

## Event Safety management plan checklist:

- Fire safety
- Vehicle and pedestrian movements
- Electrical safety
- Crowd management and security
- Slips, trips and falls
- Structural safety (stages, marquees etc.)
- First aid provision
- Water, food and drink
- Lighting
- Sound (noise and vibration)
- Barriers
- Adverse weather
- Sanitary provisions
- Special effects (including fireworks)
- Waste receptacles and collection
- Emergency procedures and site evacuation

## HESAT Contact Details –

### Licensing Section

Herefordshire Council, PO Box 233, Bath Street, Hereford, HR4 9HS  
01432 260105

### West Mercia Constabulary, Licensing Unit

Bath Street, Hereford, HR1 2HT  
01432 364552

### West Midlands Ambulance Service

Unit 9, Waterfront Business Park, Waterfront Way, Brierley Hill, Dudley, West Midlands, DY5 1LX  
01384 215555

### Hereford & Worcester Fire and Rescue Service

St Owens Street, Hereford, HR1 2JW  
01432 274561

### Environmental Health

Herefordshire Council, Bath Street, Hereford, HR1 2ZF  
01432 261761

### Street Trading, Markets & Fairs

(including events for High Town, Hereford), Herefordshire Council, Unit 10, Blackfriars Street, Hereford, HR4 9HS  
01432 260095

### Emergency Planning Unit

Herefordshire Council, 35 Hafod Road, Hereford, HR1 1SH  
01432 260223

If you would like this document in a different language or format, please contact Ian Baker on 01432 260223.

# Event safety guide

## Are you planning an event?

From Garden Fete to Music Festival this is a quick guide to help you on your way to organising a safe and successful event.



### HEREFORDSHIRE EVENTS SAFETY ADVISORY TEAM (HESAT)

*This leaflet is brought to you by the Herefordshire Events Safety Advisory Team set up to provide consistent advice and instruction for the effective organisation and management of all public events within Herefordshire.*

*The team consists of representatives from Police, Fire & Rescue Service, West Midlands Ambulance Service, Herefordshire Council's Environmental Health, Licensing Section and Emergency Planning.*

*Contact details are on the back page of this leaflet.*

## WHAT YOU NEED TO DO IF ORGANISING AN EVENT

### Step 1 - You need to consider What, Where, When and How many!!

#### What activities do you intend to provide at your event?

If you intend to provide any of the following activities at your event then, in accordance with the Licensing Act 2003, you must apply for a licence from Herefordshire Council's Licensing Section:

- (i) **Regulated entertainment**, which includes the following:
  - ✓ Live music
  - ✓ Recorded music
  - ✓ Films
  - ✓ Plays
  - ✓ Dancing
  - ✓ Indoor sporting events
  - ✓ Anything of a similar nature (to those listed above).
- (ii) **Late Night Refreshment**, this relates only to the provision of hot food or drink between 2300 and 0500 hours.
- (iii) **Sale of Alcohol** for consumption on and/or off the premises. Where there is no charge for alcohol provided at an event, as with private parties, then a licence is not be required. However, if a charge is made for the supply of alcohol whether directly or indirectly (for example, by way of ticket or meal price) then a licence must be obtained.

#### Where is the event to be held?

You need to identify exactly where the event is to take place, including grid references if in a field. Produce a scaled plan of the event site with clearly marked boundaries and show how the event will be set up. If your event is to be held wholly or partly on a highway, road or public place you may need to obtain specific permissions and consider safety issues specific to the use of these areas. Further guidance can be found in the Home Office publication "Good Practice Safety Guide" August 2006 on the internet or obtainable from [www.hsebooks.co.uk](http://www.hsebooks.co.uk). If your event is to be held outdoors you will need to have a contingency plan in the event of adverse weather.

#### When will the event take place and for how long?

It is important to identify the dates for your event and notify HESAT at the earliest opportunity. Depending on the size of your event and other events taking place on those days, there may be difficulties providing the necessary emergency cover. If you require a licence for the activities you intend to provide at the event you will need to comply with deadlines by which applications are submitted to and processed by the Licensing Section. Step 2 outlines the procedures for obtaining a licence.

#### How many people is the event likely to attract?

The number of people attending any event and the means used to control those numbers is very important. This is not only to ensure you have the resources to cope with the number of people on site but also to allow for effective crowd control/management and calculation of stewards required to oversee your event. These matters should be addressed in your Safety Management Plan outlined in Step 3. The number of persons attending an event also has an implication on the type of licence you have to apply for - as shown in Step 2.

### Step 2 - Apply for a Licence to hold your Event

#### There are two types of Licence:

1. **Temporary Event Notice** - For small events likely to attract less than 500 people. A Temporary Event Notice (TEN) may be obtained to cover all the licensable activities you propose. Each TEN costs £21 and can last for up to 4 days (96 hours). This is a simple application process which must be made to the Licensing Section at least 10 working days before the event (the day the application is received and the day of the event can't be counted).
2. **Premises Licence** - For large events attracting 500 or more people or lasting more than 4 days (96 hours). This is a more complex application process which should be made to the Licensing Section at least 3 months before the proposed event date. For large events of over 5000 people at least 6 months prior notice should be given.

**Further information including application packs and guidance can be obtained from the Licensing Section on 01432 260105 or downloaded from Herefordshire Council's website [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)**

**(follow the links: Business > Licensing > Licensing Act 2003).**

### Step 3 - Draw up an Event Safety Management Plan

You need to consider the overall management of your event in respect of the health, safety and well being of all persons likely to be attending or affected by your event, both on and off the site, including staff and contractors. All events, no matter how small should develop a Safety Management Plan that covers all the aspects detailed in the checklist on the back page of this leaflet.

*For small events these aspects can be covered in a simple Risk Assessment for the whole event site. A proforma to help you complete this is available from the Licensing Section. For larger events, a more comprehensive plan is required providing specific details on each aspect listed above. Further guidance is available from the HSE Publication 'The Event Safety Guide' 1993, ISBN 0 11 341072 7 or can be downloaded from the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)*