insurance

If you are organising an event it is advisable to have insurance of an appropriate type to cover the event. The extent to which you will need to have it will depend upon its size and nature. For large events a minimum of £10 million cover is recommended. It is also advisable to insure against cancellation and bad weather. Consider contacting a specialist broker to get advice about the types and levels of insurance cover for your event. If you are part of a national charity or voluntary group, contact your headquarters as you may already be insured or have access to discounted rates.

If you are employing staff at your event, you will require employer liability insurance. If you are employing outside contractors you should also check their insurance cover.

Licensing

You will need a licence to carry out the following activities:

- Sale by retail of alcohol
- Provision of late night refreshment: sale of hot food/hot drink between 23:00 and 05:00

The consumption of alcohol is not licensable. So an event at which people bring along their own alcohol doesn't require a licence. However, if the cost of an event ticket includes a glass of wine, for example, then authorisation will be required.

In addition, you may need a licence for provision of regulated entertainment, which is defined as one or more of the following **but please see below for details of various exemptions**:

- Performance of a play
- Exhibition of a film
- Indoor sporting events
- Boxing/wrestling
- Live and/or recorded music (but not background/incidental music)
- A performance of dance or entertainment of a similar description.

Entertainment is only regulated entertainment where it takes place in the presence of an audience and is provided, at least partly, to entertain that audience. Events that are held in private are not licensable unless those attending (i.e. the guests) are charged with a view to making a profit (including raising money for charity).

Exemptions apply to entertainment at a place of religious worship or for a religious meeting or service, live simultaneous television or radio broadcasts and Morris dancing. In addition, there are a number of exemptions for entertainment between 08:00 and 23:00, such as live unamplified music, or not-for-profit film exhibitions held in community premises.

If the premises (which can include open spaces and temporary structures as well as buildings) does not already have a licence to cover the activities proposed, you may need to submit a temporary event notice (TEN) or apply for a premises licence. More details can be found at www.bracknell-forest.gov.uk/alcoholandentertainmentlicences. For confirmation on whether the entertainment you are planning is licensable, please contact the Licensing Team for advice on 01344 352000 or licensing@bracknell-forest.gov.uk. If you do need a licence, they can provide you with application forms, details of fees, and guidance on how to apply.

Crowd Control

The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system to enable communication in the event of an emergency, plus a safe place for people to gather if an evacuation is required.

The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors. It will also be necessary to establish a crowd profile to assist in stewarding and crowd control.

Any person employed at the event to control admissions, keep order, remove people causing disorder or searching people must be licensed by the Security Industry Authority (SIA) – see http://www.sia.homeoffice.gov.uk/Documents/licensing/sia_security_at_events.pdf

Stewards

All stewards should be competent and fully briefed on all aspects of the event, including crowd control and emergency and evacuation arrangements. They will need to be constantly on the lookout for hazards which could develop during the event, and may be required to guide vehicles and resolve any incidents. They should be provided with written instructions, site plans and checklists, along with high visibility clothing and any relevant personal protective equipment such as safety boots, gloves and torches. They should be able to effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager. Consider using radios, phones and loudspeakers if necessary.

Stewards do not have the authority to regulate traffic on a public highway unless directed by a police officer in uniform, and the police do not have any powers to regulate traffic except in the event of an emergency. Unless otherwise authorised, a police presence should not form part of your event plan.

Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Provision should be made for the safekeeping of lost property. Cash collection should be planned to ensure this is kept to a minimum at collection points and that frequent collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration. If your event is a large scale public one then consideration may need to be given to special security measures necessary for the attendance of VIPs or celebrities.

Catering

Ensure that all caterers will be sensibly positioned, such as near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. If you are intending to use contract caterers, ensure they are registered with their local authority and can demonstrate that they are trained in food hygiene. You may wish to check their last food hygiene rating awarded by visited the Food Standards Agency's website via the following link: <http://ratings.food.gov.uk/> and you may wish to obtain a copy of their menu and charges to ensure their prices are reasonable.

