

Your Guide to Safe & Legal Events

Dear Event Organiser

This pack is designed by the council to give you some basic advice about how to organise a safe and legal event having regard to local circumstances. It is a guide only; the information is not exhaustive particularly in its references to relevant legislation but it should help to give you and your team a helpful framework for taking your planning forward in a structured way. As every event is different it would be impossible to produce a pack that covered every answer to every question but the pack also provides useful contacts who can advise you on specific topics.

For large scale events, EventScotland have published a fuller guide which can be found on their website www.eventscotland.org.

By asking people to work with you and by taking the decision to invite the public to your event, you also have legal responsibilities to ensure that your planning and delivery does not put anyone at risk of danger or harm. Careful planning and seeking advice can minimise these risks.

The council would prefer to work with organisers of larger scale public events from the outset to offer advice and support. If you think your event might be a large scale event or is unusual in any way please contact the council's resilience manager for an initial discussion at the earliest possible opportunity. Also, if your event is being held in council premises or on council ground e.g. a local park, then you should contact the department that is responsible for that venue as early as possible to discuss your plans. Delaying contact could jeopardise your event taking place as good planning takes time.

Finally, the information we have provided is believed to be correct and up-to-date at the time of publication, no warranty is given or implied in that regard and no liability is accepted by Angus Council for any loss, injury or damage that may result from reliance upon its contents.

We hope that you have a safe, legal and successful event.

Note; The risk assessment template (pages 31 – 34) and have we helped forms (pages 80 – 81) are live for you to use and submit directly back to the Resilience Service, should you require to do so, as part of the safe events planning for your event. You must however save the safe events pack to your pc/laptop/device, to enable the submit button to activate.

Four Step Approach to Ensure Your Event is Safe & Legal

The 4 step approach is intended as a source of reference to ensure your event runs smoothly, whilst preventing accidents, ill health and loss and meeting legal, licensing and insurance requirements and current best practice in event safety management. However, it must be remembered that events can be extremely diverse and therefore this guidance cannot be considered exhaustive, so please do seek assistance.

It is acknowledged that you or your committee may already undertake many of the tasks and responsibilities outlined in this guidance on an informal basis. However, due to legal and social changes there is now a requirement to formalise and write down how an event is managed.

With the ever-growing claims culture within the UK and the ease in which you can make a claim, i.e. adverts on television stating: 'Had an accident? Phone this number now!' it is vital that you have appropriate insurance cover. If an accident happens at your event, it may be you and/or the committee, who could be sued for damages. To minimise the potential for compensation claims and higher insurance premiums, you should have undertaken risk assessments and produced an event plan, as this information may provide the insurance company with the necessary evidence to prove that you were not negligent.

If you are planning a larger public event that, having read this advice, you feel may involve a number of different services/departments of the council – contact the resilience manager at as early a stage in your planning process as possible to receive advice and assistance.

We want your event to be successful and for you, your committees, and those attending your event to have FUN! But we want most of all for you to have fun SAFELY!

Four Step Approach

Step 1: Legal Requirements, Essential Arrangements and Contacts

As an event organiser you must be aware of your legal responsibilities and it is essential that you liaise with various bodies, i.e. council, police, fire, insurance, public transport, local organisations and/or residents, etc. and this may need to be continued throughout and on the day of the event.

Step 2: Risk Assessment and Risk Management Process

Risk assessment process consists of looking at what foreseeably could happen at an event which could cause injury or loss and then identifying measures to remove or reduce the risk to a suitable level. As conditions and requirements change whilst preparing for the event, amendments may be needed or further risk assessments carried out.

Step 3: Draw up an Event Plan and Useful Information

Draw up an event plan taking into account the findings of the risk assessment, including the site plan. On completion distribute copies to organisers and relevant parties, e.g. emergency services, first aid provider, etc. This may need to be amended as and where necessary. Care must be taken to ensure all arrangements, including contingencies and/or emergency situations are included in the event plan.

A comprehensive event plan will minimise the risk of enforcement action and/or compensation claims for loss or damage, because it will show that you have considered foreseeable risks and have put in place measures to manage the risk.

Step 4: Pre-event Checklist and Event Site Inspections

Complete the 'pre-event check list'. It is suggested that you complete this form anywhere during the period one month to two weeks prior to the event taking place. This would give you sufficient time should further action be required. Prior to the event starting and daily thereafter (for more than one-day events), the event location will require a walk round and the completion of the 'daily inspection sheet'. Any problems found will then require addressing immediately. It is advisable that additional walk rounds should be undertaken throughout the day. At the end of the event the 'post event checklist' should be completed and necessary action taken.

The following week, or as soon as possible after the event, there should be a 'debriefing meeting' with all concerned; this will give you the chance to discuss the successes and failures of the event and should the event be held again at a future date, any lessons learned can be acted upon.

Safe & Legal *Events*

Essential Arrangements and Contacts

Step 1: Legal Requirements, Essential Arrangements and Contacts

The organiser and/or committee

The aim of any individual and/or committees when organising an event must be to protect the health, safety and welfare of everyone working at, or attending the event. To ensure this, the individual and/or committees must have sufficient skills, knowledge and experience. Where events by their very nature are deemed to be high risk and beyond the organisers' own limitations of expertise, specialist advice/assistance must be sought.

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Step 1: Legal Requirements, Essential Arrangements and Contacts

Requirements For Licences, Permits, Certifications and Closure Orders

Certain types of events will require licences, permits, certifications and/or closure orders obtained from Angus Council. Examples include the following: Application forms and information sheets relating to licensing issues can be downloaded from the Angus Council website at Angus.gov.uk under the A-Z of Services – Licensing or alternatively application forms can be sent to you by contacting the Licensing Section. You must supply the name of a responsible person when you are applying for licences, permits etc, but you may also be asked to submit a list of contacts for various aspects of your event, particularly larger events.

Fees payable for Civic Licensing applications vary from time to time. Details are available on the council's website.

Licences, Permits etc

1.1 Public Entertainment Licence

If you are having an event where the public are admitted or may use any facilities for entertainment or recreation (whether or not the entertainment or recreation is paid for or free to use) you may require a Public Entertainment Licence.

It is advisable for you to apply for a Licence as soon as you have arranged the date and venue for your event as all applications will take a minimum period of three weeks for consultation with the statutory parties such as Police Scotland, the council, Scottish Fire & Rescue Service and the Scottish Ambulance Service. Should any of the consultees or any other interested party have any comments or objections to the application this will require to be considered by the Civic Licensing Committee which generally meets on a three weekly cycle.

1.2 Liquor licence

Should you wish alcohol to be sold at your event an occasional liquor licence will be required.

An Occasional Licence is a licence available to existing licence holders or the representative of a voluntary organisation, which permits them to sell alcohol outwith licensed premises. The application form must be submitted no later than 21 days prior to the event however it is recommended that you apply as soon as practicable. Please see page 70 for further information.

1.3 Street Traders Licence

Should any person be selling any articles from a kiosk, vehicle or stall that person may require a Street Trader's Licence. The application must be submitted at least three weeks prior to the event. However, it is recommended that you apply as soon as practicable

1.4 Public Processions (Marches)

Any person proposing to hold a public procession must give notice to the local authority at least 28 days before the proposed procession. The notice must give details of the date, time, place and route of the procession and give details of likely attendance, stewarding etc.

Step 1: Legal Requirements, Essential Arrangements and Contacts

Requirements For Licences, Permits, Certifications and Closure Orders (continued)

1.5 Society's Lottery Registration

A society's lottery means a lottery promoted on behalf of a society which is established and conducted wholly or mainly for one or more of the following purposes:

- (a) charitable purposes
- (b) participation in or support of athletic sports or games or cultural activities
- (c) purposes which are not described in paragraph (a) or (b) above, but are neither purposes of private gain nor purposes of any commercial undertaking

The total value of the lottery/lotteries per year must not exceed £250,000 and no single lottery shall exceed £20, 000 in ticket sales.

Lottery tickets require to be printed with the name of the Society, the name and address of the promoter and the date of the lottery. Each ticket must also state that Angus Council is the local authority holding the registration number and must quote the registration number.

1.6 Lotteries – not requiring a Society Lottery Registration

The following lotteries can be carried out without the need for a Society Lottery registration:

Private society lotteries – any group or society except those set up for gambling. The proceeds of the lottery must go to the purposes of the society.

Work lotteries – these can only be run and played by colleagues at a particular place of work. This type of lottery cannot make a profit, and so is unsuitable for fundraising.

Residents' lotteries – these can only be run and played by people living at a particular address. This type of lottery cannot make a profit, and so is unsuitable for fundraising.

Customer lotteries – these can only be run by a business, at its own premises and for its own customers. No prize can be more than £50 in value. This type of lottery cannot make a profit, and so is unsuitable for fundraising.

Incidental non-commercial lotteries These are held at non-commercial events, such as school fetes etc. All the sales and the draw must take place during the main event, which may last more than a single day. Prizes cannot total more than £500.

1.7 Charitable Collections

Any person collecting money from the public for charitable purposes, whether for consideration or not, requires to obtain the prior permission of the local authority.

The relevant application form should be submitted to the local authority at least one month before the collection. The local authority can impose conditions on the date, venue, number of collectors, identity badges, collection receptacles etc.

There are specific regulations which govern the audit of the collection, how the monies collected are to be counted and returns which require to be made.

Step 1: Legal Requirements, Essential Arrangements and Contacts

Trading Standards Issues

1.8 Trading Standards

The local authority is responsible for enforcing the law and regulations that govern the goods and services that may be available for hire or sale at your event. Trading Standards Officers investigate fraudulent and illegal trade practices to ensure a safe and fair trading environment for consumers and businesses alike.

1.9 Age Restricted Products

The following products can often be found on sale at organised events but should only be available to specific age groups e.g. cigarettes, alcohol, tobacco products, lighter refills, DVDs, CDs, computer games, instant win cards, offensive weapons including knives. Contact Trading Standards for further information and advice on the specific age restrictions.

1.10 Fireworks Displays

On the grounds of public safety, firework displays should be restricted to professional operators and recognised firework societies. All displays must be organised in accordance with council guidelines and guidance issued by the Health and Safety Executive. (See "Giving Your Own Firework Display – How To Run It Safely" (HS(G)154 – available from HSE). In particular, the firework display's location in relation to, for example, petrol stations. There is a legal requirement to assess the risks of storing fireworks at your location. A risk assessment checklist is available from the HSE website: www.hse.gov.uk

Environmental and Consumer Protection are responsible for enforcing the legislation governing the safe storage and sale of fireworks.

All fireworks must comply with BS7114. In addition it is an offence for anyone, other than a firework professional (for professional displays), to possess Category 4 fireworks. Note: Category 2 and 3 fireworks will display a label stating they comply with BS7114.

It is also an offence to sell fireworks to anyone under 18 years of age.

If you intend to store fireworks you will require to be registered or obtain a licence from Environmental and Consumer Protection. There are some circumstances where an exemption will apply.

Please contact Environmental and Consumer Protection Staff for further advice on firework safety.

1.11 Counterfeit Alert – Warning

Dealing in counterfeit goods is a criminal offence under the Trade Descriptions Act 1968. The Copyright, Designs and Patents Act 1988 and The Trade Marks Act 1994. The penalties range from fines to ten years imprisonment. Trading Standards Officers have the powers to seize suspect articles and prosecute manufacturers, wholesalers and retailers. Counterfeit goods are often sub-standard and safety defects can result in damage to property, personal injury and/or death.

If there is public playing of music such as a disco, all CDs and other media must be original or otherwise authentic. Copies for convenience are not legal. There may also be a requirement for a licence from the Performing Rights Society. If you plan to show a film or other copyright material you should have a licence to do so.

For further information do not hesitate to contact Trading Standards.

Step 1: Legal Requirements, Essential Arrangements and Contacts

Trading Standards Issues (continued)

1.12 Fair Trading

Hoteliers and community halls should beware of holding one day sales, or 'mock auctions' as they are sometimes referred to. You may be told that the sale is being held to get rid of 'bankrupt' stock, ranging from PCs, TVs and Hi-Fis, however many consumers find that the advertised bargains don't materialise, and they end up being drawn into 'bidding' for goods that they haven't seen and are of inferior quality. Trading Standards can offer support and advice to event organisers on legislation relating to the sale and supply of goods and services to consumers. Statutory requirements cover areas such as: trade descriptions, trademarks, pricing, textile labelling and quality of goods.

1.13 Reputable Trading Scheme (ARTS)

Angus operates an approved trader scheme. These businesses have been audited for a number of processes including compliance and customer care. The purpose is to give consumers confidence that using members of ARTS that they are dealing with a reputable business providing a high standard and that there are safeguards to ensure that any complaints are resolved properly. The scheme also provides a good business a way to demonstrate that they have high standards in trading. The scheme covers all sizes of business from small retailers to national service providers.

1.14 Weights and Measures

Almost all organised events involve the sale and supply of food and drink. It is the responsibility of Trading Standards Officers to enforce the requirements of the Weights and Measures Act 1985. Officers can test the accuracy of any weighing or measuring equipment used e.g. scales at a farmers' market.

Some events provide a public bar where equipment such as measuring instruments and optics are used to measure beer and spirits. Trading Standards Officers can inspect them to ensure consumers do not receive short measure.

