

# Belper Town Council Events Policy and Procedure

## **1 Application**

This Policy applies to -

- Belper Town Council (the Council) in relation to events organised by the Council
- Other organisations that hold events on Town Council land (Event Organiser)

### **1.1 Licensable Activities**

1.1.1 The Town Council holds a Public Entertainment Licence for the following areas, the Market Place, Coppice Car Park, Memorial Gardens, St Johns Chapel and King Street and streets off King Street, Belper

1.1.2 Where the Council or Event Organiser wishes to carry out an activity not covered by the Licence – namely the sale of alcohol the Council or Event Organiser must ensure that it has or the third party undertaking the licensable activity obtains a Temporary Event Notice (TEN) no less than fourteen (14) days prior to the event

For guidance on licensable activities contact the Licensing Section of Amber Valley Borough Council on 01773 841388

### **1.2 Public Liability Insurance**

1.2.1 The Council or Event Organiser shall ensure that all organisations / individuals participating in the event have sufficient Public Liability Insurance cover.

### **1.3 Advertising**

1.3.1 Any advertising material displayed in connection with an event must comply with the Town & Country Planning (Control of Advertisement) Regulations 1992 and Section 132 of the Highways Act 1980.

The displaying of advertising signs on the highway or affixing them to structure, trees or works on the highway requires express consent from Derbyshire County Council.

### **1.4 Safeguarding Children & Young People**

1.4.1 Appropriate arrangements shall be in place for missing and found children.

1.4.2 Consideration shall be given the provision of easily identifiable meeting points for event visitors.

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## 1.5 Health Safety & Welfare

### Employees

1.5.1 If the Council or Event Organiser is employing anyone whether in their general activities or for the event then they are an employer and this falls within the Health and Safety at Work Act and associated regulations.

### Safety Officer

1.5.2 A suitably competent person shall be appointed to act as the Safety Officer for the event. (This appointment does not absolve organisers from their statutory responsibility for public safety).

1.5.3 The Safety Officer must be suitably trained and/or have experience or knowledge of safety matters appropriate for the event having regard to the size and nature of the event and the possible level of risks.

1.5.4 The Safety Officer is the Responsible Person for fire safety during the event under the Regulatory Reform (Fire Safety) Order 2005.

### Special Requirements for Safety Officers at Large Events

1.5.5 The Safety Officer shall be on site during the event, easily identifiable as the Safety Officer eg; by wearing a high visibility fluorescent jacket or vest.

1.5.6 The Safety Officer shall not be engaged in any other duties or activities that would prevent this responsibility being carried out.

1.5.7 The Safety Officer must have the means to communicate with the people responsible for activating any part of the events emergency arrangements;

### Risk Assessment

1.5.8 The Safety Officer shall carry out a detailed event risk assessment of the event covering all stages (Build-up, event and break down) and all activities in their control.

1.5.9 The Safety Officer shall make and give effect to and suitable measures as necessary to reduce risk to a level that is reasonably practicable.

### Fire Safety

1.5.10 The Responsible Person (Safety Officer) shall make a suitable and sufficient assessment of fire risks to which event employee's, volunteers, contractors and visitors are exposed.

1.5.11 The Responsible Person must make and give effect to fire safety arrangements as are appropriate, having regard to the size the event and the nature of the activities therein.

This will usually include

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- a) Elimination or reduction of risks from dangerous substances.
- b) Fire detection.
- c) Fire-fighting equipment
- d) Emergency routes and exits.
- e) Procedures for serious and imminent danger and for danger areas.
- f) information to event employee's volunteers and visitors

### Noise

1.5.12 Reasonable steps shall be taken to protect event employees from noise that could damage their health.

1.5.13 Consideration shall be given to neighbouring properties and event noise kept to reasonable levels at all times.

### Event Control Point

1.5.14 A Control Point shall be set up at the event to act as a designated area for:

- Lost and found children
- lost property
- confiscated items
- accident reporting
- general meeting point
- emergency control

1.5.15 Where possible, the Control Point should be sited so as to give a full view of the event.

1.5.16 For large events a suitable building, portacabin, gazebo or caravan must be provided as Control Point for use by the Event Organiser, Council Officers and representatives of the Emergency Services.

1.5.10 For large events the Control Point shall have a telephone and radio link with the stewards and first aid posts.

### Stewarding

1.5.11 An adequate number of stewards must be provided at the event having regard to the size the event and the nature of the activities therein.

1.5.12 All stewards shall be briefed on the day, (prior to people arriving) on matters such as health and safety, emergency procedures and the Event Plan and Emergency Plan (if applicable).