Facilities and Utilities

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. Locate any power leads safely to prevent tripping hazards. All portable electrical appliances including extension leads should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety. Consider the need to check any electrical installations and the requirement for any emergency lighting.

Temporary Structures

Many events will require temporary structures such as staging, tents, marquees, stalls and barriers. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles, generators, changes in height etc. In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers. The standards for lighting, emergency lighting and access/egress remain the same for temporary and permanent structures.

If you are intending to have inflatables or other fairground equipment or rides at your event, you are advised to source a copy of the current Declaration of Operational Compliance or annual safety inspection for each piece of equipment that will be on site. The supplier should also provide you with their risk assessment and they should be installed and supervised by competent persons.

Fireworks and Pyrotechnics

If you are considering the use of fireworks or pyrotechnics during your event you should obtain a copy of the HSE guide 'Working Together on Firework Displays', and also contact the British Pyrotechnics Association at <http://www.pyro.org.uk>. You will need to produce your risk assessments taking into account the nature of the site, adverse features such as wind blowing debris across roads or audience, fireworks chosen, and the rigging and firing methods to be used. Please note that it is illegal to set off fireworks between 11.00pm and 7.00am. However you can let off fireworks until midnight on Bonfire Night and until 1.00am on New Year's Eve, Diwali and Chinese New Year. More information about organising fireworks displays can be found at: <https://www.gov.uk/fireworks-the-law>.

Photosensitive Epilepsy

Exposure to flashing lights at certain intensities can trigger epilepsy seizures. If any flashing lights are used please check the frequency and if significant include relevant control measures in your risk assessment. Further information can be found at:

<http://www.epilepsysociety.org.uk/photosensitive-epilepsy?gclid=COfgyJHt4skCFQEFwwod6cALq>

Information and Signs

Organisers should provide sufficient signage around the event venue. This should include emergency exits, first aid points, fire points, information and lost and found children points, toilets and drinking water. Consideration should be given to the use of multi-lingual or picture notices. Any temporary notices on the highway will need to be approved by the Highways Authority.

Transportation

Local rail and bus companies should be advised of larger events to establish if existing services will be adequate.

Traffic Management

Contractor and/or performer vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access.

Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated and how they are to be managed. Traffic control both inside and outside the site should be discussed with the Local Highways Authority and the Police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances.

Any functions that require a road closure or diversion may need a Temporary Road Closure Order from the local authority. The local authority will normally pass on any costs incurred in processing the legal order for the closure, although it is prepared to discuss this further if the organisers believe there are special circumstances why the costs should be waived for their event. Please note that road closure orders can take up to 3 months to process. Details of any proposed closure of roads or public highway together with the times and duration and any alternative routes should be detailed on the event form. You may wish to submit a map showing the proposed closures and alternative routes. Please note that the police will not be responsible for any road closure except in the event of an emergency or in cases where there is a breach of the road closure order. Event organisers are not permitted to close any part of the public highway without lawful authority. Only a person with a relevant statutory qualification can place cones or signs on the public highway.

If you intend to place signs on the highway, you should provide details and plans clearly showing which signs are to be erected, where each sign is to be positioned and how they will be placed (on a frame or fixed to street furniture etc). All signs placed on the highway must be retro reflective and manufactured in accordance with and comply with the Traffic Signs Regulations and General Directions 2002. All signs are to be clean, legible and constructed of a suitable material, to British Standards, with printed lettering and fit for purpose. Damaged, defaced or handwritten signs are not permitted. Each operative engaged in the installation, removal and maintenance of traffic management equipment shall be competent in the particular activity in which they are involved and should have a full understanding of the signing requirements for the activity and the correct operation of the equipment they are using. Only adequately trained and competent operatives and foremen/supervisors should be engaged in temporary traffic management operations.

Clearing the site

The site should be cleared during the event as necessary and at the end of each day. It is the event organiser's responsibility to arrange removal of all rubbish from the site. If the event organiser fails to do this, then the local authority reserves the right to carry out the works in default and charge the event organiser the cost incurred. Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. For advice on hazardous waste disposal, you can contact the Waste and Recycling team at the local authority on 01344 352000.