Health and Safety Issues

1.15 Health and Safety

You are responsible, in terms of the Health and Safety at Work etc, Act 1974 (as amended), for the health, safety and welfare of people attending the event as well as employees, contractors and sub-contractors. The event organiser should consult with the Environmental Health Officers and provide, in advance of the event, a detailed list of planned activities, any risks involved with those activities and any planned measures to remove those risks.

1.16 Food Safety

Food poisoning is at best unpleasant and at worst extremely hazardous to health, particularly for older people or young children. It is preventable by following some simple rules and planning ahead. An outline of the types of catering facilities should be forwarded to the Environmental Health Officers, as early as possible in advance of the event so they can provide you with more detailed information on what is required in relation to compliance with food safety legislation.

There may also be issues relating to the labelling and composition of foods sold or provided at events. If in doubt you should seek advice from the Environmental and Consumer Protection Service.

Step 1: Legal Requirements, Essential Arrangements and Contacts

Health and Safety Issues (continued)

1.17 Noise Nuisance

Environmental Health Officers have a duty to respond to complaints of noise nuisance and can serve an Enforcement Notice to abate the noise under the Environmental Protection Act, 1990, if the noise is found to be causing a nuisance to local residents.

As an organiser of an event, you must at all times have regard to environmental noise concerns by taking into account whether the venue is suited to the type of event being proposed by being aware that noise from many different sources can occur during an event and may cause undue disturbance to local residents and neighbouring properties.

The size of the event and the nature of the entertainment will dictate the type of disturbance that will arise and by contacting your local Environmental Health Officers in advance of the event, officers will be able to provide advice/information specific to your event on the control of noise nuisance.

1.18 Waste Management

Successful events can make us proud of where we live – but not if litter and mess is left behind. Event organisers are asked to support the Clean-up Angus Campaign by ensuring suitable waste management arrangements are in place for events. Please be aware that costs may be incurred for:

- 1 refuse collection/disposal
- 2 street cleaning/sweeping
- 3 litter picking

Discussions on waste management issues should take place well in advance of the event so the necessary services can be provided.

Building Standards Issues

1.19 Building Standards

Building Standards are, amongst other matters, concerned in securing the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings.

Whilst the Building Standards are concerned primarily with permanent buildings, many of their requirements can be applied to temporary buildings and raised structures.

Building Standards can also be applied to larger outdoor events where they can be used to ensure raised structures and temporary buildings are structurally safe and to determine exit widths, access facilities for the disabled and the requirements in respect of the number of toilets, including toilets for the disabled.

Building Standards can be viewed online at <http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards>

Step 1: Legal Requirements, Essential Arrangements and Contacts

Building Standards Issues (continued)

1.20 Temporary Raised Structures/Large Marquees

If you intend to erect a temporary grandstand, stage or large marquee you should apply to the council for consent under Section 89 of the Civic Government (Scotland) Act 1982.

In applying for this consent you should use the appropriate form which can be found at <http://www.angus.gov.uk/buildingcontrol/forms/default.html>. The form also has guidance notes that will assist you in how to apply and the information necessary to allow us to consider your application.

You should allow sufficient time between the date of applying and the date of the event. Generally this means submitting any applications as soon as possible in the planning process but certainly at least four weeks ahead. This will give the council time to fully consider your application. The council will approve your application giving you consent to erect the temporary raised structure. The council will inspect the temporary structure once it has been erected giving you consent for its use.

In considering your application for consent it will be assessed in accordance with the relevant Technical Standards, British Standards and all relevant guidance. Highlighted below are the areas of your proposals which will be considered. <http://www.performancetextiles.org.uk/Publications-and-documents.aspx>

1.21 Structural Stability

You will need to supply appropriate information including drawings and certification that allows the structural stability of your proposals to be verified.

1.22 Fire

Your proposals should ensure that there is an appropriate number of exit routes and that they afford a safe and quick exit route for the public. Check exit widths, required signage, emergency lighting (if appropriate) and surface spread of flame of internal finishes (if appropriate). Access for emergency vehicles and to known fire hydrants should be kept clear at all times.

Further information is available at www.infoscotland.com/firelaw.

1.23 Access for the Disabled

Your proposals should ensure that:

- an appropriate number of car parking spaces for the disabled is provided
- there is a suitable access/egress for the disabled
- access for the disabled is provided to any building
- viewing spaces (if appropriate) for the disabled are provided
- toilets for the disabled are provided

Step 1: Legal Requirements, Essential Arrangements and Contacts

Traffic Management

1.24 Traffic Management and Road Safety

The applicant must take into consideration the access and servicing arrangements for properties, businesses and others along the proposed route for the event. Various forms of transport may be affected by your event such as pedestrians, cyclists, public service vehicles, taxis, emergency vehicles and disabled access. The costs for traffic management for the event are normally met by the event organiser(s). Average costs for the closure of a main street in one of the burghs has been approximately £1,500 (Temporary traffic regulation order promotion and signing costs), however this may vary significantly depending on local circumstances. Large scale events may even need the deployment of Police officers or traffic wardens on points duties to control the flow of traffic and in the enforcement of traffic restrictions on public roads.

NOTE:

There should be a general presumption against closing roads to accommodate events. However, where an event has to take place on a road (e.g. Christmas Light switch on events) the Roads Business Unit must be consulted in order to discuss and approve the various procedures.

1.25 Temporary Traffic Orders/Road Closures

Where an event temporarily requires a road to be closed or restricted or for parking to be prohibited, the event organiser requires to submit an application form requesting the promotion of a Temporary Traffic Regulation Order. (Copies of the application form can be obtained from the Roads Business Unit). The applicant must supply as much information as possible as requested on the application form. The application must be submitted in sufficient time to allow the necessary traffic orders to be promoted. The minimum amount of time required to process a temporary legal order for an event is four weeks. The costs for the promotion and advertising of the temporary legal order are normally met by the event organiser(s). Average costs for the promotion and advertising of a temporary legal order has been approximately £550.

There may be a requirement for signing, coning and barrier provision for the event. It should be noted that the costs of all barriers for pedestrian control (and traffic management) have to be met by the organisers as well as diversion signing, coning etc. It is also the organiser's responsibility to arrange for these. It should be noted that only competent and suitably qualified persons will be permitted to place barriers, cones or signing on the public road. Whilst the Roads Business Unit can assist by providing contacts, it is the organisers who should get quotes, arrange orders and payments etc.

1.26 Parking Arrangements – On and Off Street

You must take into consideration that the existing public/private parking arrangements may be affected by the event. This, along with the required parking needs for the event, must be catered for.

The location of the event as well as the layout of the parking arrangements must be carefully considered.

There may be a requirement to provide stewarding for the car parking arrangements as well as stewarding for the event.

Step 1: Legal Requirements, Essential Arrangements and Contacts

Traffic Management (continued)

There may be a requirement to provide temporary waiting restrictions for the event. The organiser(s) should discuss the requirements with the Roads Business Unit and Police and if waiting restrictions are required, submit an application form requesting the promotion of a Temporary Traffic Regulation Order (as indicated in paragraph 22 above). The organiser will be responsible for meeting the costs of promoting and advertising the legal order and arranging/meeting the cost of providing the no waiting cones.

1.27 Temporary Traffic Signs

There may be a need to provide temporary traffic signs for the event. The placing of the temporary signs will require to be approved by the Roads Business Unit. The costs for the provision and placement of the temporary signs are normally met by the organiser(s). Average costs for the provision of a temporary sign is approximately £40. The number of signs required will vary depending on the scale of the event and the number and location of these should be discussed with the Roads Business Unit.

1.28 Damage to Road Surface

It may be necessary to carry out an inspection of the location prior to and following the event to ensure that there has been no damage to the infrastructure.

1.29 Statutory Undertakers

There may be a requirement to notify Statutory Undertakers (gas, electricity, telecommunications services) of the event as they may require to plan their works in order to avoid the event. In an emergency it may be necessary for the Statutory Undertakers to access the event area in order to carry out emergency works. Access to known maintenance points should be kept clear.

Other Important Topics

1.30 Publicity

The event organisers should arrange as much advanced publicity of the event as possible using the local media or by advising the affected residents of the proposed event.

1.31 Risk Management/Insurance Requirements

For any public event you should complete a risk management checklist and ensure that you/your organisation hold public liability insurance cover with a minimum indemnity of £5 million. This figure is reflective of both current insurance market levels and the substantial damages that are being awarded to claimants by the courts. If hiring council premises you will be required to complete a checklist and hold sufficient public liability insurance.

The need for you to hold your own liability cover affords protection to you and your group/organisation. Unfortunately, we live in an increasingly litigious society and without appropriate insurance cover, individual members of groups and organisations can be sued personally for damages.

If you need to arrange insurance cover for your event, there are a number of options open to you. You can approach insurance companies directly or you can use an insurance broker to arrange cover for you. There are specialist companies who provide short-term cover for events. The council's insurers, Zurich Municipal, also operate the Community Insurance Centre that specialises in placing covers for public sector related business such as community councils/associations and other non-profit community organisations.

Step 1: Legal Requirements, Essential Arrangements and Contacts

Other Important Topics (continued)

The risk management checklist guides you through areas that you need to consider before holding your event. Its aim is to get you thinking about possible scenarios and outcomes and how you can control and influence these outcomes. Please refer to Step 2.1.

1.32 Working with Children and Young People

If your project involves working directly with children and young people, you should be aware of legislation regarding Child Protection. For more information and advice Tel: 0131 228 8484 or www.childreninscotland.org.uk

Legislation now exists under Disclosure Scotland to screen employees who will be working with vulnerable people and children. Check www.disclosurescotland.co.uk for details.

1.33 Equal Opportunities and Access Regulation

Under equal opportunities guidelines, you should be aiming for maximum access for everyone. This means trying to remove all barriers which may prevent members of the community becoming involved. Barriers may be physical or may exist in the way an organisation and its activities are run.

The overriding principle of the Disability Discrimination Act is that physical barriers should not exist which would prevent people with disabilities from enjoying access and facilities open to all members of the public. Since 1 October 2004, service providers must take reasonable steps to remove, alter or avoid physical features which make access unreasonably difficult for people with disabilities.

You need to take time to think responsibly about your event venue or site. Consider the entrances, use of different areas of the site, temporary structures, toilet and catering facilities to ensure you have thought about the needs of everyone in your audience.

A copy of "Organising Accessible Events" can be obtained from the Disability Rights Commission (contact below).

You should also be thinking about how you plan to provide equal access to employment opportunities; participation in all your activities, publicity and marketing formats; decision-making processes to all members of your audience and consider different cultures.

- Equal Opportunities Commission (EOC) at www.eoc.org.uk Tel: 0845 601 5901
- Commission for Racial Equality (CRE) at www.cre.gov.uk Tel: 0131 524 2000
- Disability Rights Commission (DRC) at www.drc-gb.org Tel: 08457 622 633

1.34 Data Protection

For information on specific requirements on data protection, contact the Data Protection Helpline: Tel: 01625 545745 or check www.informationcommissioner.gov.uk

Step 1: Legal Requirements, Essential Arrangements and Contacts

Essential Contacts

The following authorities/organisations/person(s) may need to be contacted, ensuring adequate timescales are considered. For larger scale events the safe events team will meet with organisers, arranged in conjunction with the event organiser and resilience manager.

- Angus Council for all licensing, permit, certificates, road closures, waste management, food hygiene, Trading Standards and noise nuisance issues, the relevant department if the event is held on council property.
- Police Scotland, informing them of the location, dates, etc, and relevant information
- Scottish Fire & Rescue informing them of the location, dates, etc, and fire safety arrangements
- Scottish Ambulance Service, for large events only, informing them of the location, dates, times, etc, and any other relevant information. <http://www.hpc-uk.org/aboutregistration/theregister/>
- British Red Cross or St Andrew's First Aid (depends on the size and nature of event) who may be able to provide first aid cover. (A minimum of four weeks notice is required)
- the Coast Guard will require informing of an event if activities are held near to the shore or on the sea
- insurance company/broker will need to be contacted to arrange appropriate insurance cover
- Local organisations, i.e. hospitals, old people's homes, etc, businesses and surrounding properties should be informed of the event, where there will be either increased noise (e.g. music, fireworks, etc) or where there may be possible problems with access/egress to their properties due to crowd/vehicle movement
- the Civil Aviation Authority will require informing of an event if activities involve some form of flight or are held near an airfield. This includes informing them of professionally run fireworks displays
- EventScotland is Scotland's national events agency, part of VisitScotland. Our site will keep you up to date on how we are attracting, generating and sustaining a portfolio of world class events in Scotland. <http://www.eventscotland.org/funding-and-resources/event-planning-resources/>

It must be noted that when applying for permissions and licenses from Angus Council, an event plan will be requested. It is also a good idea to send copies of the event plan to the appropriate emergency services and to your insurance company

Step 1: Legal Requirements, Essential Arrangements and Contacts

Angus Council Contacts

This list does not include all functions undertaken by council services (i.e. only relating to those functions specific to managing events).

