



EAST RIDING
OF YORKSHIRE COUNCIL

A Planning Pack for Events on Council Property (Land and Buildings)



Lead Directorate and Service:	Corporate Resources - Human Resources, Safety Services.
Effective Date:	April 2015
Contact Officer/Number	Garry Smith / 01482 391117

1. Introduction

This planning pack provides you with an overview of your duties and responsibilities identifies key tasks and gives specific advice from the regulatory services that you may need to consult when organising and holding an event on council owned land.

Events may also need to be licensed with the authority. This may require you to adopt more stringent controls and conditions.

Following the guidance is part of the Council's policy and procedures. Event organisers will be held responsible for matters arising from deficiencies in their planning process and subject to enforcement by this Council, Police, Fire and Rescue Service or the Health and Safety Executive. Event organisers may also be the subject of private litigation. You must also be aware that the Council will refuse a licence application should you not meet the current health and safety regulations or the requirements laid down by the authority. As such, it is recommended that in addition to the Council, advice is sought from other enforcement bodies.

The Councils Customer Service Centres, located around the East Riding of Yorkshire, and the Council's internet site carries information for event organisers. This is usually the first point of contact.

2. Foreword

The Council is committed to pursuing continual improvements in health and safety. This planning pack supports this commitment and forms part of the Councils' health and safety management system. This document, in conjunction with additional services offered by the Council, will assist applicants in managing the safety of events.

3. Roles and Responsibilities

East Riding of Yorkshire Council

Council officers can advise on the following:

- The notification of an event to be held on Council owed property (land or buildings);
- Health and safety considerations, including risk assessments and emergency planning;
- Food hygiene requirements;
- Environmental issues for example waste, noise, etc;
- Licensing requirements;
- Insurance requirements;
- Identification of other public bodies for consultation;
- Coordination of off-site emergency plans, liaising with emergency services, local authorities and other appropriate agencies;
- Implications on the public transport system, through co-ordination with the Council's Streetscene Services.

In particular Streetscene Services can advise upon the following:

- The need for road closures and/or diversion routes;
- Activities on public highways, car parks and/or footpaths;
- Details of scheduled road works and/or other potential disruption.

The Yorkshire Ambulance Service may provide advice on the following:

- Services that may be available to deal with matters arising from your event;
- Site access and egress provision, and parking requirements for the emergency vehicles;
- A contact point for the NHS and voluntary aid societies, for example St Johns' Ambulance or the British Red Cross.

Humberside Fire and Rescue Service can provide advice on the following:

- Safety from fire;
- Means of escape;
- Emergency lighting;
- Fire alarms and extinguishers;
- Site access;
- Liaison with the fire crew;
- Water supplies (fire appliances carry only a limited amount of water that may need supplementing from a readily identifiable and accessible hydrant);
- Emergency plans for major incidents either on site or nearby and associated with the event;
- Firework displays.

Humberside Police can provide advice on the following:

- The role of the Police in relation to events;
- Provision of any Police services agreements;
- Legislation;
- Arrangements relating to traffic movement on the highway; public order; or crime.

4. Application to use Council Property

The organiser must verify who owns the land on which they propose to hold the event. If it is public open space, land or building owned or maintained by East Riding of Yorkshire Council the organiser must seek permission to hold the event.



If you propose to hold an event on council land, please complete the Notification Form (Appendix 1) and forward it to your local Customer Services Centre (CSC) or visit your local Customer Services Centre to complete the form there. If you have an internet connection you can complete the form on line at www.eastriding.gov.uk

Following receipt and approval the Council will issue the relevant permissions.

The council will ensure that its relevant departments receive copies of your form in order that they can, if necessary, contact you regarding any specific points.

The Councils' Safety Officers may wish to obtain further details from you and give specific guidance for your event.

4.1 A Licence Agreement to Run the Event on Council Owned Land

You may have to complete an additional form to the event notification form, depending upon the nature of the event. This form, 'Application for the Use of Council Owned Land and Facilities' will be forwarded to you from the Councils department dealing with your request. They can be contacted using the appropriate number from the contact list within this document. This form must be returned at least three months prior to the proposed event date for licensed events, or 28 days prior to the proposed event date for non-licensed events.

The information requested in the application form helps to ensure that your proposed event is successful and safe. It also helps to protect both the event organiser and the council against claims for injury, etc.

4.2 Insurance

Event organisers could be held legally liable for the costs or damages for any injuries, property damage etc., which may occur as a result of the event. It is essential to contact an insurer or broker as early as possible to seek advice and assistance.

It is imperative that you arrange public liability insurance with a minimum limit of indemnity of £2m up to a maximum of £10m. In many instances a greater level of cover may be needed, for example you will need to tell the insurers if any unusual activity is taking place as failure to do so could invalidate your insurance. If in doubt you should provide full details of the event to your insurers. It is also wise to read any exclusions noted on your policy.

If you do not have this cover, any claim could be pursued against the organisers and their private finances. It is in the interest of the organiser that they maintain appropriate public liability insurance.

Organisers should ensure that contractors have their own public liability insurance, and that they comply with any policy terms and conditions. You will require a copy of their policy.

In the event of an injury or damage to property, full details of the incident must be written down, and the matter must be reported to your insurer without delay. If something happens, do not admit liability as it may invalidate your cover.

If the event that you are planning to hold is to be in any building or on land owned by the Council then you must send proof of your insurance cover to the Council's representative. The organiser must obtain written confirmation that insurance arrangements are adequate before holding the event.