Event Safety

- Have key personnel been identified e.g. Event Organiser, Safety Officer?
- Have licences and permissions been obtained?
- Is the site suitable for the event? Is the site plan accurate?
- Has a risk assessment been carried out?
- Are all necessary health and safety measures in place?
- Have you received risk assessment or insurance documents from any contractors?
- Do you know the crowd dynamics and expected attendance on each day?
- Are points of access and egress controlled and appropriately signed?
- Are all stewards trained, briefed and clearly identifiable?
- Do you have a reliable communications system in the event of an emergency?
- Do you have a clearly identifiable control point?
- Do you have adequate crowd control measures in place?
- Do you have an emergency plan agreed with the emergency services?
- Do you have effective fire safety and first aid measures in place?
- Do you have adequate insurance for your event?
- Do the relevant organisations (including SAG) have the most up to date event plan?

Events on the Highway

In addition to the general safety items above, the following issues should be addressed when organising events on the highway:

Timing: It is preferable the event is held in daylight. If not, then temporary lighting of access points may be required.

Planning your route: Wherever possible your event should be held in a park, sports ground or area away from the road. Do not use roads without proper footpaths or verges, or where there are roadworks as these can be dangerous. Try to start and finish your event off the road. Mass starts can be dangerous and should be staggered. Participants should use appropriate crossing places, and enter and leave the highway without causing inconvenience or obstruction to road users. Follow the Highway Code. Stewards can only advise when it is safe to cross.

Signposting: Any route signs must be approved by the Highways Authority.

Welfare: There should be sufficient stewards to supervise the whole route. Arrangements should be made to look after people who drop out.

Cycling Events: Any cycling event classified as a race or time trial taking place on a public highway will require the authorisation of the Chief Constable in accordance with the Cycle Racing on Highways Regulations 1960 (and 1980 and 1995 amendments). This includes the cycling element of a duathlon or triathlon. An application form can be obtained from the SAG on request. It remains the responsibility of the organiser to ensure that should their event enter another police force area, they obtain the appropriate permission from that force.

Debrief

After the event a debrief should occur so that any lessons learnt can be noted. A sample form has been included later in this document.

What to do if things go wrong

Remember, as the event organiser you are responsible for the safety of everyone at the event. If anyone is hurt or injured because of your negligence, legal action may follow. If an incident does occur at your event, the following questions will be asked:

- Was there a safety plan for this event?
- Were the emergency services and other agencies consulted?
- Were risk assessments completed and followed?
- Had appropriate licences been obtained?
- Were evacuation routes clearly sign posted?
- Were emergency procedures clearly explained and practised by the right people?
- Was there a chain of command and control?
- Were communications between key personnel and the crowd adequate?
- Had stewards and event organisers received the appropriate training?

You should also make sure that all notes are kept as they will become legal documents in any public enquiry or inquest.

Further reading

Further information on events can be found at the Health and Safety Executive website at www.hse.gov.uk

For specialist events, you may wish to refer to specialist guidance from relevant associations or trade bodies.

Useful Contact Details

Licensing / Safety Advisory Group
Telephone: 01344 352000
E-mail: licensing@bracknell-forest.gov.uk

Thames Valley Police – Berkshire Operations
Email: OperationsBerkshire@thamesvalley.pnn.police.uk