Angus Council (Website: www.angus.gov.uk)

Contact for:

Manager - Risk, Resilience & Safety

For overall advice and guidance

Tel: 01307 479462 or 01307 492237

Email: semplej@angus.gov.uk or
emergency1@angus.gov.uk

Environmental Health

For advice on:

- health and safety
 - food safety
- noise nuisance
- public health matters

Tel: 08452 777 778

Environmental Services

For advice on:

- litter/waste collection
- special clearances
 - special uplifts

Tel: 08452 777 778

Legal and Democratic Services

For advice on:

- public entertainment, liquor, street trades, licences, lottery permits
- public charity collection permits
- processions in public places

Email: legdem@angus.gov.uk

Services to Communities – Parks/etc

If the event is held on or in their property

Tel: 01307 494727

Email: environmentalmanagement@angus.gov.uk

Education

If the event being held in or on school premises

Tel: 01307 491901

Email: education@angus.gov.uk

Building Standards

For advice on:

- Special Safety Certificates

Tel: 01307 492393

Email: planning@angus.gov.uk

Roads (for local roads)

For advice on:

- temporary traffic regulations orders
- restrictions for road users
- car parking arrangements

Tel: 01307 492036

Email: roads@angus.gov.uk

Trading Standards

For advice on:

- consumer related issues
- weights and measures
- fireworks

Tel: 08452 777 778

Email: tradstand@angus.gov.uk

The above list does not include all functions undertaken by council services (i.e. only relating to those functions specific to managing events).

Step 1: Legal Requirements, Essential Arrangements and Contacts

Other Contacts

British Red Cross

For advice on:

- first aid provision

Tel: 01738 622474

Email: jcarmichael@redcross.org.uk

St Andrew's First Aid

For advice on:

- first aid provision

Tel: 01592 631758

Email: fife@firstaid.org.uk

Scottish Fire & Rescue Service

For advice on:

- all fire safety matters

Tel: 01738 622226

Police Scotland

For advice on:

- public safety, traffic management, security
- restrictions for road users
- potential security implications

Tel: Contact 101 and ask for the Divisional Coordination Unit (DCU)

HM Coast Guard

For advice on:

- beach and coastal safety matters

Tel: 01224 592334

Scottish Ambulance Service

For advice on:

- ambulance requirements

Tel: 01382 882400

Civil Aviation Authority

Tel: 020 7379 7311

BEAR (for trunk roads)

For advice on:

- temporary traffic regulations orders
- restrictions for road users

Tel: 01738 448656

Safe & Legal *Events*

Step 2: Risk Assessments

To ensure the health, safety and welfare of any employees, volunteer helpers, contractors, participants and the public, you should firstly carry out detailed risk assessments. To assist you/your committee in this process, the risk assessment form, included with this pack, is based on the Health and Safety Executives 'five steps to risk assessment'.

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Step 2: Risk Assessments

2.1 The Five Stages of Risk Assessment

Risk assessments are not complex, you personally assess risk every day of your life, e.g. “Can I cross the road safely without being hit by a car” the only difference is that in this instance, you have to write it down!

(a) Identify the activities

Where the event consists of more than one attraction e.g. fun run, fancy dress, ride out, etc. You/your committee will need to undertake a written risk assessment for each activity.

(b) Identify the hazards

You/your committee will need to look at each activity and then identify all the foreseeable hazards associated with it. The list on the following page may assist you in this process. A ‘hazard’ is something that could cause harm or loss. It is worth noting that drawing up a site plan can aid the identification.

(c) Identify who could be harmed

You/your committee will then have to identify who could be harmed from these hazards and the likelihood of this harm occurring.

Note: A ‘risk’ is the likelihood and/or chance of the harm of loss occurring and its severity should it occur. (See examples on the following pages).

(d) Controlling the risk

You/your committee will need to identify if the risks are adequately controlled, i.e. by complying with recognised safety standard and taking all reasonable precautions to ensure the event takes place safely. It is worth noting that, to determine if a risk is adequately controlled, you will need to identify the possible outcome should you do nothing, i.e. the possible severity of injury or loss should an incident occur. If the risk is deemed insignificant, no further actions are necessary.

If the risks are not adequately controlled, you must then decide on what further actions(s) that you/your committee can take to reduce the risks to a suitable level. These control measures will then be written into the event plan. (See examples on the following pages).

(e) Monitor and review risks

Due to varying circumstances, rarely do events exactly meet the requirements of the original event plan and because of this, you/your committee may need to amend the risk assessments prior to the event commencing. The event plan would then require updating accordingly. For annual events, the risk assessments should be reviewed after the event at a debriefing meeting and amended accordingly, ready for the following year. It must not be taken for granted that the risk assessment will still be adequate.

In addition, any contractors involved in the event should also carry out risk assessments and where relevant, you should obtain copies of these.

Step 2: Risk Assessments

2.2 Typical Hazards Associated with Events

Hazards	Examples	Possible control measures
(a) Slips and trips	Uneven ground; poor lighting; wet floors; muddy conditions; ropes on tents; litter; ice; trailing cables, pipes, etc, crossing areas with public access; low fences, boxes or other obstacles.	Choose a suitable area of ground; cut grass; cordon off area; floor cleaning regime; provide temporary walkways or surface or re-route path; warning signage; ensure walkways are away from tents; provide adequate numbers of bins; provide grit for ice; route cables away from the public, burying them or fitting cable strips; measures to report defects. Keep public access areas clear of low-lying objects, fixtures or fittings.
(b) Collisions and impacts	Vehicle routes; vehicles and pedestrians sharing the same route, blind corners; uncontrolled animals; machinery.	Separate vehicle routes (i.e. one way system); clearly defined pedestrian areas; suitable signage; sufficient stewards; site plan developed to eliminate blind corners; barriers, fencing for separation of animals; suitable guarding on machinery.
(c) Failure of equipment/ rotating blades/ ejection of material	Poor maintenance; not fit for the purpose; not suitably trained to use equipment.	Ensure hire equipment has been tested and up to date paperwork; equipment is suitable and sufficient for the task it is required for; If specialist equipment is hired ensure persons using it are competent, may require checking their certification.
(d) Unpredictable behaviour of animals	Persons not suitably trained or inexperienced handler or person in poor health; animals not restrained; loud noises may cause animals to be scared; suitable holding areas and provisions; attacks from animals.	Written requirements for compliance of participation in the event, i.e. organisers reserve the right to refuse entry to the event where they consider person not competent (e.g. inexperience, alcohol, health condition, etc). Check any paperwork; suitable separation of animals from the public or vehicles or noisy areas at an event; provision of vet; additional handlers available; emergency procedures for evacuation of animals; muzzling of animals.
(e) Fires	Marquees; electrical installations; machinery; catering facilities; vehicles; smoking; candles; blocked fire exits; insufficient or covered over emergency lighting; gas containers; bonfires, fireworks.	Provision and siting of fire fighting equipment; Provision to stewards, exhibitors, stallholders operators, etc, of procedures to follow in case of fire. Sensible positioning of catering vehicles (e.g. ensuring access for emergency services and away from flammable materials). Restrict or ban the use of candles. A separate Fire Safety Risk Assessment is required. See Step 2: Section 6.

Step 2: Risk Assessments

2.2 Typical Hazards Associated with Events (continued)

Hazards	Examples	Possible control measures
(f) Services, utilities etc e.g. Gas, Electricity, Water	Overhead cables; underground power cables, gas pipes and water pipes; contact with electric fences.	Be aware of site conditions; use qualified fitters or electricians; where excavations or holes are required, contact electricity, gas or water supplier for information on underground services in the area; turn off electric fences or segregation from the public and warning signage.
(g) Proximity to water	Rivers, lakes, ponds, etc.	Site away from water if possible; use of barriers, segregation, etc. If the event involves water sports/activities suitable trained persons and equipment will be required in case of rescue.
(h) Falls from heights	Use of ladders; scaffolding and towers; erection/dismantling of structures; performers/participant on stage or platforms.	Use of competent contractors for erection and dismantling of structures; stage and platform need to be of suitable size, with edge protection fitted, if required.
(i) Infection	Animal faeces; body piercing; poor food or general hygiene; poor sanitary facilities; poor waste storage or disposal discarded needles.	Ensure relevant paperwork is checked prior to the event opening; procedures in place for storage and disposal of waste. Provision of adequate washing facilities, (may need to hire in); contact with council services for specific arrangements.
(j) Ill health/ persons with special needs	Age; allergies; alcohol; disabilities.	First-aid provision; Ambulance Service provision, where applicable, i.e. large high risk events; controls over age, alcohol, etc; disabled access, provisions of viewing areas and facilities, including parking; food labelling for allergies.

Step 2: Risk Assessments

2.2 Typical Hazards Associated with Events (continued)

Hazards	Examples	Possible control measures
(k) Crowds/ public	Overcrowding in specific areas (access/egress locations or new specific performances); lost children; special needs requirements.	Consideration on numbers who will attend. Suitability and numbers of access to and egress from the event, including the means to separate the public from moving vehicles. Suitable numbers of stewards to manage crowd control, i.e. reduce the risk of crushing. Communication arrangements to relay messages to the public, i.e. fire, evacuation, lost children, etc. Signage; provision of barriers, fencing, marking of prohibited areas. Police Scotland may advise on requirements for large events.
(l) Manual handling	Moving equipment, stand, marquees, etc. over unsuitable, unstable or uneven ground, staircases or steps; poor lighting.	Prevent the need for manual handling; use of sack barrows or lifting equipment; suitable vehicle access close to the location; sufficient manpower; Install temporary lighting..
(m) Adverse weather	Rain, snow or fog; high winds; flooding; thunder and lightning; extreme cold or heat.	Time of year to be considered in relation to type of event; contingency arrangements in case of adverse weather, e.g. alternative sites, shelter provision of tractors or similar, where there is a risk of vehicles requiring towing off a site.
(n) Violence/ behavioural issues	Cash handling; alcohol and/or drug misuse. Delays, hold ups i.e. angry person, etc.	Agree procedures for cash collection from entrances and the banking of money. Refuse admittance to those under the influence of alcohol/drugs. Co-ordinate appropriate arrangements with the Police.
(o) Access/ egress	Insufficient access/egress causing hold ups, overcrowding and long queues. Emergency services unable to get access to the event. Public, stewards, volunteers, etc. being hit by moving vehicles.	Suitable number of access/egress into the event and stewards in-suit to keep crowds moving. Measure to ensure access/egress is clear should emergency services be required on the event site, e.g. separate access/egress. Separate access/egress for pedestrians.
(p) Vehicle movement	Public being hit by moving vehicles. Vehicle running into each other, i.e. blind corners; build up of fumes, i.e. indoors; Damage to ground. Vehicles becoming stuck, e.g. in wet weather. Overcrowding of vehicles.	Arrangements in place to restrict vehicle movement during an event. Sufficient numbers of stewards to manage vehicle movement; site the stands, structures, attractions, etc, so as to remove the risk of blind spots. Sufficient ventilation, restrict vehicle movement. Limit vehicle movement to specific routes or lay additional surfaces. Make provision for tractor, Landrover, etc, to pull vehicles clear. Plan and mark out temporary car parks.

Step 2: Risk Assessments

2.2 Typical Hazards Associated with Events (continued)

Hazards	Examples	Possible control measures
(q) Stability of stands	Home made or poorly constructed stalls or stands; unsuitable footings, i.e. uneven ground, subsidence; tall structures; high wind and insufficient securing.	Choice of site may need to be a consideration, e.g. tarmac ground will not be suitable for marquees; undertake walk round inspections on the event site checking stability of structures; procedures in place to ensure consistency should structures be unsuitable, i.e. refusal to allow on the event site.
(r) Noise	Fireworks; music; increased number of vehicles; rowdy crowds, e.g. If alcohol is available at the event.	Early planning to ensure that noisy activities are suitably located; liaison with the local community; implement sound insulation measures; set noise limits.
(s) Food Poisoning	Undercooked food; dirty kitchen conditions; inadequate storage conditions and temperature control; private water supplies.	Ensure reputable suppliers, caterers etc; check caterers' Food Hygiene Certificate; adequate, clean kitchen facilities including adequate and hygienic hand washing and drying facilities; suitable refrigerated storage. Proof that the private water supply is included in Local Authority Inspection Programme and recent samples have been satisfactory.
(t) Specific risks from demonstration or participants	Fires; chemical exposure; dust; moving vehicles, e.g. go-karts; unstable or unsuitable structures/ equipment	Ensure demonstrators/participants are competent i.e. check certification/other documentation; Suitable location; adequate separation of crowds from dangerous activities i.e. barriers and appropriate level of stewarding.
(u) Heating/ventilation	Indoor temperatures – too hot/too cold; build up of fumes, dust etc.	Supply fans, open windows/doors; supply additional heating, suitable for its use and adequately guarded; prevent the use of certain activities in enclosed spaces.
(v) Petroleum Storage	Spare fuel stored for use in e.g. petrol driven generators; quad bikes, go-karts etc.	Ensure storage in metal or plastic containers suitably constructed and marked, inside a secure store or vehicle; consider necessary precautions for refuelling operations including safe location.

2.3 Persons Typically at Risk from an Event

The following list is those persons who may be affected by a hazard.