Where appropriate, all applicants must also provide an Event Management Plan and risk assessment for the proposed event to ensure public safety. Your contact officer will be able to advise you.

Once your notification form has been received and processed you will either receive a letter confirming that the event can take place or stating the reasons why it cannot.

Upon satisfactory approval of the proposed event our legal department will forward a formal licence agreement for the use of Council owned land and or facilities for signature and return.

Please be aware that the following timescales must be fully met in order that your event can take place:

- The notification form must be submitted as soon as possible (ideally 3 months prior to the event date);
- An application form, if applicable, in addition to all necessary supporting information, must be submitted at least 3 months in advance of a licensed event, or 28 days prior to a non-licensed event ;
- The formal licence agreement for use of Council land or facilities must be signed and returned to the council prior to the event taking place.

4.3 Council Contact Details

Please contact the relevant department, dependent on the proposed site of your event;

Area for proposed event	Telephone
Highways, car parks,parks and open spaces	01482 395629
Sewerby Hall & Gardens	01262 676180
Foreshores	01262 678255
Any other council land	01482 393930
Private land	01482 396291

4.4 Council Costs

a. Administrative Costs

The Council's charges for costs associated with processing and administration of a licence agreement will be confirmed on receipt of the completed application.

b. Licence Fee

The fee for the use of the land will depend on the extent of land required and the nature and duration of the event. The fee will be confirmed on receipt of the completed application.

c. Land Costs

Where a market rent is charged, dependent upon the specific land being used, the Council have elected to charge on the basis of the following:

- Loss of revenue to the Council (such as in respect of chargeable car parks);
- Percentage of profits;
- Increase in Retail Price Index from previous years charge for repeat events;
- Otherwise, the Council have opted to levy an inclusive daily charge for certain events, e.g. funfairs & circuses.

d. Road Closure Costs

Provision of a Temporary Traffic Regulation Order implemented under:

- i. Town Police Clauses Act – No cost
- ii. Traffic Regulation – Price on application

e. Additional Licences and Permits

- i. Temporary Events Notice (TEN) – Price on application
- ii. Premises Licence – Price on Application
- iii. Collectors Permit – No charge
- iv. Street Trading Consent – Price on application

The Events Safety Advisory Group

The Events Safety Advisory Group (ESAG) has been set up to provide advice and guidance to organisers of public events in the East Riding of Yorkshire Council area. The core members of the group are senior officers from specific emergency services working in the council area (Police and Fire and Rescue Service) and council services (highways and public protection).

