



Belper Town Council

EVENTS POLICY

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)

The Council holds regular 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.

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.

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).

At all times where possible, *all* contractors should be encouraged to maximise their use of sustainable products and materials. A copy of the Town Council's sustainable procurement policy may be provided if required.



1.0 General

1.0.1 This policy sets out a number of specific requirements and actions for holding events on Council land. It also applies where the Council holds events either on its own land or at other locations in Belper. At the same time the Council would encourage events held in other locations to follow the principles set in this section of the document.

1.0.2 All events held on Council land will need to evidence compliance with the Council's Equal Opportunities Policy and its Accessibility Strategy, both of which can be viewed on the Council's website. As a general rule the Council reserves the right to refuse applications to hold events where :

- The event discriminates against any persons with protected characteristics under the Equalities Legislation
- There is insufficient evidence that the event will cater for the needs of persons with a Disabling Condition
- The event promotes or allows the promotion of hate language towards any of the persons with protected characteristics under the Equalities Legislation.
- Where activities within an event or imagery used by organisers or participants is likely to offend a person who falls within one of the protected groups under the Equalities Legislation.

1.0.3 All applications to hold events should be made in writing to the Town Clerk of Belper Town Council and be accompanied by an event plan setting out the arrangements required in the subsequent sections of this policy and to be accompanied by a list of the required documents and named persons.

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



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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.

1.2.2 The Event Organiser shall indemnify the Council against all actions proceedings and claims made against the Council in respect of any loss, claim, demand, action, proceedings, cost, expense, damage or injury arising in any way from the event unless it is proved that the Council was negligent.

1.2.3 Evidence of Public Liability Insurance covering the event to a minimum of £5 million shall be provided to the Council no later than 14 days prior to the event date.

1.2.4 The Council retains the right to withdraw permission for the event if evidence of public liability insurance is not provided 14 days prior to the event.

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.

1.3.2 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.

1.5 Health Safety & Welfare

Employees



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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 e.g. 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 of the event and the nature of the activities therein.



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This will usually include

- 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

Event Control Point

1.5.12 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
- It should include a quiet area with seating
- Drinking water should be available
- Suitable access for wheelchair users

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

1.5.14 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.

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

Stewarding

1.5.16 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.



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1.5.17 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).

1.5.18 Ideally, at least one steward should have knowledge and understanding of the needs of people with disabling conditions and be able to demonstrate that they have undertaken the Disability training which is to be found on the Belper Town Council website; <https://www.belpertowncouncil.gov.uk/accessible-belper.html>

1.5.19 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
- report any serious problems or incidents to the Event Organiser immediately
- not consume alcohol immediately prior to or during the event.

First Aid Provision

1.5.20 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.

1.5.21 Adequate provision of suitable sign posting to first aid facilities must be provided at the event.

1.5.22 The First Aider Supervisor shall be briefed on the Event Plan and Emergency Plan (if applicable) prior to the event.

Electrical Installations & Generators

1.5.23 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.

1.5.24 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.

1.5.25 All portable electrical equipment brought onto the event site must be in a safe and serviceable condition.

1.5.26 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

1.5.27 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.

Gas Appliances

1.5.28 Gas appliances e.g. cookers must have current written safety test certificate provided by a suitably competent person.

Pressure Vessels

1.5.29 Pressure cylinders e.g. coffee machines must have current written safety test certificate provided by a suitably competent person.

Use of Gas Cylinders

1.5.30 Gas cylinders shall be positioned away from ignition sources, gully's, drains or other holes and securely fixed with the valve uppermost. No additional cylinders shall be stored on site.

1.5.31 Gas cylinders must be conspicuously signed 'LPG Highly Flammable'.

1.5.32 All fittings must be compatible with the type of cylinder/equipment in use and be in good serviceable condition.

Events after Dark

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

Toilet Facilities

1.5.34 Adequate toilet facilities must be available during the event and be suitable for people with Disabling conditions.

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

Inflatable Entertainment Equipment

1.5.36 A new inflatable should have an 'initial test' to confirm it complies with BS EN 14960.



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- 1.5.37 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.
- 1.5.38 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.
- 1.5.39 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
- 1.5.40 **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 sandbags, 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



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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.

1.5.41 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

1.5.42 The Operator shall have Public Liability Insurance at a minimum level of £10 million. The Insurance Policy shall be produced to the Council on request.

1.5.43 Any bouncing castles or similar inflatable entertainment equipment must have a current annual inspection certificate provided by a registered inspector 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.

1.5.44 Inflatable entertainment equipment shall be secured to the ground in



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accordance with equipment manufacturer's instructions.

- 1.5.45 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.
- 1.5.46 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).
- 1.5.47 Inflatable entertainment equipment must always be attended. 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.
- 1.5.48 The operators of any inflatable entertainment equipment shall be 18 or over.
- 1.5.49 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.

Fairground Rides

The Operator shall supply a copy of the risk assessment for the event.
The Operator shall supply contact details for the organiser of the event.

