



## **SAFETY AT EVENTS POLICY**

### **1.0 INTRODUCTION**

- 1.1 The Council holds regularly events and consents for its land to be used by third parties for events. The Council is committed to the Health and Safety of its Staff and public and therefore has approved this Policy to ensure that health and safety standards are maintained.
- 1.2 The Council acknowledges its responsibilities under the Health and Safety at Work Act 1974. This Act places a duty of care on everyone involved in the event. This means that the operator, the operator's employees, the Council and the Council's employees and the event organiser should do everything possible to ensure the safe use of the area and equipment.
- 1.3 In addition Provision and Use of Work Equipment Regulations (PUWER) require that all work equipment, including inflatable play, must be tested by a competent person regularly (usually once a year).

### **2.0 INFLATABLES**

- 2.1 An operator should have their inflatable devices examined by an inspector who is registered with a HSE accredited inspector to comply with the relevant part of their duties under Section 3 of the Health and Safety at Work etc Act 1974.
- 2.2 Each inflatable should be thoroughly inspected annually or at least once in every 14 months by a registered inspection body. Evidence of the inspection should be copied to the Council on request.
- 2.3 Daily Checks should be carried out before the first use on any day using advice provided by the manufacturer in the operations manual and should include the following:
  - Suitability of the site
  - Anchorages are secure and intact
  - No damage to the fabric or seams
  - The blower is the one specified and all tubes are fixed and in good condition

### **2.4 SAFE OPERATION**

The Operator shall ensure

- **Anchorage:** Even in non-windy conditions the inflatable will move and creep (Perhaps taking it dangerously close to the blower). The device should be



secured to the ground with stakes, where the ground is suitable. An alternative method on a hard standing can be used such as sand bags, attaching the ropes to fittings already in the ground. Inflatable can be tied to a vehicle providing the vehicle is immobilised and under the full control of the operator.

- **Weather conditions:** Inflatables should not be used in excess of the maximum safe wind speed specified by the manufacturer. The industry recommends a maximum wind speed of Force 5 on the Beaufort scale of 30-38kph(19-24mph). Weather forecasts can be obtained from the Meteorological Office.
  - **Siting of the Inflatable:** The device should be sited well away from overhead power lines or other obstacles such as fences. If the ground surface is abrasive, oily or dirty, a ground sheet should be used to prevent damage.
  - **Supervision:** The operator needs to determine the minimum number of attendants needed to ensure safe operation of the equipment. You need to consider the age of the users, the number of people using the equipment and the environment in which the inflatable is being used. Operators and attendants need to watch the activity constantly and should use a whistle or other signal at the first sign of any misbehaviour such as somersaults or rough play.
  - **Method of operation:** The operator should ensure that users are admitted in a controlled and safe manner by following some simple guidelines:
    - Ensure all footwear is removed and any other hard, sharp or dangerous objects (buckles, pens etc.) as well as glasses.
    - Do not allow food drink or chewing gum on the device.
    - Do not allow anyone to obstruct the entrance or exit, or allow anyone to play on the step or front apron of the inflatable.
    - Do not allow users to climb or hang on the walls.
    - Do not allow users who do not conform to height restrictions to use the device.
    - Keep onlookers away from entrances and exits.
    - Ensure the equipment is not overloaded and that larger users are kept separate from smaller users.
    - Keep users of the device when it is being inflated or deflated. Always ensure the device is deflated when not in use to prevent unsupervised use.
    - Make sure the blower is at least 1.2 metres from the inflatable.
- 2.5 The operator should ensure that all operators receive effective training in the working of the device including:
- The method of operating the device
  - Safe entry/exit for users
  - Safe methods of assembly/dismantling, where applicable
  - How to make a daily check



- Safe anchoring of the inflatable
- Crowd control measures and barriers
- Measures to be taken in the event of power failure
- Procedures for reporting accidents, defects or breakdowns

2.6 The Operator shall have Public Liability Insurance in excess of £5 million. The Insurance Policy shall be produced to the Council on request.

### **3. Other Fair ground Rides and Children's amusements**

### **4. Market Stalls and Gazebos**

### **5. Hot Food retailers**

### **6. All Operators**

### **7. Event Organisation**

7.1 Event Organisers must ensure they have undertaken the following

- Applied for and obtained a Road Closure Order (if appropriate)
- A thorough Risk Assessment and taken steps to mitigate risks
- Considered Car Parking Requirements – and liaised with relevant Council's Land owners to provide car parking
- Arranged for First Aiders to be present
- Arranged the appropriate numbers of Marshalls to assist with crowd control/parking
- Informed the local police and fire service