Stewards	Children and/or elderly
Employees	Disabled persons
Volunteers	Potential trespassers
Contractors	Local residents
Vendors, exhibitors and performers	Expectant mothers
Members of the public	

Step 2: Risk Assessments

2.4 Risk Management Process

Type of risk	Examples of hazards
(a) Professional Risk	Is there anyone whose role is vital for the event, i.e. professionally deemed competent and what measure would be required should they leave prior to or during the events?
(b) Policy/Legal Risk	Do you and/or committee comply with all relevant legislation e.g. Licensing, Data Protection Act, Disability Discrimination Act, Health and Safety at Work etc, Act 1974 (as amended) etc?
(c) Financial Risk	Are there any risks that could affect your and/or committee's ability to meet financial commitments, or risk from cash flow. Is there sufficient insurance cover to meet possible civil action?
(d) Physical Risk	Are there risks from fire, vandalism, theft, security, terrorism and how will they be managed?
(e) Contractual Risk	What are the risks should a contractor fail to deliver the appropriate effective service or product?
(f) Reputation Risk	Are there risks that could result in bad publicity, loss of resources, i.e. sponsorship?
(g) Technical Risk	What are the risks should there be failure of equipment for the event, e.g. IT systems, vehicles, plant, hoists, etc and how can they be managed?
(h) Environmental Risk	Are there risks from the event that could cause pollution from such things as chemicals, excessive noise, biological agents, i.e. animal waste or environmental risks from the weather, or from lack of natural light?
(i) Competitive Risk	Are there other events on at the same time that could affect the event being successful?
(j) Customer/Citizen	Should the event fail to meet expectations of the participants and/or public visiting the event, what could be the outcome, i.e. being sued, return of money etc?
(k) Operational Risks	Are there risks that may affect the operational arrangements at the event e.g. failures in communication, access gates being locked, industrial action etc.

Step 2: Risk Assessments

2.5 Event Health and Safety Risk Assessment Form

Please fill in the fields below

Event Name		Date
		dd/mm/yy
Time	Location	
Event Organiser	Event Safety Controller	
Assessor		Date
		dd/mm/yy
Permission given by		

Section 1 - Identify hazards consider all the activities with the social event

Please tick the relevant boxes

1 Fire hazards	<input type="checkbox"/>	19 Inflatables	<input type="checkbox"/>
2 Crowd control	<input type="checkbox"/>	20 Other temporary structures	<input type="checkbox"/>
3 Slips, trips, housekeeping	<input type="checkbox"/>	21 Fairground equipment	<input type="checkbox"/>
4 Fall of person	<input type="checkbox"/>	22 Lasers	<input type="checkbox"/>
5 Fall of objects	<input checked="" type="checkbox"/>	23 Fireworks	<input type="checkbox"/>
6 Manual handling	<input type="checkbox"/>	24 Pyrotechnics	<input type="checkbox"/>
7 Layout and traffic routes	<input type="checkbox"/>	25 Seating arrangements	<input type="checkbox"/>
8 Lighting levels	<input type="checkbox"/>	26 Welfare	<input type="checkbox"/>
9 Lighting systems	<input type="checkbox"/>	27 Sanitation	<input type="checkbox"/>
10 Heating and ventilation	<input type="checkbox"/>	28 Food provision	<input type="checkbox"/>
11 Electrical equipment	<input type="checkbox"/>	29 Work with animals	<input type="checkbox"/>
12 Use of portable tools	<input type="checkbox"/>	30 Chemicals, fumes dust	<input type="checkbox"/>
13 Pressurised equipment	<input type="checkbox"/>	31 Confined space	<input type="checkbox"/>
14 Noise and vibration	<input type="checkbox"/>	32 Lone working	<input type="checkbox"/>
15 Environmental noise	<input type="checkbox"/>	33 Vehicles, driving	<input type="checkbox"/>
16 Communication	<input type="checkbox"/>	34 Machinery/lifting equipment	<input type="checkbox"/>
17 Violence to attendees or staff	<input type="checkbox"/>	35 Other - please specify	
18 Marquees	<input type="checkbox"/>		

Step 2: Risk Assessments

Section 2 - Who May be at Risk

Please tick the relevant boxes

Employees	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
Children	<input type="checkbox"/>	Students	<input type="checkbox"/>
Contractors	<input type="checkbox"/>	Special needs	<input type="checkbox"/>

Section 3 - Risk controls

For each hazard identified in Section 1 and persons identified in Section 2, complete this section

Please tick the relevant boxes

Hazard no.	Hazard description	Existing controls	High risk	Med risk	Low risk	Further action needed
1	Fire hazards, blocked exits, obstructed emergency routes	Pre-event checklist used. Checked by Event safety controller. Stewards monitor all areas. All staff and contractors briefed on emergency procedures. All decorations fire retarded.				Check on certification of all materials used or treated with fire retardant material. Carbon dioxide extinguishers to be provided in additional bar areas. Additional fire extinguishers in marquee to be provided by contractor.
2	Crowd control	Numbers may need to be limited. Security check on entry, wrist band. Security monitor overcrowding, do not exceed maximum permitted numbers agreed.				Counters to be used, ensure all staff are aware of maximum permitted numbers in designated areas.
3	Slips, trips, housekeeping from food and drink spillages, uneven floor in marquee	Security, bar staff to monitor areas and arrange immediate clear-up of spillages. Warning signs available if required.				Security and staff to monitor condition of flooring.
6	Manual handling	Rearrangement of furniture supervised by deputy hall manager and students given instructions, not to lift beyond capacity. Contractors to carry out own manual handling.				
7	Layout and traffic routes	Rear car parks clear for access by emergency vehicles. First aid room near car park. All walkways checked for trailing leads and trip hazards. Inflatables in marquee positioned so not impeding access and allowing circulation around.				
9	Lighting system	Disco company erecting own system, risk assessments provided and proof of electrical checks. All rigs checked for secondary attachments and safety chains with weights marked.				Ensure all contractors have completed contractors competency questionnaire

Step 2: Risk Assessments

Section 3 - Risk Controls (continued)

For each hazard identified in Section 1 and persons identified in Section 2, complete this section

Please tick the relevant boxes

Hazard no.	Hazard description	Existing controls	High risk	Med risk	Low risk	Further action needed
11	Risk of tripping on cables and electrical shock from equipment. Access to electrical points by unauthorised personnel	All electrics once set up to be checked by qualified electrician. All electrical distribution boards guarded and monitored by security during event				Check that electrician has been requested
14	Noise and vibration	Noise likely to be in excess of legal guidelines. Currently staff issued with ear defenders if requested.				Warnings to be issued with notices of loud noises. Instigate job rotation especially in dining area where maximum levels will be experienced with disco and band. Ensure that limiters are placed on equipment to prevent the noise level to the audience not exceeding 107dB (A).
15	Environmental noise	Environmental and Consumer Protection Office notified. Local residents association informed. Hourly checks by Event safety controller with security to ensure minimal noise on boundary. No noise after 12 midnight. Staged closure.				Noise meter used to check that levels do not exceed 5dB(A) above background.
16	Communication	All security, bar staff and hall staff in contact via two way radio. Briefing session prior to event to ensure emergency procedures are understood.				Ensure all staff competent with radio use at briefing session prior to the event.
17	Violence to staff and attendees	Security firm registered and carry out own risk assessment. Contractor's competency completed. Numbers 6, door safe trained.				Staff to avoid confrontation and allow security to deal with aggressive individuals.
18	Marquees	Contractor's competency assessed. Risk assessments received. Fire certificates received. Marquee erection segregated. Steel frame construction, no pegs. Flooring plastic non slip. Fire exit signs illuminated with back-up. Fire extinguishers. All access level and accessible for wheelchair users.				Ensure contractors are given detailed information from Estate services on positioning of marquee. Request plan of marquee with exits. Ensure during pre-event checks that extinguishers are in position, serviced and full.

Step 2: Risk Assessments

Section 3 - Risk Controls (continued)

For each hazard identified in Section 1 and persons identified in Section 2, complete this section

Please tick the relevant boxes

Hazard no.	Hazard description	Existing controls	High risk	Med risk	Low risk	Further action needed
19	Inflatables	Contractor used for several years. Competency questionnaire completed. Trained operatives. Secured down. Strict observance to prevent overcrowding.				Security to monitor overcrowding around inflatables and behaviour. Anyone excessively drunk will not be allowed access.
25	Seating arrangements	Plan of seating arrangements in marquee to be agreed in advance. Ensure clear gangways of are at least 1.05 metres and not within 2 metres of fire exit				
26	Welfare	First aid room at rear near car park. All security first aid trained. Hall Manager and Deputy Hall Manager first aid trained. One paramedic situated in attendance. Chill out area provided on first floor.				
27	Sanitation	Communal WCs within event area to be monitored routinely by event safety controller. Attendees also have access to their own facilities. Disabled WC adjacent to bar.				
28	Food provision	Hall kitchen providing all food. All staff trained, HACCP carried out. Following established procedures. Special dietary requirements have been assessed at time of booking.				
	Special needs for 1 wheelchair user and 1 attendee with severe mobility issues	Personal evacuation procedure completed for the 2 special needs persons.				

The next section (2.5) is provided as a template for event organisers to use as required

Step 2: Risk Assessments

2.5 Event Health and Safety Risk Assessment Form

Please fill in the fields below

Event Name		Date	
		dd/mm/yy	
Time		Location	
Event Organiser		Event Safety Controller	
Assessor		Date	
		dd/mm/yy	
Permission given by			

Section 1 - Identify hazards consider all the activities with the social event

Please tick the relevant boxes

1 Fire hazards	<input type="checkbox"/>	19 Inflatables	<input type="checkbox"/>
2 Crowd control	<input type="checkbox"/>	20 Other temporary structures	<input type="checkbox"/>
3 Slips, trips, housekeeping	<input type="checkbox"/>	21 Fairground equipment	<input type="checkbox"/>
4 Fall of person	<input type="checkbox"/>	22 Lasers	<input type="checkbox"/>
5 Fall of objects	<input type="checkbox"/>	23 Fireworks	<input type="checkbox"/>
6 Manual handling	<input type="checkbox"/>	24 Pyrotechnics	<input type="checkbox"/>
7 Layout and traffic routes	<input type="checkbox"/>	25 Seating arrangements	<input type="checkbox"/>
8 Lighting levels	<input type="checkbox"/>	26 Welfare	<input type="checkbox"/>
9 Lighting systems	<input type="checkbox"/>	27 Sanitation	<input type="checkbox"/>
10 Heating and ventilation	<input type="checkbox"/>	28 Food provision	<input type="checkbox"/>
11 Electrical equipment	<input type="checkbox"/>	29 Work with animals	<input type="checkbox"/>
12 Use of portable tools	<input type="checkbox"/>	30 Chemicals, fumes dust	<input type="checkbox"/>
13 Pressurised equipment	<input type="checkbox"/>	31 Confined space	<input type="checkbox"/>
14 Noise and vibration	<input type="checkbox"/>	32 Lone working	<input type="checkbox"/>
15 Environmental noise	<input type="checkbox"/>	33 Vehicles, driving	<input type="checkbox"/>
16 Communication	<input type="checkbox"/>	34 Machinery/lifting equipment	<input type="checkbox"/>
17 Violence to attendees or staff	<input type="checkbox"/>	35 Other - please specify	
18 Marquees	<input type="checkbox"/>		

Step 2: Risk Assessments

Section 2 - Who May be at Risk

Please tick the boxes of significant hazards

Employees	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
Children	<input type="checkbox"/>	Students	<input type="checkbox"/>
Contractors	<input type="checkbox"/>	Special needs	<input type="checkbox"/>

Section 3 - Risk Controls

For each hazard identified in Section 1 and persons identified in Section 2, complete this section

Please fill in, and or tick the relevant boxes

Hazard no.	Hazard description	Existing controls	High risk	Med risk	Low risk	Further action needed

Step 2: Risk Assessments

Section 3 - Risk Controls (continued)

For each hazard identified in Section 1 and persons identified in Section 2, complete this section

Please fill in, and or tick the relevant boxes

Hazard no.	Hazard description	Existing controls	High risk	Med risk	Low risk	Further action needed

Step 2: Risk Assessments

Section 3 - Risk controls (continued)

For each hazard identified in Section 1 and persons identified in Section 2, complete this section

Please fill, and or tick the relevant boxes

Hazard no.	Hazard description	Existing controls	High risk	Med risk	Low risk	Further action needed

Step 2: Risk Assessments

2.6 Fire Risk Assessment

Carrying out a fire safety risk assessment is essentially a matter of applying common sense in consideration of the premises of site for which you have responsibility and identification of anything which could cause harm from fire. It will allow you to make an informed decision on whether you have taken sufficient precautions or whether you need to do more to minimise the risk from fire.

A fire safety risk assessment will help determine the chances of a fire occurring and the dangers from fire that the premises or site pose for the people on them; the activities undertaken; the potential for a fire to occur; and the harm it could cause to the people in, and around, the premises or site. Nobody knows as much about your business/activities as you. Use your own knowledge and experience and that of your colleagues to help identify key issues and practical suggestions for improvements.

If, however, you do not feel confident enough to undertake the fire safety risk assessment, for example, due to the complexity of the premises or the activities undertaken on them, you may wish to commission a fire safety specialist to assist you (check your local business directory for "Fire Safety Consultants". As with many other services, when looking for a specialist, it is your responsibility to satisfy yourself that they have the necessary qualifications, experience and indemnity insurance (if appropriate).

When carrying out a fire safety assessment, you should adopt a practical and systematic approach. It must take the whole of the premises/site into account, including outdoor locations and any rooms and areas which are rarely used. If your premises are small you may be able to assess them as a whole. However, in larger premises, you will probably find it helpful to divide the premises into rooms or a series of assessment areas using natural boundaries such as offices, stores, workshops as well as corridors, stairways and external routes.

The fire safety risk assessment process involves evaluating, and keeping under review, the existing fire safety measures to establish whether they are adequate or if more requires to be done. For the purposes of fire safety risk assessment, a hazard is a situation that can give rise to fire: and risk is the potential for a fire to occur (i.e. likelihood) and cause or injury (i.e. consequence).