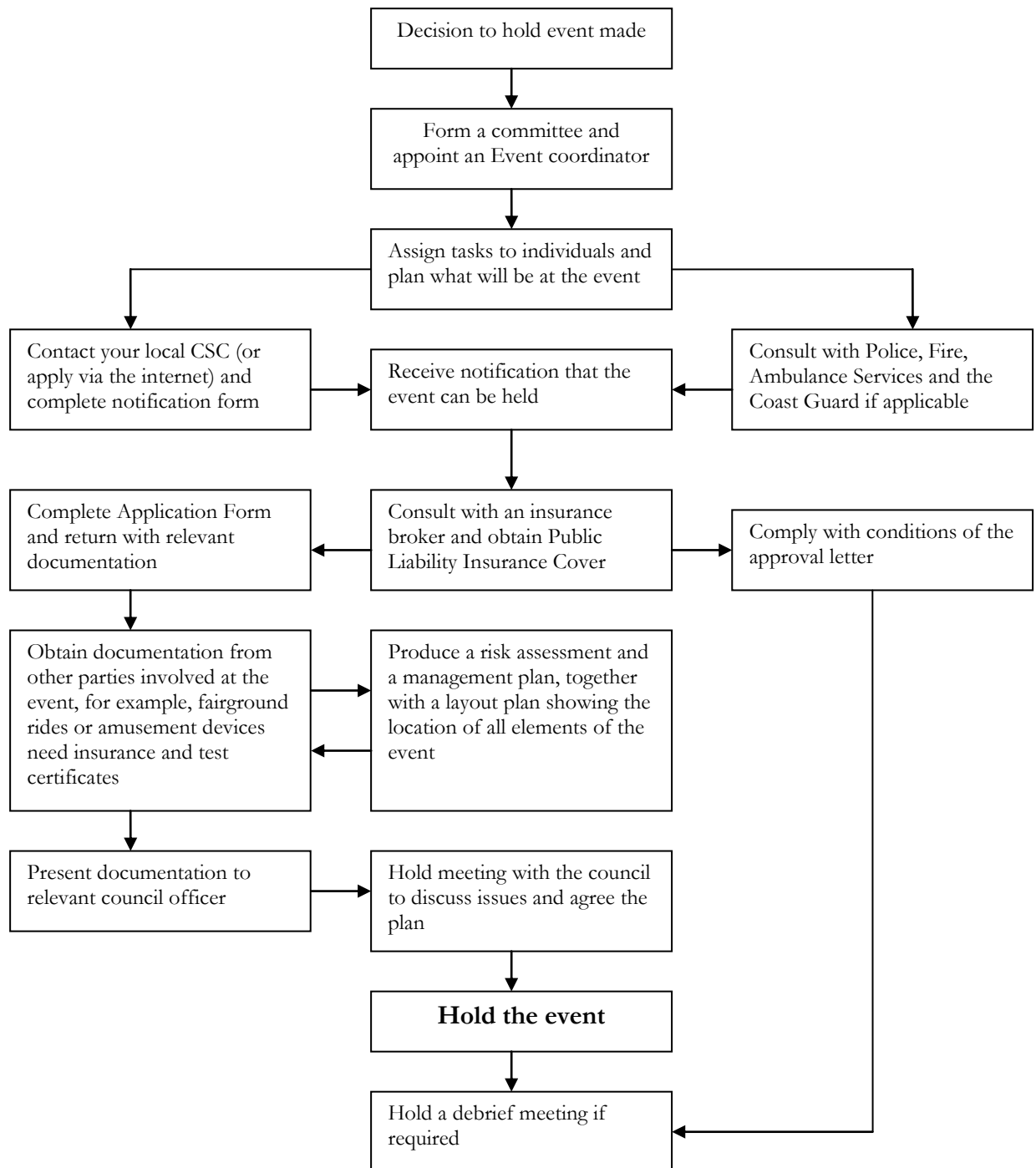
The ESAG's main objectives are

- To promote high levels of safety and welfare at events by giving advice
- To promote good practice in safety and welfare planning for events
- To ensure events cause minimal adverse impact

All comments and observations made by ESAG are always advisory. It has no statutory compulsion and organisers are under no obligation to submit information, attend ESAG meetings, or follow ESAG's advice. However, each of the constituent members has their own regulatory role and may exercise their powers independently.

To contact the group Email: health.safety@eastriding.gov.uk

4.5 Events Planning Flowchart



5. Health and Safety Considerations

Remember each event is unique - the place, the people and what you are doing. Make sure you are in the best position to make decisions, which will ensure the safety as well as the success of the occasion.

Things to do

1. Form a committee or group to help you plan the event and identify potential hazards.
2. Seek volunteers to be in charge of specific tasks (examples given below).
3. Risk assess each area and introduce measures to minimise the possibility of harm.

Areas to consider:

Who is attending the event? Have they any special needs, which will require consideration such as access to fire escapes?

Choice of site, preparation and facilities

The site should be big enough for all the activities planned.

For all events there must be plenty of space for the public to move around stalls, rides, performance/stage, arena/exhibition areas, etc, and to have unobstructed routes to exits. This is especially important when holding an indoor event, to prevent stalls/goods obstructing exit routes and doors.

You should:

- Prepare a sketch plan of the site, preferably to scale, showing the position of all the activities/attractions, circulation routes and exits. This drawing should be updated regularly. If your plans change you must inform the Councils representative and copies of the final version must be available at the event;
- Have enough exits for a mass orderly evacuation of the site;
- Ensure entrances and exits are identified for emergency vehicles. These should be agreed, well in advance of the event with the emergency services, bearing in mind the size and weight of their appliances. See Event Management Plan.

The Site Venue

Consider the:

- Condition of an outdoor site;
- Preparation of the site;
- Security;
- Public entry and exit;
- Vehicles and car parking;
- Emergency access.

Equipment

- Safety barriers;
- Staging or structures;
- Electrical supplies, installations and equipment;
- Fire-fighting;
- First aid;
- Control room;
- Means of communication.

Welfare Facilities

- Staff safety;
- People with disabilities;
- Toilets;
- Information point;
- Lost children and lost property, etc;
- Provision of water;
- Litter and refuse;
- Community safety.

Crowd Control

Event organisers have overall responsibility for ensuring crowd safety at the event. Crowd management is therefore a critical part of safety planning.

Set a realistic maximum number who can attend. Be prepared for gatecrashers. If appropriate, issue numbered tickets to be sold or distributed through named contacts, but remember these can easily be forged. Supervise the event to prevent crushing or other safety issues.

Stewards

Provide an appropriate number of adequately trained stewards for the security and control of the site and the attending public. They should be aware of emergency procedures, which may include access/egress, fire, injury, and difficult/unruly members of the public.

The number of stewards needed may be determined by considering each of the separate tasks to be covered (i.e. staffing entrances and exits, controlling access to attractions/activities, general crowd control, patrolling public areas, securing unauthorised areas, securing hazards, car parking duties, etc.) This must be considered within the risk assessment.

If the event is to last several hours, extra stewards should be available to allow others to take meal breaks, etc.

All persons working on behalf of the organiser should, where possible, wear high visibility and reflective clothing that denotes their individual roles and bears individual identification throughout the event.



The organiser should ensure that all persons engaged either directly or indirectly by them on duties within the site:

- Are responsible, fit to deal with physical requirements of their activity;
- Do not consume or be under the influence of alcohol or other drugs;
- Do not leave their point of allocated duty (except in the pursuit of public safety);
- Remain calm;
- Be courteous towards all those with whom they have contact;
- Co-operate in full with any legal requirements of the regulatory services and/or council officials.

The organiser should ensure the accurate monitoring and recording of all persons within the event site and will make such information immediately available on request to the emergency services or Council officials. Customer numbers must be available as separate from site staff numbers.

The organiser's staff are responsible initially for matters of public order within the event site and for dealing with any disturbance by legal means.

The organiser is responsible for ensuring that all persons working on their behalf are suitably and sufficiently trained and briefed prior to the commencement of the event about their areas of responsibility and site procedures.

Emergency Escape Routes

Identify means of escape. Ensure that fire escapes are well lit and kept clear of obstructions, both inside and outside the venue. Control parking to ensure access for emergency vehicles.

Emergency Lighting

Make appropriate provision for possible power cuts. At small events torches may be sufficient but larger events may need standby, or continuously operating generators.

Electrical Safety

Consider the entire installation and seek expert advice.

- If the event is outside, could it be run from a lower voltage via a transformer?