1.5.13 Stewards shall:

- be at least 18 years of age
- be competent and be able to carry out their duties effectively.
- wear high visibility coats / waistcoats whilst on duty
- investigate and deal with any disturbance or incident
- not leave their assigned place of duty unless instructed to do so by the Event Organiser

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- report any serious problems or incidents to the Event Organiser immediately
- not consume alcohol immediately prior to or during the event.

### **First Aid Provision**

- 1.5.14 Adequate provision of first aid personnel and facilities must be provided for the number of people expected to attend and for the type of event and in accordance with the Risk Assessment.
- 1.5.15 Adequate provision of suitable sign posting to first aid facilities must be provided at the event.
- 1.5.16 The First Aider Supervisor shall be briefed on the Event Plan and Emergency Plan (if applicable) prior to the event.

### **Electrical Installations & Generators**

- 1.5.17 All electrical installations and equipment used at the event must be in a safe condition and suitable for external use with IP66 rated connectors used.
- 1.5.18 Generators and/or electrical equipment, including switchgear, shall not be easily accessible to the public and must be barriered to prevent unauthorised access and/or interference.
- 1.5.19 All portable electrical equipment brought onto the event site must be in a safe and serviceable condition.
- 1.5.20 Evidence shall be available via a Risk Assessment for the equipment, certification and labelling that the electrical equipment is maintained correctly, within a valid time period, and that the equipment has been subjected to routine inspection and testing.

### **Electricity Supply Cables**

- 1.5.21 Electrical supply cables shall be positioned so they are not liable to physical damage and positioned so as not to cause trip/other hazard. If cables cross a footpath they should be covered by standard walkway protection.

### **Use of Gas Cylinders**

- 1.5.22 Gas cylinders shall be positioned away from ignition sources, gulleys, drains or other holes and securely fixed with the valve uppermost. No additional cylinders shall be stored on site.
- 1.5.23 Gas cylinders must be conspicuously signed 'LPG Highly Flammable'.
- 1.5.24 All fittings must be compatible with the type of cylinder/equipment in use and be in good serviceable condition.

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### **Events after Dark**

1.5.25 Adequate lighting must be provided in all areas to be used by the employees, contractors or visitors after dark.

### **Toilet Facilities**

1.5.26 Adequate toilet facilities must be available during the event.

1.5.27 For large events additional portable toilets should be provided if there are insufficient toilets at the event location or nearby.

### **Inflatable Entertainment Equipment**

1.5.28 Any bouncing castles or similar inflatable entertainment equipment must have a current annual inspection certificate provided by a registered inspectors as part of the Pertexa Inflatable Play Accreditation (PIPA) scheme. This must be provided to the Event Organiser/Council on request together with a Risk Assessment.

1.5.29 Inflatable entertainment equipment shall be secured to the ground in accordance with equipment manufacturer's instructions.

1.5.30 Inflatable entertainment equipment must not be used when the wind or gusts are in excess of the maximum safe wind speed specified by the equipment manufacturer. The equipment controller must measure the wind speeds throughout the event from the part of the equipment most effected by the wind and keep a record of this.

1.5.31 Inflatable entertainment equipment must be sited well away from possible hazards such as overhead power lines or other obstacles with hazardous projections (e.g. tree branches).

1.5.32 Inflatable entertainment equipment must be attended at all times. The equipment controller must determine the minimum number of attendants needed to operate the device safely, and ensure that at least these numbers of attendants are on duty when the device is in operation.

1.5.33 The operators of any inflatable entertainment equipment shall be 18 or over.

1.5.34 The Council or Event Organiser must take any necessary action to ensure the safety of the public if it is apparent that an inflatable entertainment equipment controller is failing to do so.

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### **Fairground Rides**

- 1.5.35 All fairground rides at the event must have a current inspection certificate provided by organisation registered with the Amusement Devices Inspection Procedures Scheme (ADIPS).
- 1.5.36 All fairground rides shall be operated in accordance with HSE Guidance for this type of equipment.
- 1.5.37 Fairground ride operators must assess the risks on site to identify the control measures required to ensure their devices operate safely and provide the Event organiser with a copy of the Risk Assessment.
- 1.5.38 The Council/Event Organiser must take any necessary action to ensure the safety of the public if it is apparent that a fairground ride controller is failing to do so.