The aims of a fire safety risk assessment are:

- identify hazards and to reduce the risk of those hazards causing harm to as low as is reasonably practicable
- determine what fire safety measures and management policies are necessary to ensure the safety of people in the building, should a fire occur

How is a fire safety risk assessment carried out? There are five steps in the assessment process.

- **one** identify people at risk
- **two** identify fire hazards
- **three** evaluate the risk and decide if existing fire safety measures are adequate
- **four** record fire safety risk assessment information
- **five** review of fire safety risk assessment

A list of the information required for fire risk assessment, provided by Scottish Fire and Rescue Service, is attached.

Step 2: Risk Assessments

Information Required for Fire Risk Assessment

A fire risk assessment should be forwarded to the above office and include the following points where applicable:

- geographical site plan
- site layout and fire service access
- means of escape – from within site and structures
- signage – exit, instruction notice, assembly points
- means of giving warning in event of fire
- emergency lighting – location, type
- firefighting equipment – types, size
- fire points – location
- water supplies – location of fire hydrants, static supplies
- sleeping risks – numbers, location
- attendance figures
- stewarding – numbers, training
- marquees and large tents including certification
- generators and fuel supplies – types and location
- lpg usage and storage
- stalls and concession stands – location, usage
- catering in stalls and vehicles/tents
- emergency co-ordination and site communications
- emergency plan

To submit risk assessment to the resilience service, please use the [submit form button](#) at the end of the document on page 82

Safe & Legal *Events*

Draw up an Event Plan

Step 3: Draw up an Event Plan

Good planning is of fundamental importance when organising an event and to achieve this, sufficient time must be allocated to fully prepare for the event. Evidence of this is demonstrated through the 'Event Plan'. For any event plan to be effective, it must incorporate the measures identified by the risk assessment and risk management process to control and/or minimise the risk. The event plan will normally incorporate or comprise of the following:

What's Inside?

Draw up an Event Plan	Page
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Step 3: Draw up an Event Plan

3.1 Reasons to Write an Event Plan

- Thinking through and writing down all the procedures and arrangements you have put in place for your event is not only a useful exercise for you and your committee, but can assist the appropriate authorities, e.g. emergency services, with their own arrangements should an emergency arise.
- Should you need to apply for permissions and licenses, e.g. processions in a public place, Public Entertainment Licence etc. an Event Plan will be requested.
- Should you/your committee be sued for injury or damage resulting from the event your risk assessments and event plan will provide your insurance company with the necessary evidence to defend any claim made against you/your committee.
- When you come to organise the event again next year, you will have a record of all the procedures you tested the previous year and won't have to start from scratch. This is particularly useful if there are changes to committee membership.

3.2 The Event Plan Contents

- (a) Brief summary of the event – this part of the event plan is not essential, but gives the person reading the event plan a brief overview of the whole event, and may include such information as its history and how it developed over the years.
- (b) Site plans – site plans identify the location of all intended attractions, facilities, entrance/exit points, including for emergency services and the deployment of stewards, first aid points etc.
- (c) Health and Safety Policy – it provides a framework in which health, safety and welfare can be managed at the event and is made up of three sections:
 - general statement that states: 'The organisers (name) will safeguard so far as is reasonably practicable the health, safety and welfare of all persons who might be subject to risks from its activities. This will be achieved by co-operating, communicating and co-ordinating with all relevant agencies, organisations, volunteers, etc necessary to manage the health and safety at the event'.
 - a chart or list that clearly details responsibilities/duties of the organisers, stewards, etc
 - arrangements, i.e. procedures, safety rules, to manage the health, safety and welfare at the event, as identified in the risk assessment process

This includes some or all of the following:

Communications – these arrangements should detail how organisers/stewards/marshalls will communicate with each other and to the public, i.e. two way radios, public address systems, central control room. It will also state how emergency arrangements will be relayed to the public.

Step 3: Draw up an Event Plan

3.2 The Event Plan Contents (continued)

Crowd management – specific arrangements for stewarding should be included in this section. This covers measures to reduce over crowding, such as open further ticket booths, increase stewarding to ensure crowd movement. The section should also include the maximum number who can attend the event, at any one time, measures to monitor this and arrangements should this number be reached. In addition it could mention signage, high visibility clothing or identification for stewards, temporary barriers (if required) and any personal protective clothing or equipment, e.g. waterproof clothing, torches for night-time etc.

Vehicle management – this section should include parking arrangements (including participants' vehicles, buses, disabled parking), access for emergency vehicles, signage, any road user restrictions, vehicle movement on the event site at outdoor events (prior to, during and after the event). It should also include specific arrangements for stewarding vehicle movement, including high visibility clothing and measures to separate pedestrians and moving vehicles.

Fire arrangements – these arrangements should detail the fire precautions at the event. These precautions include emergency procedures and provision of fire extinguishers. Please note that Scottish Fire & Rescue Service may specify requirements.

Event activities – this section refers to any requirements/procedures for specific activities carried out by participants, exhibitors, contractors etc.

Temporary Structures – if the event requires temporary structures such as staging, tents, marquees, stalls, etc. this section should include details on siting and dismantling requirements and details of safety certification, if required.

Waste/hygiene management – this section should include arrangements for the provision of rubbish bins, clearing up during and after the event and removal from site. Extra bins (including dog waste for outdoor events where dogs are allowed) will need to be placed and provision made for collection. You may also need to engage staff/volunteers to pick up litter and keep these bins emptied. Be aware of hazards such as weather and wasps and plan accordingly with covered bins where appropriate. A central collection point for a large amount of waste may also require hire of a skip.

Welfare arrangements – this section should detail the number of sanitary conveniences and their location, based on estimation of attendance or availability in the building. It should also cover first aid arrangements and provision for lost children/missing persons. (See separate Guidance). For outdoor events it may include provision of drinking water and chemical toilet disposal.

Provision of lighting – where additional lighting is needed for specific activities or use at night, these arrangements should include the provision of generators, their locations (whilst avoiding noise nuisance), and the use of qualified electricians, etc.

Insurance arrangements – this section covers type and level of insurance obtained.

Training requirements – this section should detail training/briefing sessions for stewards, marshalls, etc, in order that they understand their role and responsibilities.

Step 3: Draw up an Event Plan

3.2 The Event Plan Contents (continued)

Security – depending on the nature of the event, specific security measures may be required for site security or cash handling, including collection and banking arrangement. This section may refer to additional documentation dealing with specific details and the names of those persons who have access to it.

Contingency arrangements – these arrangements cover pre-planned specific actions to be implemented should an identified situation arise, such as extreme weather at outdoor events, participant or attraction cancellations, loss of venue, etc.

Emergency arrangements – these arrangements are specific actions to be implemented in the event of an emergency. This may be from a member of the public taking ill, a fire, evacuation of premises/area, etc. Emergency routes will need highlighting on the site plan.

Site safety inspection – these inspections cover prior to, during and after the event and this sub-section covers who will undertake them and when.

Incident reporting – these arrangements should detail procedures to follow should an incident occur. It will also include details of the insurer and procedures to follow should organisers be informed that a claim would be made.

- (d) Appendix – this includes all relevant documentation, including risk assessments, participant lists, licences, insurance details, etc.

3.3 Communications

A 'Control Room' is essential as it acts as a communication centre for staff, participants and visitors alike. People will expect to access help and information. A public reception fronting a private control centre might be the best way to set up so all information is centralised but providing a quiet place for phone calls or conversations the public don't need to hear! Necessary adaptations to programmes or procedures can be quickly delivered.

The Control Room can also be used as a centre for First Aid, Lost Children and Lost Property. A public address system should be controlled from here allowing important public announcements to be delivered.

In the event of an emergency, all information should flow through the Control Room, leading to efficient delivery of information and reaction to situation.

The Control Room should have a supply of Incident Report Forms and Checklists. These should be held centrally once completed to ensure the emergency services have easy access to the information if required.

3.4 Crowd Management

Specific arrangements for stewarding should be included in this section. This covers measures to reduce overcrowding, such as open further ticket booths, increase stewarding to ensure crowd movement. The section should also include the maximum number who can attend the event (at any one time), measures to monitor this and arrangements should this number be reached.

Step 3: Draw up an Event Plan

3.4 Crowd Management (continued)

Specific arrangements for stewarding should be included in this section. This covers measures to reduce overcrowding, such as open further ticket booths, increase stewarding to ensure crowd movement. The section should also include the maximum number who can attend the event (at any one time), measures to monitor this and arrangements should this number be reached.

In addition it could mention signage, high visibility clothing or identifications for stewards, temporary barriers (if required) and any personal protective clothing or equipment (e.g. waterproof clothing, torches for night-time etc).

Your planning should seek protection from potential harm of all those involved in the event. Your risk assessment will identify problems to address such as:

- physical separation from potential harm
- communication of incident or temporary response to an incident
- hygiene from dog waste and litter
- nature – overgrown access routes
- slips and trips
- darkness

(a) Stewards

Easily identifiable stewards are essential to draw attention to any danger and manage temporary responses.

A suitable number of stewards will need to be appointed to manage the event. The risk assessment process will identify the required number. They will need to be:

1. Fit and capable to carry out their appointed duties (i.e. long spells of standing, walking, etc).
2. Readily identifiable (e.g. fluorescent jacket, vest, badge, blazer, etc).
3. Fully briefed and trained in their duties at the event. This may include:
 - working under the guidance of the main steward and/or designated organisers
 - manning temporary car parks and directing traffic (but not on public roads)
 - advising, controlling and directing participants, stall-holders, etc, on set-up and closure of the event
 - advising, controlling and directing the public
 - raising the alarm for fire, using the equipment provided to fight fire (so far as is possible without endangering themselves) and ensuring clear access/egress for emergency services
 - call for first-aiders should the need arise
 - watching for problems around the site and reporting to the control room

A number of relief stewards will be required at your event to ensure that all stewards receive regular breaks away from their appointed duties (a minimum of 20 minutes per six hour period of for those under 18 years of age, a minimum of 30 minutes per four and a half hour period).

Step 3: Draw up an Event Plan

3.4 Crowd Management (continued)

A 'walkie-talkie' system linked to the control room is essential for requesting assistance and sharing information. Ensure staff are properly instructed on use at the briefing. Note: The control room operator would be responsible for managing all the two-way radio channels.

The Security Industry Authority is the organisation responsible for regulating the private security industry. We are an independent body reporting to the Home Secretary, under the terms of the Private Security Industry Act 2001. Our mission is to regulate the private security industry effectively; to reduce criminality, raise standards and recognise quality service. Our remit covers the United Kingdom.

We have two main duties. One is the compulsory licensing of individuals undertaking designated activities within the private security industry; the other is to manage the voluntary Approved Contractor Scheme, which measures private security suppliers against independently assessed criteria.

SIA licensing covers guarding (including security guarding, door supervision, close protection, cash and valuables in transit, and public space surveillance using CCTV), key holding and vehicle immobilising. Licensing ensures that private security operatives are 'fit and proper' persons who are properly trained and qualified to do their job.

Our Approved Contractor Scheme introduced a set of operational and performance standards for suppliers of private security services. Those organisations that meet these standards are awarded Approved Contractor status. This accreditation provides purchasers of private security services with independent proof of a contractor's commitment to quality.

(b) Temporary Barriers and Marking out the Event Site

The types, numbers and locations of temporary barriers will depend on the size and nature of the event. They can be used to:

- aid pedestrians/crowd movements
- separate pedestrians/crowds from activities (e.g. dangerous areas)
- segregate pedestrians/crowds from vehicles, animals etc
- physically secure areas (e.g. natural hazards, dangerous areas, etc)
- cordon off areas

Different types of barriers are used for various purposes. They may consist of posts strung together with rope, tape or chain, or of a fixed type such as pedestrian steel barriers, fencing, etc. In addition, stands, displays, vehicles, etc, may also be utilised as a form of pedestrian barrier. Care must be taken when choosing the type of barriers, as they must be suitable for the purpose intended (e.g. a rope barrier will not be suitable to stop an animal kicking out).

The temporary barriers and markings must not themselves present a hazard (e.g. unstable barriers falling over, tripping over low barriers, overcrowding from poorly located barriers, etc). Safe methods include marking out with biodegradable paint (as seen on rugby/football pitches) and/or by using posts and pegs (provided they are at least 1m/3ft in height, thus reducing the risk of tripping).

Step 3: Draw up an Event Plan

3.4 Crowd Management (continued)

(c) Overgrown Pathways/Slips and Trips/Lighting

At an outdoor event, you may have a little work to do to tidy up the access routes. Remember to think about lighting if your event ends after dark. Can people still move safely to the exits, toilets and car parks?

3.5 Vehicle Management

- keep traffic moving on public roads by giving clear directional signage helping new visitors to the area to find the event effectively
- manage event traffic so as not to cause queues and disrupt normal road users.
- for safety reasons, separate pedestrians and vehicles with crowd barriers or temporary diversions
- extra traffic means extra parking. Temporary parking areas and no parking zones may be required to keep area traffic moving

Any traffic management plan on public roads should be made in consultation with Police Scotland, who, particularly for larger events, may wish to deploy Police officers to control traffic flow and enforce traffic restrictions.

The Roads Business Unit will provide help and advice on directional signage, temporary road closures and can help you source equipment such as crowd barriers and cones for hiring.