- Use a residual current device (RCD), especially outdoors or in a damp or wet environment. This is particularly important for musical instruments, microphones etc. Note: You cannot use a RCD where a sudden loss of power could be dangerous, for example lighting systems or moving machinery;
- Use proper electrical connectors and do not use insulating tape or other temporary measures;
- Locate electrical leads safely to prevent tripping hazards.

Food



If you plan to have food or refreshments available at the event and this will be provided by outside caterers, i.e. hotdog stalls, candy floss, etc. the event organisers will need to ensure that these carry sufficient insurance and show that they are trained to at least 'basic food hygiene' level. As event organiser you will need to obtain copies of the above to attach to your application.

If planning to do the catering yourself, please contact the food safety team either on their web pages on the Council site www.eastriding.gov.uk or see the 'Useful Contacts' within this document for contact details.

Noise Control

How to enjoy your event and keep the peace with the neighbours

Noise from many different sources may be the cause of disturbance to residents and neighbours, for example:

- Amplified music and speech;
- Singing;
- Loud conversation.



Entertainment noise can be kept to a minimum by considering others. When planning an event on Council owned property (land or building) there are many considerations to be made. The size of the event and nature of the entertainment will dictate the type of disturbance that may arise. You should identify a person to be responsible for noise control. Remember that the venue must be licensed if the entertainment is publicly advertised. Since April 2008, the Control of Noise at Work Regulations have been extended to regulate noise in the music and entertainment industry. As such, events where music is provided may now be subject to legislation in relation to the noise levels.

Information on the control of noise is available from the Councils' Environmental Health Officers. Officers can provide advice specific to your event. They can be reached via the Councils' internet site at www.eastriding.gov.uk or see the 'Useful Contacts' within this document for contact details.

Small-scale use of Gas (Liquid Petroleum Gas) in cylinders

LPG, such as propane or butane, is a colourless liquid that readily evaporates into gas. It has no smell, although it will normally have an odour to detect leaks.

When mixed with air, the gas can burn or explode when it meets a source of ignition. It is heavier than air, so it tends to sink towards the ground. LPG can flow for long distances along the ground, and can therefore collect in drains, gullies and cellars.

LPG is supplied in pressurised cylinders to keep it liquefied. The cylinders are strong and not easily damaged, although the valve at the top can be vulnerable to impact. LPG can also cause burns to the skin.



Fixed cylinder installations:

- Ensure the cylinders are kept secured in position and are not tampered with;
- Do not let anyone work on the installation unless they are suitably trained and competent to do the work.

Cylinders not fixed in position:

- Keep all cylinders in a safe, well-ventilated place, preferably in the open air, and away from occupied buildings, boundaries and sources of ignition and heat;
- Make sure the cylinders are properly secured and kept upright.

For ALL installations

- Keep rubbish and anything that will burn easily well away from the cylinders, and keep weeds and grass cut. Don't use a chlorate-based weed killer, as it can be a fire hazard;
- Do not allow any electrical equipment, vehicles, bonfires, barbecues or other sources of ignition near the cylinders. Exceptions are items purpose-designed to use LPG, such as gas-fired barbecues;
- Do not smoke when changing cylinders;
- Keep people, especially children, segregated from the installation;
- Keep vehicles away from the installation;
- Make sure that the pipe work or flexible hose from the cylinders to the point of use is protected against accidental damage, and is properly supported;
- Report any equipment failure or damage to your supplier without delay, and ask them for guidance.

First Aid



A senior officer nominated by the Ambulance Service or St Johns Ambulance will be able to offer advice and guidance to organisers and promoters on the first aid/ambulance/medical implications and consideration of their particular event. This advice will cover, for example, the number of first-aiders, first aid point locations or the possible provision of ambulances for an event. Such guidance will be drawn from appropriate publications and/or national recommendations.

Manual Handling

Assess the venue and the tasks involved in creating the event.

What will need to be moved and how will you do it? Will there be awkward, heavy items such as beer barrels or components of marquees?

Consider:

- The load – is it heavy, slippery, uneven in weight or shape?
- The task – where is it going? Up or down stairs, into a tight space?
- Who is doing the work? Are there enough people? Their age, sex, strength, fitness should all be considered. Wherever possible, use aids and equipment to help e.g. sack barrows.
- The environment – including ground conditions, weather conditions, etc.

Waste Management

One event can generate a lot of litter and refuse. It is essential that responsibility is taken for the control and site clearance of any litter. Plans should include the number and type of containers to be used and where these will be deployed. It is often easier to use containers that can be mechanically emptied and these provide a range of capacity. Large events may require the site to be patrolled by litter-pickers in addition to static containers. Litter can often include hazardous items e.g. broken glass, discarded needles/syringes etc. and the associated control measures should be included in the risk assessment, where applicable.



The generation of rubbish from activity involving the exchange of money (e.g. stall, side-show, snack vendors etc) is classified as commercial waste. Organisers must ensure that such waste is contained, to prevent littering, and disposed of in a legal manner. Commercial waste should only be collected by a 'registered carrier' of waste and there must be a 'waste transfer note' between the 'producer' of the waste and the carrier. If the event organiser is taking responsibility for waste disposal then the organiser may become a 'broker' and more paperwork is needed.

For advice please contact Environmental Services Officers at East Riding of Yorkshire Council.

Toilets



Provide an adequate number and type of toilets for the number of people expected, including provision for people with disabilities. Further advice can be sought from specialist suppliers.

It is best to provide toilets that are connected to mains services, but temporary units may have to be provided.

Arrange for all toilets to be serviced and cleaned regularly to keep them fully operational, clean and hygienic throughout the event.