Royal Berkshire Fire and Rescue Service
E-mail: operationssupport@rbfrs.co.uk

Environmental Health
E-mail: environmental.health@bracknell-forest.gov.uk

Ambulance
E-mail: emergency.planning@scas.nhs.uk

Highways
E-mail: StreetWorks@Bracknell-Forest.gov.uk

Emergency Planning
E-mail: emergency.planning@bracknell-forest.gov.uk

Event Planning Checklist

| Action | Done | By when | By whom |
|------------------------------------|--------------------------|---------|---------|
| Establish a committee | <input type="checkbox"/> | | |
| Decide on date of event | <input type="checkbox"/> | | |
| Decide on outline event programme | <input type="checkbox"/> | | |
| Book appropriate location | <input type="checkbox"/> | | |
| Notify Safety Advisory Group | <input type="checkbox"/> | | |
| Apply for any licences/permissions | <input type="checkbox"/> | | |
| Risk assessments | <input type="checkbox"/> | | |
| Arrange insurance | <input type="checkbox"/> | | |
| Draft event plan | <input type="checkbox"/> | | |
| Draft site plan | <input type="checkbox"/> | | |
| Draft medical plan | <input type="checkbox"/> | | |
| Book contractors | <input type="checkbox"/> | | |
| Book performers | <input type="checkbox"/> | | |
| Book any specialist equipment | <input type="checkbox"/> | | |
| Book any temporary structures | <input type="checkbox"/> | | |
| Book first aid provision | <input type="checkbox"/> | | |
| Arrange welfare/sanitary provision | <input type="checkbox"/> | | |
| Book caterers | <input type="checkbox"/> | | |
| Arrange steward/security provision | <input type="checkbox"/> | | |
| Traffic management plan in place | <input type="checkbox"/> | | |
| Check utility and water provision | <input type="checkbox"/> | | |
| Draft contingency plans | <input type="checkbox"/> | | |
| Draft emergency plan | <input type="checkbox"/> | | |
| Arrange waste disposal provision | <input type="checkbox"/> | | |
| Fire safety measures arranged | <input type="checkbox"/> | | |

How to do a risk assessment

A full risk assessment should be carried out for all events. This will be a legal requirement in some circumstances, and if there are five or more employees there is a legal requirement for a written risk assessment. The following guidance should assist you in carrying out your risk assessments. A sample form to record your findings has also been provided. This form can be photocopied as many times as is required.

Identifying the hazards

A hazard is something with the potential to cause harm. All hazards should be identified, including those relating to individual activities and any equipment:

- Any slipping, tripping or falling hazards
- Hazards relating to fire risks or fire evacuation procedures
- Any chemicals or other substances hazardous to health e.g. dust or fumes
- Moving parts of machinery
- Any vehicles on site
- Electrical safety e.g. use of any portable electrical appliances
- Manual handling activities
- High noise levels
- Poor lighting, heating or ventilation
- Any possible risk from specific demonstrations or activities
- Crowd intensity and pinch points.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Identifying those at risk:

For each hazard identified, list those groups of people who may be affected, such as:

- Stewards
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Children and elderly persons
- Local residents.

Areas to consider

The following are examples of areas to consider:

- Type of event
- Potential major incidents
- Site hazards including car parks
- Types of attendees such as children, elderly persons and the disabled
- Crowd control, capacity, access and egress and stewarding
- Provision for the emergency services
- Clear points of access and egress to the site
- Provision of first aid

- Provision of appropriate welfare and sanitary facilities
- Fire, security and cash collection
- Exhibitors and demonstrations
- Amusements and attractions
- Structures
- Waste management.

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated. The risk is the likelihood of harm arising from the hazard. You should list existing control measures and assess whether further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and activities involved
- Compliance with legislative standards, codes of best practice and British Standards
- Whether existing controls have reduced the risk as far as is reasonably practicable.

Classify risks as high, medium and low. Examples of risks in these categories are as follows:

- High** An unsecured inflatable being used in adverse weather conditions
Medium A display of animals in a roped off arena
Low A mime artist performing amongst the crowd

For each hazard, rate the risks on the basis of the current controls in place. If harm is very likely it scores '5' under likelihood, if it is very unlikely it scores 1. Severity of harm will vary from a serious head injury (major) to a bruise (minor). If you take the likelihood factor and multiply it by the severity factor, you get a risk factor i.e. likelihood x severity = risk.

| | | | | |
|-----------------|-------------|------------------|--------------------|------------------|
| Risk Evaluation | Severity: | 5 – Major () | 3 – Serious () | 1 – Minor () |
| | Likelihood: | 5 – High () | 3 – Medium () | 1 – Low () |

| | | | |
|-------------------------------------|-----|-----------------------|---------|
| Severity X Likelihood = Risk-Rating | | Priority Rating Score | |
| () | () | () | |
| | | High | 15 – 25 |
| | | Medium | 5 – 10 |
| | | Low | 1 – 4 |

Control of risk

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Risks that score low do not require much intervention, whereas those which score highly must be carefully considered. Consider the following:

- Remove the hazard
- Find a substitute for the activity/machine etc
- Prevent access to the hazard
- Reduce exposure to the hazard
- Use of personal protective equipment.