- 1.5.50 The Operator shall comply at all times with the guidance set out by the Health & Safety Executive in HSG175. Furthermore, The Health and Safety at Work etc Act 1974 requires that fairground equipment be designed, manufactured, supplied, constructed, operated, maintained and inspected so that it is safe, so far as reasonably practicable. Other legislation such as the Construction (Design and Management) Regulations 2015 (CDM 2015),² the Provision and Use of Work Equipment Regulations 1998 (PUWER),³ and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER),⁴ places more detailed duties on duty holders regarding specific aspects of machinery use such as construction, operator competence, inspection intervals etc.
- 1.5.51 Requirements relative to testing and service inspections vary according to the type of ride / amusement but are set out in HSG175 and must be complied with.
- 1.5.52 All fairground rides at the event must have a current inspection certificate provided by organisation registered with the Amusement Devices Inspection



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Procedures Scheme (ADIPS). All fairground rides shall be operated in accordance with HSE Guidance for this type of equipment.

1.5.53 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.

1.5.54 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)

1.5.55 The Council/Event Organiser must, as far as reasonably practicable, ensure that employees and others at the event, who could be affected by the construction and use of a Temporary Demountable Structures (TDS) such as scaffolders, riggers 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.)

1.5.56 All structures must be erected and operated in line with the MUTAmarq best practice scheme for the Safe Use and Operation of Temporary Demountable Fabric Structures. Stalls, gazebos, awnings, tables, receptacles etc. must be stable.

1.5.57 All structures must be suitable for the load placed upon them so as not to cause structural collapse, this includes shelves and rails.

1.5.58 Leg weights must be fitted if the stall or gazebo is positioned on hardstanding.

1.5.59 All walkways, entrances, exits, to buildings/ structures and public areas must be kept free of obstructions and trailing cables.

1.5.60 All structures and fixings shall be within your pitch allocation and 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 to avoid unnecessary creation of trip hazards.

1.5.61 Materials for the roof 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 and wall coverings to stalls should be flame retardant. Canopies must not be fitted in windy conditions creating a risk.

1.5.62 Fabric structures must have adequate fire exits for the capacity and intended use.



1.5.63 The use of flammable decoration with fabric structures shall be kept to a minimum.

Firework And Pyrotechnics

1.5.64 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.

1.5.65 All fireworks shall be purchased from a reputable supplier and be manufactured to the appropriate current BS/EN Standard.

1.5.66 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.

1.5.67 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.

1.5.68 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.

1.5.69 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



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1.5.70 Bonfires must be constructed as close to the event start time as possible.

1.5.71 Bonfires shall be at a safe distance from the fireworks and spectators.

1.5.72 Before lighting, bonfires must be checked to ensure that the structure is sound and does not have small children or animals inside it.

1.5.73 No petrol, paraffin or other accelerants shall be used to light bonfires.

Crowd Management

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

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

Traffic Management & Car Parking

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

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

1.5.78 Where moving vehicles from 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.

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

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

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

1.5.82 Access for emergency services must always be available during the event.

Trees



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

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

1.5.85 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.

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.

1.6.3 There should be a reserved space for wheelchair users in seating areas

1.6.4 Food serving areas should be at heights appropriate to all persons regardless of physical characteristics.

Hot Food retailers

1.6.5 Provide evidence of the environmental health star rating certificate. Applicants with a 3 star rating or below will not be considered.

1.6.6 Provide current gas test and pat test certificates.

1.6.7 Provide a copy of public liability insurance which must be a minimum of £5 million pounds.

1.6.8 Provide a risk assessment and fire safety risk assessment.

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



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requirements by obtaining the appropriate licences or ensuring the Operator has an appropriate licence.

1.9 Release of Airborne Items

1.9.1 Intentional release of airborne items e.g. balloons or sky lanterns is strictly prohibited on Council Land

1.10 Noise

1.10.1 Events licensed under the provisions of the Licensing Act 2003 must promote the 'prevention of public nuisance' licensing objective.

1.10.2 Publicised event times must not be exceeded under any circumstances.

1.10.3 Outdoor entertainment noise i.e. outside or in a temporary structure, such as a marquee must cease by 23:00hrs. Exceptions may be granted following the submission of detailed proposals to, and consultation with the Environment Unit. Where indoor entertainment takes place, windows and doors must be closed at 23:00hrs.

1.10.4 Careful consideration must be given to bass noise, including repetitive bass noise in the 63 or 125Hz octave bands typically associated with live music and recorded dance music. This type of noise can travel over long distances and penetrate buildings.

1.10.5 Where noise emissions, including noise from people, will affect the occupants of premises outside the event site boundary, especially sensitive premises, for example, schools and hospitals. Written notification of the event must be posted to all such premises.

1.10.6 Notification must take place at least ten working days prior to the event and must include:

- Event location
- Dates and times of the event
- Planned activities
- Actions taken to minimise disturbance; and
- A contact name and number for complaints.

1.10.7 A written Noise Management Plan, including roles and responsibilities, must be formulated detailing how all noise emissions from the event will be dealt with.

1.10.8 The entire site and its vicinity must be regularly patrolled throughout the duration of the event,

Event Organisation



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1.11 Event Organisers must ensure they have read, understood and will comply with the Belper Town Council Events Policy, and 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 Derbyshire County Council Emergency Planning team – Derbyshire Prepared.