Provide adequate signs to indicate the location of the toilets and provide adequate lighting, where necessary, if the event continues into the evening.

Locate toilets so that people are protected from bad weather and trip hazards. Where possible, locate toilets at different points around the venue to minimise crowding and

queuing problems.

Special Activities

Additional health and safety precautions may be required to deal with proposed events or entertainment, which are unusual or potentially dangerous. The aforementioned health and safety considerations are not exhaustive and it is expected that the risk assessment will identify other considerations, which can be discussed with Council representatives from the relevant service area.

This document may not provide organisers with sufficient information to plan concerts and similar music events. You are strongly advised to refer to the contents of The Purple Guide to Health and Safety and Welfare at Music and Other Events (Non-HSE document, subscription required.)

Large events of this nature require considerable expertise.

6. Risk Assessment

You must undertake a risk assessment of the event including the construction, management and dismantling of the venue and effect that any part of it, or activity undertaken on or in it, may have on employees, contractors, participants and the general public irrespective of the size and type of event. If you obtain the services of a professional company, for example, to erect a marquee or create a fireworks display, they must undertake their own risk assessment for the activity and provide you with a copy or a certificate of compliance with the related safety regulations.

Preparing a risk assessment for the event is the responsibility of the organiser. A simple guide is provided within this document, and further assistance can be obtained from the HSE Website.

The Need for a Risk Assessment

Risk assessments should be carried out by a competent person i.e. one with appropriate experience, knowledge and training. It should also be carried out in conjunction with consultation with the people concerned with the event or their representatives.

WHAT ARE THE SIGNIFICANT HAZARDS	WHO IS AT RISK FROM THOSE SIGNIFICANT HAZARDS	ARE THERE CONTROLS IN PLACE? IF YES WHAT ARE THE CONTROLS?	WHAT RISKS ARE NOT ADEQUATELY CONTROLLED? WHAT ACTION IS REQUIRED?	WHO IS THE RESPONSIBLE PERSON?
(List hazards in this column)	(List people at risk from the hazard in this column)	(List controls in this column)	(List further action needed in this column)	
<i>Examples</i> Erection of a marquee.	<i>Examples</i> Marquee erection contractors site crew.	<i>Examples</i> Use a reputable contractor with experienced and trained personnel. Ensure safety boots and other safety equipment is worn by contractor's crew when working on marquee.	<i>Examples</i> Obtain written assurance from the contractor regarding training and experience of crew and that they have been briefed on activity and site safety.	<i>Examples</i> Contractors name.
Vehicle movement on the site.	Members of the public. Site crew.	Have clearly marked areas for pedestrians and vehicles. Clearly mark direction that vehicles should travel.	Vehicle Movement. Ensure staff are trained and have knowledge of where to park cars. Cordon off areas. Provide high visibility jackets to staff.	Event's Safety Officer.
Electric shock or electrocution.	Members of the public. Site crew.	Employ competent engineer to oversee all of the electrical work. Safe method of work produced and agreed by all relevant parties.	Professional competence. Ensure written confirmation of training and competence is provided and the contractor is aware of exactly what work is expected of them.	Event organiser.

Basic Example

Risk assessments need to consider:

- What could go wrong?
- How likely it is to go wrong?
- How serious it would be?
- Who would be affected?
- What the consequences would be?

An effective risk assessment will:

- Identify the things that may cause harm – the hazards;
- Identify those at risk;
- Consider the likelihood and possible consequences of that harm actually occurring and evaluating – the risks;
- Take preventative action to ensure that the risks are adequately controlled at all times and to eliminate or minimise the risks by the introduction of control measures;
- Monitor those control measures;
- Review those control measures.

List the areas and issues applicable to your event management plan and list who in your planning team is responsible for the work.

7. Additional Licenses

Additional licenses, dependent upon the type of activity you are looking to undertake may be required under legislative requirements. These include:

- Holding a collection (charity and/or future funding purposes);
- Selling any article (street trading);
- Selling alcohol;
- Performing a play;
- Showing a film;
- Performing live or recorded music;
- Performing dance;
- Providing boxing or wrestling entertainment;
- Providing entertainment of a similar description to live or recorded music or dance.

This can be achieved in two ways either a premises licence for the land or through a temporary events notice each of which has set timescales, which cannot be ignored.

In order to make sure that you will be fully compliant with the legislation you will need to contact the Health, Safety and Licensing section of the Council immediately, where you will be advised, if such a license is required, the application process you will need to follow and the associated costs (see section 4.4).

A failure to obtain the appropriate approval could result in a prosecution.

Contact details are as follows:

Licensing Officers
County Hall
Beverley
HU17 9BA

Tel: 01482 396296

E Mail: licensing@castriding.gov.uk

8. Specific Activities

Are you planning to make your event particularly memorable, bizarre or odd?



Please think carefully before including unusual activities at your event as they can introduce additional risks which will need managing.

Some activities have published guidelines and health and safety advice. Contact the Health and Safety Executive for information on how to obtain this.

Other events will need consultation with various agencies because of the risks involved. Please use the advice services available.

The Council reserves the right to require some higher risk activities (such as fairs and amusements), to be dealt with by way of a separate licence granted directly with the activity operator. You will be advised of such requirement as part of the application process.

8.1 Public Highway/Footpath/Car Parks

In order to afford proper protection under the law, a public highway, footpath or road has to be formally closed using a legal order, so that in the rare event a motorist was to drive within the closed area causing damage/injury, there would be full legal redress by the damaged parties. Without a formal closure you, as the organiser, could be held responsible for any loss or damage and also liable to be prosecuted by the Police for obstruction of the highway.