Record the risk assessment

Use a risk assessment form to record all hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference and use. You could also refer to other documents you may have, such as manuals and codes of practice.

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

Review and revise

If the nature of the risks changes during the planning of the event, the risk assessments will need to be reviewed and updated.

Contractors and other organisations

All contractors providing a service to your event should provide their own risk assessment to you before the event takes place. They should also provide a copy of their public liability insurance certificate and employer liability insurance certificate if applicable.

Event Risk Assessment

| | |
|-----------------------|---------------------------|
| Name of event: | |
| Date of event: | Location of event: |

| Hazards identified | Persons at risk | Risk Factor (High, Medium or Low) | Measures required to control the risk | Action to be taken | Date completed |
|---------------------------|------------------------|--|--|---------------------------|-----------------------|
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| Name of assessor | | Date | | Signed | |
|-------------------------|--|-------------|--|---------------|--|

Safety Inspection Checklist

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form, you can note all defects and any remedial action(s) taken. This is not an exhaustive list and care should be taken to include any other hazards identified as being associated with the activities at the event.

Before the event

| | Checked and satisfactory? | | |
|--|---------------------------|----|-----|
| | Yes | No | N/A |
| Site access/egress points clear? | | | |
| Can emergency vehicles gain access? | | | |
| All staff and stewards in place? | | | |
| Are pedestrians segregated from vehicles? | | | |
| Are security precautions in place? | | | |
| Has adequate signage been provided? | | | |
| Site condition adequate? | | | |
| Is lighting in place where required and working? | | | |
| Is site free from tripping hazards e.g. cables, potholes? | | | |
| Are fixtures in good condition e.g. seats, fencing, signage etc? | | | |
| Have all structures been approved by a competent person? | | | |
| Has current weather condition created new hazards to be addressed? | | | |
| Are all activities and attractions sited correctly and checked? | | | |
| Have all activities and attractions supplied insurance details? | | | |
| Are all potentially hazardous activities segregated as required? | | | |
| Have any unanticipated hazards been identified? | | | |
| Is fire fighting equipment in place? | | | |
| Have electrical supplies/equipment been checked/certified? | | | |
| Are first aid facilities in place? | | | |

| | Checked and satisfactory? | | |
|--|---------------------------|----|-----|
| | Yes | No | N/A |
| Have toilets been provided where required? | | | |
| Is control centre in place and public address system working? | | | |
| Are adequate waste bins in place? | | | |
| Are all attractions and facilities located as per the site plan? | | | |
| Are all barriers secure and in place? | | | |
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If you have answered no to any of the questions please note defects and remedial action taken:

| Defect | Remedial Action |
|--------|-----------------|
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| | |
|--------------------------|--|
| Name of person checking: | |
| Signed: | |
| Time and date: | |

During the event

| | Checked and satisfactory? | | |
|--|---------------------------|----|-----|
| | Yes | No | N/A |
| Site access/egress points clear? | | | |
| Can emergency vehicles gain access? | | | |
| All staff and stewards in place? | | | |
| Are pedestrians segregated from vehicles? | | | |
| Are security precautions in place? | | | |
| Have adequate signs been provided? | | | |
| Site condition adequate? | | | |
| Is lighting in place where required? | | | |
| Is site free from tripping hazards e.g. cables, potholes? | | | |
| Are all structures still safe? | | | |
| Are fixtures in good condition e.g. seats, fencing, signage etc? | | | |
| Has current weather condition created new hazards to be addressed? | | | |
| Are all activities and attractions still safe? | | | |
| Are all potentially hazardous activities segregated as required? | | | |
| Have any unanticipated hazards been identified? | | | |
| Is fire fighting equipment in place? | | | |
| Are electrical supplies/equipment still safe? | | | |
| Are toilets clean and facilities still available? | | | |
| Are first aid facilities still in place? | | | |
| Is the public address system working? | | | |
| Do the waste bins require replacing/emptying? | | | |