(a) Road Closures/Restrictions

These should be considered very much as a last resort. Think very carefully about alternatives to holding an event in a venue that would require closure or restriction of a public road. The process includes statutory procedures and can incur hefty charges. Average costs for the closure of a main street in one of the Angus Burghs has been approximately £1,500. Closures can also cause major inconvenience to users of the area with diversions and restricted parking. Where there is a requirement for restrictions for road users (e.g. road closure, diversions, signs, cones, etc.), a Temporary Traffic Regulations Order (TTRO) will need to be applied for. You will need at least four weeks to arrange a TTRO and it is not automatic, each case will be assessed on its merit.

If your event is likely to cause increased traffic, parking restrictions and coning may also be advised on main streets to ensure efficient flow of through traffic. Discuss all these options as part of your traffic management planning.

(b) Moving Procession

Where an event involves a moving procession, a temporary hold may be put on traffic. Consult the Police on how best to manage this.

Step 3: Draw up an Event Plan

3.5 Vehicle Management (continued)

(c) Temporary Road Signage

Taken from Department of Transport Advisory Leaflet – 'Provision of Temporary Traffic Signage to Special Events'

Temporary traffic signs may be erected for a limited period to guide traffic going to special events which are expected to attract a considerable volume of traffic. These are to assist road safety and reduce congestion by giving clear directions to road users seeking the best route to an event. They may only be sited for the duration of the event.

(d) Parking

Temporary car parks can be set up, with permission, on ground near to your event site. If using areas not normally used for traffic, think about:

- easy, swift access off the main highway to avoid congestion
- east, swift exit at the end of the event
- signposting
- possible need for coning entrances and exits to allow drivers to clearly see onto the road before pulling out
- consider the need for police wardens to assist with point signalling (stewarding staff should NOT be asked to direct traffic on main roads)
- if you opt for grassed areas, watch heavy vehicles and mud
- disabled access

(e) The Clean Up

After an event has passed along a public road or area, there may be a need for cleaning prior to re-opening the area.

(f) Fire Arrangements

Fire Precautions and Legislation will inform your planning.

If you are using an established venue, there will be a procedure in place. As the event organisers, you should make sure you familiarise yourselves with all the procedures and equipment. In a temporary venue, marquee or open environment, you will need to consider a range of issues. Ask for a copy of the premises Fire Safety Risk Assessment to enable completion of your own document.

Scottish Fire & Rescue can assist with your planning.

When you apply for your licence, Scottish Fire & Rescue will be asked to comment on your submitted event plan. They will provide a letter stating the conditions that apply to your licence. They also have powers to inspect the event premises and enforce the regulations if necessary. The local fire station will be informed of your event.

Step 3: Draw up an Event Plan

3.5 Vehicle Management (continued)

When planning your event site and writing your Event Plan, you should consider the following:

Means of Escape/Exit Routes Should be

- clear of obstruction
- unlocked and easy to open
- clearly marked/signposting/illuminated
- correct width as per the conditions that apply
- staffed – if required, a member of staff should be allocated to each exit in the event of emergency

Things to Note

- overcrowding – find out the legal capacity and do not exceed it!
- fabrics used for decoration/stage curtains etc, must be made flame retardant
- heating equipment should be properly maintained, fixed and guarded, and turned off when premises are occupied
- cigarettes – ensure there are adequate non-combustible receptacles
- access routes for emergency vehicles must be maintained at all times

Warning System

You must have a method to warn of fire/emergency.

If your venue has an alarm, you must be aware of the sound and the required procedures.

- if no alarm is installed, a mobile alternative such as a klaxon and PA may be used
- all staff should be aware of the operating system

Emergency Lighting

In the event of a power failure, due to fire or other eventuality, you will need to evacuate people from danger. Established venues will have emergency lighting systems in place. In a temporary venue, you may need to provide torches or a generator for back up.

Fire Extinguishers

- you will need to provide appropriate numbers and types of extinguishers for the layout of your site to deal with the particular risks.
- extinguishers should be located at well marked points across the site/venue.
- staff should be briefed in the use extinguishers.

Emergency Fire Action Plan (See also Step 2: Section 6)

- assembly points must be identified
- a nominated person who will call the fire brigade and liaise with them on arrival must be identified
- the nearest telephone should be identified – do not rely completely on mobile phones!
- a written plan will be part of your main event plan, this should detail all responses to precautions above
- your stewards' briefing should include a session on operations in event of a fire and/or evacuation. Clear roles should be outlined
- remember to consider your participants as well as the audiences. Also consider those who may need assistance in the event of evacuation

Step 3: Draw up an Event Plan

3.6 Welfare Arrangements

Toilets, baby changing facilities (both with wheelchair access), fresh water supply and chemical disposal points will need to be considered at outdoor events. When assessing the number of sanitary conveniences required, the size of the event, its locations, the numbers expected, and food and/or drink availability will have to be taken into consideration. Even if your site has permanent facilities, this may not be able to accommodate the number of people expected at your event. As a rough guide the following table may be used:

For events of less than six hours		For events lasting over six hours	
Female	Male	Female	Male
1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males	1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males
One washing facility per five toilets (including adequate supply of soap, and hand-drying facilities).			
Note: Where warm water is not available, antiseptic hand wipes or bacterial soap should be provided.			

Remember that facilities will need to be checked, cleaned and supplies replenished as the event goes on – make sure someone is allocated this job.

A suitable number of toilets for the disabled will also need to be provided in accessible locations. If the event is of a long duration, you may also need to consider facilities such as fresh water supply, temporary showers, chemical toilet disposal etc.

Hire companies will provide further advice on requirements for your audience.

3.7 Working with Children and Young People

It is worth thinking about providing services that will make it easier and more comfortable for families to spend the day at your event. It is not a legal requirement but families will really appreciate these small considerations that allow the adults to relax and enjoy their day. This includes access for buggies (or a secure area to 'park' them) and removing dangers for wandering toddlers and small fingers (e.g. socket covers and heater guards; providing clean floors/grounds)

3.8 Lost Children

Looking after lost children at events requires a careful system to protect the children and the staff involved. (See separate guidance).

Step 3: Draw up an Event Plan

3.9 Security

(a) Cash Handling

A good system should be set up that creates efficient, safe and accountable cash handling.

- security – how will cash be carried away from the gates? where will money be stored and counted ready for banking?
- accountability – ensure staff are not put in a position where they could be accused of stealing
- issue numbered tickets so that number of tickets sold can be matched to cash income
- wherever possible, staff should work in teams, not alone

Make sure you order enough change, set ticket and programme prices so you do not have to deal with lots of small change.

3.10 Emergency Arrangements and First Aid

Two things you can guarantee about any event, the date it has been arranged for and the high probability someone will have an accident or be taken ill. A minor accident can turn into a major crisis if it is not dealt with quickly and efficiently and it is worth noting that as an event organiser you could be held liable if you do not provide suitable first-aid cover at the event. Depending on the nature and type of the event, first-aid cover may be from appointed trained first-aiders. Medical Practitioners, Paramedics, the British Red Cross and/or the St Andrew's First Aid. The risk assessment process will assist in identifying the level of first-aid provision.

Both the British Red Cross and the St Andrew's First Aid have skilled volunteers throughout the UK who provide First-Aid Cover at thousands of public events every year. The volunteers bring a wealth of experience and are highly skilled in the provision of first-aid at events. They will provide advice on the most effective first-aid provision to protect members of the public attending your event and where required, can provide short-term loans of items such as wheelchairs.

It is worth noting these volunteers are not paramedics, they do not carry oxygen, or drugs, however, they sometimes carry defibrillators and use enhanced skills.

3.11 Incident Reporting

You will need to create a system for recording specific details of any reported incidents. A designated person(s) will need to complete the incident report form at the time of the incident (see checklists and forms). In addition, the incident will require investigating and the findings recorded for future reference. Should you be informed, at a later date, that a claim is to be made against you, i.e. organisers, this information can then be transferred on to the insurance claim form.

Note: Should a serious incident or accident occur, this will require reporting to the appropriate authorities, e.g. Police, Insurance Company, etc. In addition, serious accidents, i.e. person taken to hospital, will need reporting on the 'Accident Report Line' on 0845 300 99 23. This information will be forwarded to Environmental Health, who may then wish to carry out an investigation.

Safe & Legal *Events*

Checklists

Step 4: Checklists

Before, during and after your event you should carry out a series of checks to ensure that everything in your plan has been covered and that no changes have been made that have implications for health and safety or may contravene any licence conditions.

This section includes suggested checklists for you to use. You should feel free to adopt these as necessary to suit your event.

What's Inside?

Licences, Permits etc

	Checklist
Checklist 1: Pre-planning Checklist	51 - 52
Checklist 2: Pre-event Checklist – Have you covered everything?	53 - 57
Checklist 3: Daily Checklist – Is everything in place, has anything changed?	58 - 60
Checklist 4: Post Event Inspection Sheet – Have we cleaned and checked the site?	61 - 62

Step 4: Checklists

Checklist 1: Pre-planning Checklist

This is an indicative timetable: jobs can be divided according to the size and nature of your event. Bear in mind that one person has to be in overall control. Inevitably, at the start, a lot of responsibility falls on one or two people. Do not underestimate the time and work involved.

Please tick the relevant boxes

12 Months Ahead

- Start to organise: appoint steering committee
- Event themes: what are you celebrating and who is it for? Assess event's viability
- Share out the main jobs/roles. these are - event manager, finance, treasurer/fundraiser, information person, entertainment/programming person
- Find a site
- Initial talk with resilience manager at the local authority
- Start talking to local community groups who might want to get involved
- Estimate costings and funding available
- Start raising money locally
- Apply for any grants that may be available
- Prepare licence application and send it off

9 Months Ahead

- Check for acts/artistes availability and price, and make provisional bookings
- Initiate safe events meeting
- Check availability of major hires: PAs, tents generators, toilets, barriers, bouncy castles etc.
- Investigate insurance requirements/obtain adequate insurance cover

Step 4: Checklists

Checklist 1: Pre-planning Checklist (continued)

Please tick the relevant boxes

6 Months Ahead

- Confirm that you have been granted a licence or that you don't need one
- Confirm funding from local authority
- Confirm bookings of artists and send off contracts
- Prepare a detailed, balanced budget
- Confirm bookings of major hires
- Send out first press release and information to the community
- Apply for licence to sell alcohol
- Start contacting potential stallholders
- Submit draft emergency plans if required, to police and local authority for inspection

3 Months Ahead

- Start getting artwork together for flyers and posters
- Send out second press release and community information
- Confirm stallholders

2 Months Ahead

- Make sure the team needed for the day has been booked
- Get flyers and posters printed

1 Month Ahead

- Get flyers distributed (up to six weeks before) and posters put up (two weekends before the event)
- Check on all key items: major hires, entertainers, stalls, catering, beer tent
- Organise team of litter pickers to clean up

The Day

THE EVENT

1 Month Later

- Organise a debrief/social for everyone involved. Discuss accounts, show videos and photos. Say thanks to the team.

Step 4: Checklists

Checklist 2: Pre-event Checklist – Have you covered everything?

This list is not necessarily exhaustive and other event-related activities may also be added to the checklist.

Please fill in the relevant boxes

1 Have you got Public Liability Insurance?	Done	To Do	Done by Whom	When dd/mm/yy
Have you considered				
Insurance cover for the event itself	<input type="checkbox"/>	<input type="checkbox"/>		
That all contractors, stall-holders and performers have their own public liability insurance (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>		
 2 Are you Employing People? If 'Yes'				
Have you considered				
Employers liability insurance	<input type="checkbox"/>	<input type="checkbox"/>		
Health and Safety at Work Etc Act 1974	<input type="checkbox"/>	<input type="checkbox"/>		
 3 Where is the Event Taking Place?				
Have you considered				
The response and/or reaction of the local community (i.e. to noise and increase in traffic and/or pedestrians)	<input type="checkbox"/>	<input type="checkbox"/>		
The ease of access to the event venue (i.e. for the public and emergency services)	<input type="checkbox"/>	<input type="checkbox"/>		
Car parking arrangements (e.g. numbers of spaces required, directional signage etc)	<input type="checkbox"/>	<input type="checkbox"/>		
Existing hazards in the area (e.g. overhead power lines)	<input type="checkbox"/>	<input type="checkbox"/>		
 4 When is the Event Taking Place?				
Have you considered				
The time of year (possible extreme weather conditions)	<input type="checkbox"/>	<input type="checkbox"/>		
Time of day and day of week (considering public transport, noise levels, lighting etc)	<input type="checkbox"/>	<input type="checkbox"/>		

Step 4: Checklists

Checklist 2: Pre-event Checklist – Have you covered everything? (continued)

Please fill in the relevant boxes

4 When is the Event Taking Place?	Done	To Do	Done by Whom	When
				dd/mm/yy
Have you considered Other major or competing events on same day within the area	<input type="checkbox"/>	<input type="checkbox"/>		
5 Who is likely to Attend the Event?				
Have you considered Likely groups of people (i.e. sex, age, size, interests)	<input type="checkbox"/>	<input type="checkbox"/>		
Their expectations/specific needs (e.g. disabled facilities such as parking and specific viewing areas)	<input type="checkbox"/>	<input type="checkbox"/>		
6 What Type of Event is it?				
Have you considered Types of activities and specialist equipment (e.g. bouncy castles etc)	<input type="checkbox"/>	<input type="checkbox"/>		
Licensing requirements	<input type="checkbox"/>	<input type="checkbox"/>		
Specific hazards (e.g. animals)	<input type="checkbox"/>	<input type="checkbox"/>		
Size of proposed event/anticipated number of people	<input type="checkbox"/>	<input type="checkbox"/>		
7 Have you Made Emergency Arrangements?				
Have you considered Fire prevention and fire fighting (see 'Essential Contacts' for Scottish Fire & Rescue details)	<input type="checkbox"/>	<input type="checkbox"/>		
First Aid provision (see 'Essential Contacts' for British Red Cross/ St Andrews First Aid details)	<input type="checkbox"/>	<input type="checkbox"/>		
Police (see 'Essential Contacts' for Police Scotland details)	<input type="checkbox"/>	<input type="checkbox"/>		
Others (e.g. council departments, Coastguards etc)	<input type="checkbox"/>	<input type="checkbox"/>		