To organise a closure, you must first contact the Highways Events Officer in order to discuss the feasibility of your request. Matters such as the likely disruption the closure may cause, diversion routes, public transport and access/egress arrangements for those living or working within the proposed closed area will all be considered.

If agreed you will be sent an application form to complete and return giving full details of the closure and to obtain the necessary supporting signatures from all the residents / businesses that would be affected by the closure.

56 days is the absolute minimum notice Streetscene Services needs to assess the implications of the closure and complete the necessary statutory requirements. It is recommended that longer periods of notice are given to prevent the likelihood of clashes of interest with street works and maintenance, which in some cases are planned six months in advance.

Your application, once received, will be processed, following which you will receive sufficient A4 laminated legal notices for you to erect on suitable street furniture around the area to be closed. After the event you are responsible for the removal and destruction of the notices.

You as the organiser are responsible for traffic management during the road closure, which first has to be approved by Streetscene Services. You will also be responsible for the provision and placing out of all necessary traffic and pedestrian barriers, advanced closure notices, traffic cones, road closed and diversion signs.

Depending on the size of the event, it may be advisable for you to consider employing a traffic management company to develop a traffic management plan and to provide and place out the appropriate signage.

No charges are made for road closures implemented under the Town Police Clauses Act, which cover most cases'. However, if a road has to be closed under the Road Traffic Regulation Act, a charge will be made (see section 4.4).

In addition to any closures, you will, in most cases, need to apply for a licence agreement for the use of Council owned land or facilities to run the event (see paragraph 4.1). The Highways Events Officer will assist you with this application.

Remember if you are in doubt, contact Streetscene Services for advice, at email highways.customer.care@eastriding.gov.uk, or telephone (0845) 600 1666. It is against the law to do certain things on public roads and footpaths and the penalties can be severe, not only from criminal prosecution, but also the possibility of civil action should someone suffer as a result of your failure to take the appropriate precautions.

Specific guidance on holding small street parties can be found in the accompanying guidance note.

8.2 Caravans and Camping

If you are planning to hold an event, which will involve caravans or camping activities, you will need to make arrangements to cover the following requirements.

You will need to supply with your application a detailed plan showing the following:

- Access and egress points;
- Fresh water supply points;
- Washing/toilet facilities;
- Waste water disposal points;
- Drinking water supply points;
- Fire fighting equipment points;



- Routes within camping area;
- Spacing distances between units;
- Emergency access points;
- Dog walking areas;
- Dog waste disposal.

This list is not exhaustive.

Other requirements:

- Specific insurance cover for caravan or camping activities;
- Fire officer agreement (where necessary);
- Planning application approval (where necessary).

You will also need to enclose a copy of the proposed 'site' rules outlining, to the participants what they need to know and what they need to do in order that you can comply with the Councils conditions of use.

As this can be a complex area, you should consult the relevant Council representative for further clarification on the requirements of this area.

If you are affiliated to national recognised bodies, such as the Caravan Club, they will be able to assist you with you preparations for this event.

8.3 Fireworks

Particular care will need to be taken by event organisers in the planning and supervision of these activities. It should be noted that only competent, trained persons can carry out pyrotechnic work on Council owned land.



Firework displays can cause considerable nuisance, distress and danger to those who have not been advised of, or considered in, the planning of the event.

Displays should finish as early as possible and in most locations the use of 'mortar shells' and similar high noise fireworks is not generally considered appropriate. Insufficient expectation by the community regarding this can result in the Police receiving well-intentioned reports of incidents of explosion to which they must commit resources.



You should also bear in mind the proximity of the coastline. Please contact the Maritime and Coastguard Agency with a minimum of 28 days notice regarding fireworks or similar displays. They will advise on the related legislation based practices that must be followed to ensure public safety.



These requirements are equally applicable to flying lanterns.

8.4 Temporary Demountable Structures

The safe design, erection, use and deconstruction of any temporary demountable structure (TDS), such as a marquee, viewing facility (temporary seating and viewing platforms) or stages, is an important consideration of event planning.

Competent people, accredited by a relevant accreditation body (such as the Marquee Users Technical Accreditation MUTAmarq), must be employed from the outset to design, construct, verify, inspect and dismantle.

The event organiser must ensure that the following key information and documents are available and communicated to all relevant parties:

- Design concept;
- Construction drawings (erection and dismantling plans);
- Calculations (summary);
- Risk assessments and safe work method statements (erection and dismantling plans);
- Site layout plans;
- Wind management plans (taking account of gusting winds);
- Fire resistance certificates;
- Contractors competence (association/accreditation);
- Crew training/competency certificates;
- Structural completion certificates (sign off/handover certificates);
- Emergency contingency plans for structures;
- Lifting equipment and lifting accessory certificates of thorough examination and test.

A suitable system of maintenance and inspection with the TDS contractor must be agreed.

Further information on event organiser's requirements in relation to temporary demountable structures can be found At <http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>.

8.5 Fairs and Amusements

Fairgrounds and areas where amusement devices are placed are considered in health and safety circles as high-risk environments and therefore require greater controls. Whilst activities of this nature will be permitted on council land, these activities will be excluded from general event licences and will need to be the subject of a separate licence between the operator and the council. In addition to measures already discussed within this document, there are a number of other requirements that must be considered.

Devices shall not be used on council owned property (land or in buildings) until all the relevant documentation is supplied, and that adherence with the HSE's codes of practice and guidelines and the councils own requirements is formally agreed.