| | Checked and satisfactory? | | |
|--|---------------------------|----|-----|
| | Yes | No | N/A |
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If you have answered no to any of the questions please note defects and remedial action taken:

| Defect | Remedial Action |
|--------|-----------------|
| | |
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| | |
|--------------------------|--|
| Name of person checking: | |
| Signed: | |
| Time and date: | |

After the event

| | Checked and satisfactory? | | |
|--|---------------------------|----|-----|
| | Yes | No | N/A |
| Have all members of the public vacated the site? | | | |
| Have all attractions been dismantled and removed? | | | |
| Have all exhibitors vacated the site? | | | |
| Have all vehicles left the site? | | | |
| Has all equipment been dismantled and removed? | | | |
| Have all structures been dismantled and removed? | | | |
| Have temporary fixtures such barriers and ropes been removed? | | | |
| Have any holes/trenches etc been made good? | | | |
| Have all temporary electric installations been isolated and made safe? | | | |
| Has all waste been collected and removed from site? | | | |
| Have all residue fire hazards been checked e.g. fireworks, bonfires? | | | |
| Has any damage to the site been reported or found during inspection? | | | |

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|--|
| Please details if any accidents or incidents were reported during the event: |
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| |

| | |
|--------------------------|--|
| Name of person checking: | |
| Signed: | |
| Time and date: | |

Injury/Incident Report Form

| | |
|-------------------|--|
| Name of event | |
| Location of event | |
| Date of event | |

This form is only to be completed by the event organiser or their representative, and could be required by your insurance company if a claim is made.

| | |
|------------------------|--|
| Date and time reported | |
| Person reported to | |

| |
|--|
| Circumstances of accident/incident, including location |
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| Details of injury and/or loss or damage |
| |
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|-------------------------|
| Details of action taken |
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|------------------------------------|--|-----------|--|------------|--|--------|--|-----------|--|
| Details of injured person (if any) | | | | | | | | | |
| Full name | | | | | | | | | |
| Address | | | | | | | | | |
| Phone number | | | | | | | | | |
| Date of birth | | | | | | | | | |
| Employee | | Volunteer | | Contractor | | Public | | Exhibitor | |
| Other (please specify) | | | | | | | | | |

| | | | |
|---|--|-------------------|--|
| Details of any first aid administered (if relevant) | | | |
| | | | |
| | | | |
| Ambulance called | Yes <input type="checkbox"/> No <input type="checkbox"/> | Taken to hospital | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Name of hospital attended | | | |
| Taken home | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

| | |
|--------------------------|--|
| Details of any witnesses | |
| Full name | |
| Address | |
| Phone number | |

| | |
|---|--|
| Details of person completing this form: | |
| Full name | |
| Position | |
| Phone number | |
| Signature | |

Bracknell Forest Safety Advisory Group event debrief form

| | | | |
|--------------------------------|--|-------------------|--|
| Name of event | | | |
| Location of event | | | |
| Date of event | | | |
| Event start time | | Event finish time | |
| Name of organisation | | | |
| Name of person completing form | | | |
| Email address | | | |

| | | | |
|---|-----|--------------------------|-----------------------------|
| Approximate number of people who attended | | | |
| Was the event a success? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Did anything not go as planned? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please give details of any remedial actions taken: | | | |
| | | | |
| Did any accidents or incidents take place? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please give details including to whom these were reported (if applicable): | | | |
| | | | |
| Would you do anything differently next time? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please give details: | | | |
| | | | |
| Did you use the Guide for Event Organisers when planning your event? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have any suggestions to help us improve the advice we provide to event organisers? | | | |
| | | | |

Please email this completed form to licensing@bracknell-forest.gov.uk or post to
 Safety Advisory Group c/o Licensing Team, Bracknell Forest Council, Time Square, Market Street,
 Bracknell RG12 1JD