Step 4: Checklists

Checklist 2: Pre-event Checklist – Have you covered everything? (continued)

Please fill in the relevant boxes

8 Have you Organised Welfare Arrangements?	Done	To Do	Done by Whom	When dd/mm/yy
Have you considered				
Number of sanitary conveniences	<input type="checkbox"/>	<input type="checkbox"/>		
Adequacy and maintenance of existing toilets	<input type="checkbox"/>	<input type="checkbox"/>		
Provision of wholesome drinking water	<input type="checkbox"/>	<input type="checkbox"/>		
Provisions for lost children/ persons/property	<input type="checkbox"/>	<input type="checkbox"/>		
Provisions for baby changing facilities	<input type="checkbox"/>	<input type="checkbox"/>		
9 Are you Providing Food?				
Have you considered				
Checking caterers' food hygiene certificate	<input type="checkbox"/>	<input type="checkbox"/>		
Location of catering premises/stalls (e.g. to prevent spread of fire and reduce risks from queuing in pedestrian/ emergency routes)	<input type="checkbox"/>	<input type="checkbox"/>		
Contacting Environmental and Consumer Protection Division for advice and guidance on requirements (see 'Essential Contacts')	<input type="checkbox"/>	<input type="checkbox"/>		
10 Stewarding?				
Have you considered				
Competence and relevant training	<input type="checkbox"/>	<input type="checkbox"/>		
Specific training for first aid/fire fighting	<input type="checkbox"/>	<input type="checkbox"/>		
Organising briefing on the event	<input type="checkbox"/>	<input type="checkbox"/>		
Means of communication at the event (two-way radio, mobile phone, public address system, etc)	<input type="checkbox"/>	<input type="checkbox"/>		
Providing personal protective/ identifiable clothing (e.g. high visibility clothing, suitable footwear etc)	<input type="checkbox"/>	<input type="checkbox"/>		

Step 4: Checklists

Checklist 2: Pre-event Checklist – Have you covered everything? (continued)

Please fill in the relevant boxes

	Done	To Do	Done by Whom	When dd/mm/yy
10 Stewarding?				
Providing essential equipment (e.g. torch, site plan and timetable, whistle etc)	<input type="checkbox"/>	<input type="checkbox"/>		
11 What about Traffic/Vehicles?				
Have you considered				
Segregation of vehicles from pedestrians	<input type="checkbox"/>	<input type="checkbox"/>		
Separate entrances for vehicles and pedestrians	<input type="checkbox"/>	<input type="checkbox"/>		
Specific arrangements for emergency vehicle	<input type="checkbox"/>	<input type="checkbox"/>		
Location and layout of car parking facilities (including stewarding)	<input type="checkbox"/>	<input type="checkbox"/>		
Providing adequate signage and directions in prominent locations	<input type="checkbox"/>	<input type="checkbox"/>		
Necessary permission, where the event is held on or affects public highway (see 'Step 1')	<input type="checkbox"/>	<input type="checkbox"/>		
12 Have you Organised Arrangements for Clearing up?				
Have you considered				
Rubbish/litter collection and removal (prior to, during and after the event)	<input type="checkbox"/>	<input type="checkbox"/>		
Special requirements (i.e. disposal of sharps, body fluids, dog waste, nappy disposal units, etc)	<input type="checkbox"/>	<input type="checkbox"/>		
13 Does the Event Involve Performers?				
Have you considered				
Verifying their insurance cover and risk assessments	<input type="checkbox"/>	<input type="checkbox"/>		

Step 4: Checklists

Checklist 2: Pre-event Checklist – Have you covered everything? (continued)

Please fill in the relevant boxes

14 What Facilities/Utilities are Being Used?	Done	To Do	Done by Whom	When dd/mm/yy
Have you considered				
Risk from overhead cables	<input type="checkbox"/>	<input type="checkbox"/>		
Portable gas/electrical appliances (tests and certificates)	<input type="checkbox"/>	<input type="checkbox"/>		
Hired equipment – certificate of electrical safety	<input type="checkbox"/>	<input type="checkbox"/>		
Use of residual current circuit breakers	<input type="checkbox"/>	<input type="checkbox"/>		
Channelling cables to prevent electrical and tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>		
Location and use of fencing/barriers round generators etc	<input type="checkbox"/>	<input type="checkbox"/>		
15 Have you Produced a Contingency Plan?				
Have you considered				
The consequences of extreme weather conditions (e.g. use of specialist matting, additional road surfacing etc)	<input type="checkbox"/>	<input type="checkbox"/>		
An alternative venue and/ or cancellation procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Arrangements should performers/ stall-holders, etc, fail to turn up	<input type="checkbox"/>	<input type="checkbox"/>		
16 Will Public Transport be Used?				
Have you considered				
Need for liaison with bus companies, taxis etc (they may be able to add extra services)	<input type="checkbox"/>	<input type="checkbox"/>		

Step 4: Checklists

Checklist 3: Daily Inspection Sheet

Is everything in place, has anything changed?

A walk through safety inspection should be carried out immediately prior to, and during the event. This list is not necessarily exhaustive and other risks may also be present.

If the answer to any of the questions below is 'NO', immediate action must be taken.

Please fill in the relevant boxes

Access/Egress	Yes	No	Comments
Are entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>	
Are stewards/staff in place?	<input type="checkbox"/>	<input type="checkbox"/>	
Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>	
Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	
Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the signage appropriate/adequate?	<input type="checkbox"/>	<input type="checkbox"/>	
Are car park arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>	
Site Conditions			
Is the site free from tripping hazards? (e.g. cables, potholes, etc)	<input type="checkbox"/>	<input type="checkbox"/>	
Are permanent fixtures in good condition? (e.g. seats, fencing, signage, etc)	<input type="checkbox"/>	<input type="checkbox"/>	
Has the area been made safe? (e.g. vegetation cut back, debris removed, etc)	<input type="checkbox"/>	<input type="checkbox"/>	
With the current weather condition, are all measures in place satisfactory? (i.e. no additional hazards from either rain, snow, ice, mud, etc)	<input type="checkbox"/>	<input type="checkbox"/>	
Attractions/Activities/Structures			
Have all structures been completed and secured? (Inspected by competent person)	<input type="checkbox"/>	<input type="checkbox"/>	

Step 4: Checklists

Checklist 3: Daily Inspection Sheet

Is everything in place, has anything changed?
(continued)

Please fill in the relevant boxes

Attractions/Activities/Structures	Yes	No	Comments
continued			
Have all activities/attractions been sited correctly? (As per site plan)	<input type="checkbox"/>	<input type="checkbox"/>	
Have all activities/attractions supplied relevant documentation?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all potentially hazardous activities segregated and/or fenced off? (i.e. event arena)	<input type="checkbox"/>	<input type="checkbox"/>	
Are cables/ropes/flags etc routed correctly to prevent tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Event Provision			
Have you completed a separate Fire Risk Assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the lighting suitable and sufficient? (i.e. existing or temporary installed lighting)	<input type="checkbox"/>	<input type="checkbox"/>	
Has electrical supply/equipment been checked/certified?	<input type="checkbox"/>	<input type="checkbox"/>	
Have temporary toilets been provided where required?	<input type="checkbox"/>	<input type="checkbox"/>	
Are first aid facilities in place? (i.e. qualified first-aiders/ambulance cover)	<input type="checkbox"/>	<input type="checkbox"/>	
Is the control centre in place and is the communication system satisfactory? (i.e. public address system/two way radios /mobile phones)	<input type="checkbox"/>	<input type="checkbox"/>	
Are there an adequate number of waste bins?	<input type="checkbox"/>	<input type="checkbox"/>	
Are welfare arrangements in place? (i.e. Lost children)	<input type="checkbox"/>	<input type="checkbox"/>	
Have all hazards been identified by the site inspection?	<input type="checkbox"/>	<input type="checkbox"/>	

If you answered No to any of the questions, please complete the Additional Comments section overleaf

Step 4: Checklists

Checklist 3: Daily Inspection Sheet

Is everything in place, has anything changed?
(continued)

Additional Comments

First Name

Surname

Date

Time

Step 4: Checklists

Checklist 4: Post Inspection Sheet

Have we cleaned and checked the site?

A walk through safety inspection should be carried out after the event. This list is not necessarily exhaustive and other risks may also be present.

If the answer to any of the questions below is 'NO', immediate action must be taken.

Site Conditions	Yes	No	Comments
Is the event site clear of all structures, vehicles, stands, barriers etc?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all temporary signs, advertisements been removed (i.e. from the event site, buildings, roads)	<input type="checkbox"/>	<input type="checkbox"/>	
Is the event site clear of all waste material? (e.g. litter, packaging, etc)	<input type="checkbox"/>	<input type="checkbox"/>	
Has the event site been left in a good condition? (i.e. as it was prior to the event taking place)	<input type="checkbox"/>	<input type="checkbox"/>	
Have the temporary car parks been cleared and left in a good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
Has all documentation been collected?	<input type="checkbox"/>	<input type="checkbox"/>	
Have any permanent fixtures on the event site been left in a good condition? (e.g. seats, fencing, fire extinguishers, etc)	<input type="checkbox"/>	<input type="checkbox"/>	

If you answered No to any of the questions, please complete the Additional Comments section overleaf

Step 4: Checklists

Checklist 4: Post Inspection Sheet

Have we cleaned and checked the site? (continued)

Additional Comments

First Name

Surname

Date
dd/mm/yy

Time

Safe & Legal *Events*

General

Looking for Funding?

When you are thinking of organising an event, how will you fund it is obviously an important question. There are a whole host of organisations and resources who can help you through the funding maze. There are lots of funding websites and books available as well as help to write good funding applications and to manage your budget.

Contacts

If you are thinking of applying for funding and want help with finding funding, or advice on funding applications you could contact the

Funding Team
Angus Council
Chief Executives Executive
Angus House
Orchardbank
Forfar DD8 3WD
Tel: 01307 492243
Email: externalfunding@angus.gov.uk

If you are looking for governance advice such as developing your constitution, you can contact

Voluntary Action Angus
5-7 The Cross
Forfar DD8 21BX
Tel: 01307 466113
Email: info@voluntaryactionangus.org.uk

Resources

If you want to find funding and get advice, a useful website is www.angus4community.com. On here you can search for European, Lottery and Trust Funds, and local grants. There is also funding news, success stories and a range of downloadable factsheets including hints and tips on successful fundraising and management committees.

Grant schemes are constantly changing with new ones coming out and grant criteria being amended. To keep up-to-date, why not subscribe to the monthly funding newsletter, Angus Funding News. This offers the latest information on grants, events and resources.

To subscribe, email externalfunding@angus.gov.uk or download it from www.angus.gov.uk/externalfunding/newsletter.

You can also track up to date funding news by following the Twitter feed [@angusfunding](https://twitter.com/angusfunding)

Other Useful Resources

Voluntary Arts Network

Support to arts related groups. Provide weekly emails, useful briefings and funding information.

www.voluntaryarts.org

Skye & Lochalsh Community Toolkit (COSLA Excellence Award Winner 2007)

A resource for community groups to help improve their skills and knowledge.

www.slcv.org.uk

Association of Charitable Foundations (ACF)

The ACF is a UK-wide support organisation for grant-making trusts and foundations. It produces guidance on applying to independent trusts and foundations which is freely available on its website at <http://www.acf.org.uk/seekingfunding/index.aspx>

The ACF also provides various resources such as advice leaflets, good practice guides and publications which may be of use when applying for funds.

Funders Online

Funders Online is an initiative of the European Foundation Centre which promotes and underpins the work of foundations and corporate funders in the New Europe. Orpheus, the information and communications programme of the EFC, provides a public record and a public information service on foundations and corporate funders active in Europe. The site is searchable by name, country and types of support available.

<http://www.fundersonline.org>

Grants Net

Grantsnet provides information about grant schemes available to businesses and charities in the UK and aims to reduce the efforts and costs, of identifying and applying for a grant. It offers a fully searchable database of grants, with direct links to individual programmes. Grantsnet also provides an e-mail alert system for new grant programmes. It is a free service.