The event organiser shall draw to fairground rides the Health and



the attention of those providing Safety Executive publication [HSG](#)

[175 - Fairgrounds and Amusement Parks](#) to which they should comply. It should also be noted that the Council is requested by the HSE to compile a list of fair ground type events taking place on it's land. This list is passed through to the local HSE office. The HSE make unannounced visits to inspect safety standards at fixed and travelling fairs. They look at the levels of compliance with the standards set out in HSG175 (including maintenance of an up-to date operations manual containing all relevant documentation, e.g. the Declaration of Operational Compliance (DOC). They check that the DOC has been signed by a proven, competent inspection body, approved by the Amusement Devices Inspection Procedures Scheme (ADIPS).

Any showman or amusement device supplier providing fairground rides or amusement devices, for your event must supply the Council with the details of their:

- Insurance cover;
- Certification (ADIPS) for each device;
- Risk assessments; and
- A detailed plan of the site.

Note: If the device supplier does not belong to an association then an ADIPS type certification would be acceptable, providing that this certificate covers all the areas covered by an ADIP certificate and that the inspection etc is carried out by a competent person.

The controller of the ride must carry out inspections in accordance with HSG175 and complete a logbook, which is readily available for inspection by the relevant Council representative.

Inflatables



If a bouncy castle or other such inflatable device is to be provided, it must be erected and operated in accordance with HSE Guidance and have a certificate issued by either the National Association for Leisure Industry Certification (NAFLIC); the Inflatable Play Manufacturers Association Inspection Scheme (IPMA); or Amusement Devices Inspection Procedures Scheme (ADIPS) appointed inspection body.

In addition, each inflatable must have a clearly displayed and current, genuine inspection tag, denoting that it has been inspected by a competent inspector in accordance with the Performance Textiles Inflatable Play Accreditation (PIPA) Scheme. Verification that an inflatable has been inspected can be obtained via the PIPA website, by entering the relevant identification number of the inflatable.

Trampolines

Operators must be members of the [British Gymnastics Association](#) (formerly British Trampoline Federation), and follow their code of practice.

It should be noted that free fall bungee type rides, are not allowed on Council land. Please discuss your requirements regarding this type of ride with the Council's representative.

Coin-operated children's rides

This guidance has been developed in accordance with the steps and checks required by HSG175. The main features of the scheme consist of:

- Requirements for pre-use and in-service annual inspections; and
- The uses of a standard Declaration of Operational Compliance (DOC) form following annual test (thorough examination) and initial test inspections.

Registered inspection bodies for coin-operated children's rides need to comply with similar, but simplified, registration requirements to other registered inspection bodies. Inspection bodies registered under the main scheme already meet this requirement. The scheme has two separate service quality schedules corresponding to the two inspections required by coin-operated children's rides: the pre-service initial test and the in-service annual test.

The principal difference from the main scheme is that there is no need for the inspection body to be independent of the operating or ride manufacturing company. This does not mean that the standards for such rides should be lowered, as both inspection bodies and controllers need to follow the guidance in the relevant parts of HSG175.

Controllers need to have the following documentation before they use coin-operated children's rides:

- Declaration of Operational Compliance (DOC);
- Report of initial test; and
- Report of the annual test if ride is over one year old.

Risk Assessment

Before any amusement device or fair ground ride can be used on Council owned land the Council's representative must be in possession of a risk assessment for that device / ride. The area where the device(s) are to be located will also need a risk assessment. Further guidance on how to complete a risk assessment is available in this document.

Insurance

For children's rides a minimum level of liability insurance of £2 million is required in respect of each ride. In respect of adult rides a minimum limit of £5 million is required in respect of the ride. However, depending on the ride it may be that the Council will increase its requirement. It is the organiser's responsibility to ensure that evidence of cover is obtained and presented to the council. This is in addition to general insurance requirements for events outlined earlier in this document. Individual organisers will be notified of specific requirements.

Showman's Guild

Many fair grounds and amusement device operators are members of the Showman's Guild. As a member of the Showman's Guild members receive 'member benefits' such as help with their insurance cover. If your fair ground or amusement device provider is a member of the guild then you will also need to provide their membership number as proof before the council can accept their different insurance cover details. The membership number is usually annotated on the ADIPS DOC. This should be checked by the organiser.

Site Plan

You should include as much detail as possible on your site plan. It will need to show any or all of the following were appropriate;

- The distances between each ride/ device;
- Access/egress points;
- Emergency vehicle routes;
- Fire points;
- Car parking areas;
- Pedestrian routes;
- Pedestrian barriers.

This list is not exhaustive.

9. Event Management Plan

In summary, this guide has been produced in order to help you effectively plan and manage your event. The following documents are designed to ensure effective communication and co-ordination between the organiser, the Council and the emergency services.

Your Event Management Plan should consist of the following: -

1. Management arrangements for the event – Event Notification Form and Event Planning Form
2. Gridded Site Plan/Temporary Structure Plans/Fixed Structure Plans
3. Risk Assessment, site arrangements and organisation schedules
4. Emergency and Contingency Arrangements
5. Any other relevant documents/information, e.g. ADIPS, Statement of Intent, etc.

Include details of the arrangements for dealing with the areas of special risk and identify those responsible and their qualification(s).

Other arrangements that will need consideration will include arrangements for site clearance of refuse and litter following the event and how it will be handled during the event. If event security personnel are to be employed, who will these be and are they registered.

The Council representatives may request any additional information as deemed appropriate.