### **Temporary Demountable Structures (Stages and Seating etc)**

- 1.5.39 The Council/Event Organiser must, as far as reasonably practicable, ensure that employees and others the event who could be affected by the construction and use of a Temporary Demountable Structures (TDS) such as scaffolders, riggers and members of the public are not exposed to risks to their health and are kept safe from harm. This includes the planning, building, use and dismantling of TDS

### **Temporary Demountable Structures (Gazebos, Tents and Marquees etc.)**

- 1.5.40 All fabric structures shall be erected and operated in line with the MUTAmarq best practice scheme for the Safe Use and Operation of Temporary Demountable Fabric Structures.
- 1.5.41 Fabric structures shall be positioned so as not to create unnecessary trip hazards from tent pegs and guide ropes. Where this is not possible tent pegs and guide ropes shall be adequately marked so as to avoid unnecessary creation of trip hazards.
- 1.5.42 The materials and liners of fabric structures must be inherently fire retardant, with a label attached providing details of fire retardant properties and relevant BS/EN standards.
- 1.5.43 Fabric structures must have adequate fire exits for the capacity and intended use.
- 1.5.44 The use of flammable decoration with fabric structures shall be kept to a minimum.

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### Firework and Pyrotechnics

- 1.5.45 Where the Council/Event Organiser plans to fire their own (Category 1- 3) fireworks then this shall be carried out in accordance HSE Guidance document HSG 124.
- 1.5.46 All fireworks shall be purchased from a reputable supplier and be manufactured to the appropriate current BS/EN Standard.
- 1.5.47 Category 4 fireworks must only be fired by professional firework display operators with sufficient knowledge, training and experience to set up and fire the fireworks and clear them up after firing in a way that ensures the health and safety of the operator, the operator's employees and other people at, or affected by, the display.
- 1.5.48 Professional firework display operators shall provide the Council/Event Organiser with a suitable and sufficient assessment of the health and safety risks to which their employees are exposed while at work, and the health and safety risks to other people resulting from or in connection with the employers' work.
- 1.5.49 A weather check including wind direction shall be made immediately prior to the firework display and the display suspend or cancelled if the strength or direction of wind means that people or property may be put at risk.
- 1.5.50 In all cases there must be defined areas for
- a) Spectators – an area from which the spectators watch the display.
  - b) Safety Area – an adequate clear area between the spectators and the firing area to ensure that spectators are at a safe distance from the fireworks during the display.
  - c) Firing – from which the fireworks are set off.
  - d) Fall-out or dropping zone – an adequate area kept clear of people, where the debris from spent aerial fireworks lands.

### Bonfires

- 1.5.60 Bonfires must be constructed as close to the event start time as possible.
- 1.5.61 Bonfires shall be at a safe distance from the fireworks and spectators.
- 1.5.62 Before lighting, bonfires must be checked to ensure that the structure is sound and does not have small children or animals inside it.
- 1.5.63 No petrol, paraffin or other accelerants shall be used to light bonfires.

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## **Crowd management**

1.5.64 Consideration must be given to the risks arising from crowd movement and behaviour as they arrive, move around and leave the event site.

1.5.65 The Council/Event Organiser shall make and give effect to arrangements to ensure the safety of crowds during the event.

## **Traffic Management & Car Parking**

1.5.66 Care must be taken whilst driving through the event area and vehicles must give way to pedestrians.

1.5.67 A 5 mph speed limit shall be enforced in the event area, access roads and car parks at all times.

1.5.68 Where moving vehicles form part of the event the Council/Event Organiser shall consult an appropriate expert body in order to ensure that adequate safety arrangements are in place to ensure risk to the public and those taking part are minimised.

1.5.67 All vehicles must only be parked on designated car parks unless the Council gives permission for other areas to be used.

1.5.68 No charge shall be made for car parking unless written permission has been given by the Council.

1.5.69 A sufficient number of stewards must be provided to safely supervise car parking.

1.5.70 Access for emergency services must be available at all times during the event.

## **Trees**

1.5.71 No permanent or intrusive fixings i.e. screws or nails should be attached to any tree.

1.5.72 No weight bearing ropes or wires should be attached to any tree.

1.5.73 The Event Organiser is responsible for reporting any concerns regarding trees which come to light during the planning, setting up or running of an event to the Council without delay.



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### **1.6 Supply of Food**

1.6.1 All food establishments including fixed or temporary structures, moveable or demountable premise or structure shall be registered with the local authority that covers the home base of the operation.

1.6.2 All Food Operators should consider risks and ways to mitigate them and provide Event Organiser or the Council with a copy of the Risk Assessment on request.

### **1.7 Animal Welfare**

1.7.1 Where the event involves animals the Council/Event Organisers must ensure that the best welfare practices are observed at all times.

1.7.2 No live animals shall be given away as prizes during an event.

### **1.8 Performing Rights**

1.8.1 Where the event includes the playing or performing of music requiring PRS and / or PPL licences the Council/Event Organiser must meet all legal licencing requirements by obtaining the appropriate licences or ensuring the Operator has an appropriate Licence.