Bracknell Forest Safety Advisory Group event form

| | | | |
|-------------------|--|-------------------|--|
| Name of event | | | |
| Location of event | | | |
| Date of event | | | |
| Event start time | | Event finish time | |
| Event website | | | |

Organiser Details

| | | | |
|---------------------------------------|--|--|--|
| Name of organisation | | | |
| Contact name | | | |
| Phone | | | |
| Email | | | |
| Event public enquiries contact number | | | |

Event Details

| |
|--|
| Brief outline of event programme and proposed activities |
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|---|--|
| Approximate number of people to attend | |
| Age profile of audience (e.g. families) | |
| Is the event free? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Is the organisation a registered charity? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will any income raised be donated to charity? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes to either of the above, please give name and registration number of charity: | |

| | |
|--|--|
| Date/time to enter site for preparation | |
| Date/time the site will be vacated after the event | |
| Possible alternative site(s) | |
| Possible alternative date(s) | |

| | |
|---|--|
| Have you held this event before? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Has the event changed at all? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please give details of changes: | |
| | |
| | |

Do you intend to have any of the following? Please tick relevant boxes and provide brief details overleaf

| | | | |
|--|--------------------------|------------------------------------|--------------------------|
| Sale or supply of alcohol * | <input type="checkbox"/> | Music * | <input type="checkbox"/> |
| Exhibition of film or performance of dance * | <input type="checkbox"/> | Food and drink stalls | <input type="checkbox"/> |
| Fairground rides or inflatables | <input type="checkbox"/> | Barriers / fencing | <input type="checkbox"/> |
| Temporary stage | <input type="checkbox"/> | Marquees | <input type="checkbox"/> |
| Bonfire / fireworks / pyrotechnics | <input type="checkbox"/> | Lasers | <input type="checkbox"/> |
| Amplified speech / PA system | <input type="checkbox"/> | Parking prohibition * | <input type="checkbox"/> |
| Carnival / procession | <input type="checkbox"/> | Banners or posters | <input type="checkbox"/> |
| Portable power supply | <input type="checkbox"/> | Road closure / traffic diversion * | <input type="checkbox"/> |
| Motor vehicles | <input type="checkbox"/> | Animals | <input type="checkbox"/> |
| Aircraft / parachutists | <input type="checkbox"/> | Balloon launch | <input type="checkbox"/> |

* Please note that applications for licences for these activities may take up to 8 weeks to be processed

Please provide details reference any activities indicated on page 1:

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Please provide details of toilet and sanitary facilities:

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Please provide details of method to be used to dispose of waste from the event:

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Please provide details of car parking provision and how this will be managed:

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Please give details of first aid provision:

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Please give details of fire safety provision:

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Please also details of any external contractors and/or concessions proposed to work at the event (unless otherwise noted within this form:

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It may be useful to the Safety Advisory Group if the following documentation (if relevant to your event) is submitted with this form (please tick if included):

| Documentation | Included | Documentation | Included |
|--------------------|--------------------------|----------------------|--------------------------|
| Event plan | <input type="checkbox"/> | Insurance | <input type="checkbox"/> |
| Site or route plan | <input type="checkbox"/> | Emergency plan | <input type="checkbox"/> |
| Medical plan | <input type="checkbox"/> | Fire risk assessment | <input type="checkbox"/> |

Site plans should include the positions of any stalls, stages or structures, toilets, first aid points, access and egress routes for emergency vehicles, car parking etc. For carnivals/parades, a route plan showing the location of marshalls should be provided.

Please note that after this form has been submitted, the proposed inclusion of any additional items should be notified to the Safety Advisory Group.

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|--|
| <p>Please email this completed form to: licensing@bracknell-forest.gov.uk</p> <p>Or post to: Licensing, Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD</p> |
|--|

This form will be circulated to the Safety Advisory Group. Members of the Group may contact you directly with queries or requests for more details. You may be requested to provide more details and/or attend a meeting of the Safety Advisory Group.