10. Useful Contacts Information

Council Contacts	Email Address	Contact Number
East Riding of Yorkshire Council	Customer.services@eastriding.gov.uk	01482 393939
Highways Events Officer	Highways.customer.care@eastriding.gov.uk	01482 395629
Streetscene Licensing Officer	Highways.customer.care@eastriding.gov.uk	(0845) 600 1666
Trading Standards	licensing@eastriding.gov.uk	01482 396296
Food Safety	Trading.standards@eastriding.gov.uk	01482 393939
Environmental Services	food.services@eastriding.gov.uk	01482 396301
Environmental Health (Noise)	Env.willerby@eastriding.gov.uk	01482 395580
	Noise.control@eastriding.gov.uk	01482 396301

Organisation	Address	Contact Number
Humberside Police	Priory Road, Hull	101
Humberside Fire Authority	Hessle High Road	01482 565333
Yorkshire Ambulance and Paramedic Service NHS Trust	Shipton Road, York	0845 124 1241
Beverley Magistrates Court	Champney Road, Beverley	01482 861607
Maritime & Coastguard Agency	Marine Office – Crosskill House, Mill Lane, Beverley	01482 866606
	Coastguard Office – Limekiln Lane, Bridlington	01262 672317

Customer Service Centre	Address
Haltemprice	East Riding Leisure – Haltemprice, Springfield Way, Anlaby, HU10 6QJ
Beverley	Cross Street, Beverley, HU17 9BA
Bridlington	Town Hall, Quay Road, Bridlington, YO16 4LP
Brough	Petuaria Centre, Centurion Way, Brough, HU15 1AY
Cottingham	Civic Hall, Market Green, Cottingham, HU16 5QG
Driffield	Mill Street, Driffield, YO25 6TR
Goole	Council Offices, Church Street, Goole, DN14 5BG
Hedon	2 New Road, Hedon, HU12 8EN
Hessle	Hessle Centre, Southgate, Hessle, HU13 0RB
Hornsea	75 Newbegin, Hornsea, HU18 1PA
Howden	69 Hailgate, Howden, DN14 7SX
Market Weighton	Wicstun Centre, 14 Beverley Road, Market Weighton, YO43 3JP
Pocklington	Pocela Centre, Railway Street, Pocklington, YO42 2QU
Withernsea	Queen Street, Withernsea, HU19 2HH

The contact telephone number for Customer Service Centres is 01482 393939 or 0845 122 5000 (local rate number).

11. Recommended Reading

The following publications provide additional information and advice on safety at events. Although these normally relate to medium to large events they are often helpful for all events. You should ensure that you have the most up to date version.

Council Documents

Holding a Small Street Party Guidance Note

Health and Safety Executive (HSE) Documents

Many of these references are available, free to download from the [HSE's website](#),

- Steps to Risk Assessment
- Fairgrounds and Amusement Parks – Guidance on Safe Practice
- The Radiation Safety of Lasers Used for Display Purposes
- A Guide to Organising Safe Firework Displays
- Working Together on Firework Displays – HSE priced publication
- Managing Crowds Safely
- The Purple Guide to Health, Safety and Welfare at Music and Other Events (Non-HSE Publication, subscription required)
- Guidance on the Amusement Device Inspection Procedures Scheme (ADIPS)

- Electrical Safety for Entertainers
- Health and Safety at Motor Sport Events (HSE Priced Publication)
- Preventing or Controlling Ill Health from Animal Contact at Visitor AttractionsSmall-scale use of LPG in cylinders
- Safe operation of passenger carrying amusement devices

Other Relevant Documents

- Inflatable-bouncing devices – Royal Society for the Prevention of Accidents (RoSPA).
- Code of Practice for Outdoor Events – The National Outdoor Events Association.
- [PIPA Inflatable Play Inspection website \(www.pipa.org.uk\)](http://www.pipa.org.uk)



Event Notification Form

To ensure yours and others safety please return this completed form to East Riding of Yorkshire Council at least 3 months in advance of the event.

Date of event:

Time of event: _____ Start: _____ Finish: _____
 Numbers attending: (approx.) _____

Event description:

- Fairs/ Amusement devices
- Sporting event
- Fireworks display and/or Bonfire
- Concert
- Re-enactments *
- School/college event?
- Fetes, festivals, carnivals and galas
- Charity event
- Other (please specify)

*Please clarify the type of re-enactment and give details of the organisation involved below:

Where is your event being held:

Area for proposed event	Telephone
Highways/car parks	01482 395629
Village greens/green land	01482 395629
Foreshores	01262 678255
Any other council land	01482 393930
Private land	01482 396291

Details of location (Please provide the full address, including post code if possible):

Details of the event (Please provide as much detail as possible):

Event organiser's details:

Name:

Position:

Home address (including postcode)

E-Mail Address:

Main Contact Telephone Number.

Alternative Contact Telephone Number.

Event Planning

To assist in the planning of your event please find below some information that may prove helpful.

Do you intend to supply alcohol at your event?

Yes No

(Your event may need a public entertainment or liquor licence)

Are you charging for admission?

Yes No

Have you carried out a risk assessment?

Attached
 To follow

Copies of any other relevant risk assessments from other participating organizations

Attached
 To follow

Have you prepared a site plan?

Plan attached
 To follow

Have you prepared an evacuation plan?

Plan attached
 To follow

Please supply any relevant certification

Attached
 To follow

Please supply a copy of your Public Liability Insurance Schedule

Attached
 To follow

Are you serving food?

Yes No

Are you providing entertainment?

Yes No

Including music & dancing

Please provide details