<http://www.grantsnet.co.uk>



First Aid/Ambulance Provision Guidance

- Depending on the nature of the event, The Green or Purple guide should be consulted for guidance on the level of First Aid/Ambulance provision required. Both publications provide comprehensive guidance on carrying out the medical risk assessments as well as identifying what constitutes a First Aider, Ambulance Technician and Paramedic.
- Where the level of cover required indicates an ambulance should be present, the provider should have adequate resources in place to transport a patient off site without reducing the level of cover available at the event.
- The level of equipment available should be appropriate to the nature of the event and the associated risks. As a minimum this should include a Primary Response Kit to include:
 - airway management kit (adult and paediatric)
 - water sachets
 - thermometer
 - oxygen therapy unit
 - sphygmomanometer
 - selection of bandages, dressings including triangular bandages
 - sharps box (dependant on event type)
 - survival blankets x 2
 - op airways (0, 1, 2, 3, 4 x 2)
 - bm kit
 - defibrillator
 - manual suction unit
 - intravenous kit
 - drugs in line with local paramedic steering group guidelines
 - cervical collars (various sizes)

This is considered the basic response kit to allow an initial response to a patient/casualty. Further equipment should be available in an ambulance. Information about this further kit as supplied within Scottish Ambulance Service vehicles is available from the Scottish Ambulance Service.

- All staff should be Disclosure Scotland checked. It is currently considered best practice by the Scottish Ambulance Service that as a minimum, this should be done on appointment and on any change of grade within the organisation. All Technicians must be trained to IHCD Standard and have a certificate to support this. All paramedics must be trained to IHCD standard and be registered as a Paramedic with the Health Professions Council. This registration can be checked by anybody on line at:

<http://www.hpc-uk.org/aboutregistration/theregister/>

- guidance should be sought from the police regarding the legalities of driving under emergency conditions
- the provider should produce an operational order for the event. this should include in it a communication plan
- the providers should have robust communication procedures/equipment in place to allow effective communication on site and with local NHS facilities
- event first aid/medical providers should have an appropriate infection control procedure in place and a safe system for the management and disposal of clinical waste generated at the event.
- this is neither definitive nor exhaustive. It is intended to provide some basic guidance to event organisers for the provision of first aid/medical cover. Further advice is available from the local scottish ambulance service manager.



Angus Child Protection Committee

Protecting lost children during community events

At any public event that children go to, they may be separated from their parents or the adult looking after them.

Introduction

We are responsible for giving advice on keeping children safe in Angus.

Organisers of community events should consider:

- how children will be protected during the event
- how you will keep lost children safe

The following guidance is designed to help you manage these situations safely. However, it does not mean we are responsible in any way.

At any event that children go to, they could get separated from their parents or the adult looking after them.

Unfortunately, some adults could try to harm children who are separated from their parents.

Guidance for keeping children safe

You should make sure all staff, volunteers and organisers know where to take children who have lost their parent or the person looking after them.

You may want to add this to your programme or put up notices for members of the public. The

lost child should have at least two adults looking after them at all times and at least one of the adults responsible for looking after lost children should have been checked by

Disclosure Scotland to make sure they are not on the Disqualified from Working with Children list that was set up under the Protection of Children (Scotland) Act 2003.

If your event is organised under an umbrella organisation, that is a national organisation or governing body of which your group is a member, they may be able to help with this check. A number of organisations in Angus provide support for organisations and groups that need to be checked by Disclosure Scotland. Their contact details are on the back of this leaflet.

Angus Child Protection Committee

Protecting lost children during community events (continued)

Reuniting the lost child with the responsible adult

Find out the child's name and age if possible.

Make a public announcement stating only that a lost child has been found and where they can be collected.

Do not give the child's name or a description of them.

When an adult comes to collect the child, make sure you are satisfied that they are who they say they are. You may ask for identification.

You must ask for identification if you are not sure that the person is who they say they are, or if the child's behaviour or attitude gives you any reason to doubt this.

If you are not sure, you should contact the police for advice.

If the child is obviously upset, you should contact the police immediately. What

to do if you can't find the adult who is responsible for the child

If the responsible adult fails to appear within 15 minutes of the first announcement (or a similar set time based on the size of the venue), you should contact the police immediately.

What to do if you cannot find a lost child

If a parent tells you their child is lost, you should tell the police if the child is not found within a set time based on the size of the venue and the age of the child.

If the child is not found quickly, or you have any concerns, for example, the child is very young, the parent or carer has been drinking alcohol and is not fit to look after the child, you should tell the police and make a note of:

- the child's name and a description of what they look like
- the name of the responsible adult and a description of what they look like
- a brief description of any concerns you have

Both adults should sign the note and you should pass it to the police if necessary.

When a child is successfully reunited with the responsible adult, don't forget to tell all the people originally involved in the search, including the police if appropriate.

Further information

We have also produced guidance for staff and volunteers who work with children and young people in community groups such as Brownies, Guides, playgroups and sports clubs. You can get a copy from the Development Manager, Angus Child Protection Committee.

Useful contact numbers

Angus Council Childrens Services

Tel: 08452 777 778 Lines are open from 8.45am to 5pm, Monday to Friday.

Out of hours service

Evenings after 5pm, weekends and public holidays in Angus. Tel: 01382 432270

Police Scotland

Tel: 101 or 999 in an emergency

Protecting lost children during community events (continued)

Child Protection Line

Tel: 0800 022 3222 (calls are free)

Angus Child Protection Committee

Angus House

Orchard Loan

Orchardbank Business Park Forfar

DD8 1WS

Tel: 01307 492272

Email: acpc@angus.gov.uk

Organisations that provide support for groups that need to be checked by Disclosure Scotland

National governing bodies and Sportscotland

Tel: 0131 317 7200

Web: www.sportscotland.org.uk

Guidance for the responsible sale of alcohol

Event planning Angus 2014

Statement of Purpose

The purpose of this document is to support the responsible sale of alcohol within the context of The Licensing (Scotland) Act 2005.

Principles

Angus Event Planning supports responsible retailing and expects all companies or organisations who intend to sell alcohol to do likewise, which involves adhering to the following principles:

- to promote responsible drinking and the 'sensible drinking message'
- to avoid any actions that encourage or condone illegal, irresponsible or immoderate drinking such as drunkenness, drink driving or drinking in inappropriate circumstances
- to take all reasonable precautions to ensure people under the legal purchase age cannot buy or obtain alcoholic drinks
- to avoid any forms of marketing or promotion which have particular appeal to young people under the age of 18 in both content and context
- to avoid any association with violent, aggressive, dangerous, illegal or anti-social behaviour.
- to make the alcoholic nature of their products clear and avoid confusion with non-alcoholic drinks
- to avoid any suggestion that drinking alcohol can enhance social, sexual, physical, mental, financial or sporting performance, or conversely that a decision not to drink may have the reverse effect
- to ensure their staff and those of companies acting on their behalf are fully aware of these standards and are trained in their application in their own areas of responsibility
- to ensure that all company policies work to support these standards

Retailing of Alcohol

The retailing of alcohol, whether in the on or off-trade, is in the front line when it comes to ensuring responsible sales. Key issues include preventing illegal sales to those under the age of 18, or those who are intoxicated and ensuring that all promotions are conducted in a socially responsible manner.

The Licensing (Scotland) Act 2005 regulates all licensed premises in Scotland, providing the legal framework in which organisations are obliged to operate.

Consistent and strict enforcement of the licensing laws should be fully supported by all those involved in the drinks industry.

General Responsibilities

This section sets out the current general responsibility all retailers are strongly encouraged to consider in order to comply with the Licensing (Scotland) Act 2005

Points for Consideration

- consideration should be given to developing protocols with procedures to be followed in the event of violent behaviour arising from refusals to sell and other causes
- where practicable, information should be displayed regarding sensible drinking including alcohol content in terms of units. For consistency of approach, companies are encouraged to follow the portman group protocol on unit labelling

Promotions

The Licensing (Scotland) Act 2005 has introduced measures to tackle 'irresponsible promotions' through standard national conditions on all licences. In advance of these being introduced, many retailers already complied with industry Standards and Codes of Practice banning 'irresponsible promotions.'

The Licensing (Scotland) Act 2005 prohibits irresponsible drinks promotions including those which:

- relate specifically to an alcoholic drink likely to appeal largely to persons under the age of 18,
- involves the supply of an alcoholic drink free of charge or at a reduced price on the purchase of one or more drinks (whether or not alcoholic drinks)
- involve the supply free of charge or at a reduced price of one or more extra measures of an alcoholic drink on the purchase of one or more measures of the drink
- involve the supply of unlimited amounts of alcohol for a fixed charge (including any charge for entry to the premises)
- encourage, or seeks to encourage, a person to buy or consume a larger measure of alcohol than the person had otherwise intended to buy or consume
- are based on the strength of any alcohol
- reward or encourage, or seek to reward or encourage, drinking alcohol quickly
- offer alcohol as a reward or prize, unless the alcohol is in a sealed container and consumed off the premises.

Promotions and promotional material SHOULD NOT:

- condone, encourage or glamorise excessive drinking or drunkenness or encourage antisocial behaviour. Effects of intoxication should not be referred to in any favourable manner
- be linked to sexual imagery implying sexual success or prowess
- refer to consuming alcohol to recover from previous over-indulgence
- be disrespectful of contemporary, prevailing standards of taste and decency and avoid degrading or gratuitously offensive images, symbols, figures and innuendoes. Promotional material should not be demeaning to any gender, race, religion, age or minority group.
- appeal, through images/symbols, primarily to those under the legal purchase age. Characters should only be used if it is clearly established that their primary appeal is to adults. Use of any cartoon character popular with children is unacceptable
- contain any direct or indirect references to drug culture or illegal drugs
- have any association with violence or anti-social behaviour

Points for Consideration

- licensees should consider the risks of planned promotions taking into account possible impact on the licensing objects of: prevention of crime and disorder, prevention of public nuisance, securing public safety, protecting and improving public health and protecting children from harm
- licensees should assess the impact of their promotions and modify as appropriate

Prevention of Under-age Purchases

It is illegal to sell alcohol to persons under the age of 18 on licensed premises, except in the following circumstances: young people, that is 16 and 17 year olds, may consume beer, wine, cider or perry, when bought by adult, in conjunction with a meal in a restaurant, however premises have the right to refuse this service.

It is a requirement of the Licensing (Scotland) Act 2005 that there must be an age verification policy (Challenge 25 policy) in place. This policy is to ensure that steps are taken to establish the age of anyone attempting to buy alcohol if it appears the customer may be less than 25 years of age.

Points for Consideration

- retailers should follow a “No ID, No Sale” and ‘Challenge 25’ approach. This should be made clear using point of sale material and other information stating that under-18s or persons without acceptable proof of age documents will not be served. Point of sale material is available at: www.drinkaware.co.uk. When age is in doubt retailers should request and only accept a legitimate form of proof of age
- the following documents are acceptable for proof-of-age purposes: a passport, a European Union photocard driving licence, a Ministry of Defence Form 90 (Defence Identity Card), a photographic identity card bearing the national Proof of Age Standards Scheme (PASS) hologram, a national identity card issued by a European Union member state (other than the United Kingdom), Norway, Iceland, Liechtenstein or Switzerland or a Biometric Immigration Document

Prevention of Sales to Intoxicated Customers

It is illegal to sell alcohol to anyone who is intoxicated.

Points for Consideration

- Companies should operate a clear policy of not selling to intoxicated customers.

Training

Training is key to ensuring employees understand their legal obligations when selling alcohol and for embedding the principles set out in this document. Under the terms of The Licensing (Scotland) Act 2005, it is mandatory for all those involved in the serving and selling of alcohol to be trained prior to serving or selling alcohol and a record of that training, in the approved format, kept for inspection by a Licensing Standards Officer or the police.

Please note when alcohol is sold under the provision of an occasional licence, different training provisions apply, advice is available from the Licensing Standards Officer regarding this.

Points for Consideration

- all staff should receive training and a record of that training kept, before they are allowed to serve alcohol
- in Scotland, it is illegal to sell alcohol to persons under the age of 18 equally, it is illegal to sell alcohol to anyone who is intoxicated. Companies should have in place effective disciplinary procedures for staff contravening such a policy
- young people, that is 16 and 17 year olds, may consume beer, wine, cider or perry, when bought by adult, in conjunction with a meal in a restaurant, however premises have the right to refuse this service
- all staff should be provided with the relevant company training/reference manual on the retailing of alcohol.
- consideration should be given to obtaining formal qualifications to an appropriate standard such as the Scottish Certificate for Personal Licence Holders
- training should address people management skills including conflict resolution. In particular, staff should be competent and confident in addressing situations arising from refusal to serve someone who is under the legal purchase age or already intoxicated

The On-Trade

This section specifically deals with those elements regarding promotions that are specific to the On-trade.

Promotions Specific to the On-Trade

Promotions in the on-trade should encourage irresponsible consumption. Responsible promotions, should comply with the following guidelines:

Timing: During early evening, some customers may be drinking on an empty stomach, so providing food/bar snacks at these times is helpful. It may also be helpful to consider the appropriateness of holding certain promotions on particular days.

Duration – set a clear time period for the promotion. It is a requirement of the Licensing (Scotland) Act 2005, when the price of any alcohol sold on the premises, for consumption on the premises, is varied, that variation or promotion must take effect from normal premises opening hours and be in place for a minimum of 72 hours. The greater the discount available, the stronger the incentive may be for some customers to drink excessively.

Discounts – bear in mind that the greater the discount available, the stronger the incentive may be to some customers to drink excessively. The Licensing (Scotland) Act 2005 makes it a requirement for non-alcoholic drinks to be available for purchase at a reasonable price and for tap water must be provided, free of charge, when requested. Operators should consider offering non-alcohol drinks at a reduced price during the promotion, as this could encourage more customers to alternate alcoholic and soft drinks, and provides a benefit to those customers not wishing to drink alcohol.

Linked Discounts – there are some practices which are not a suitable basis for promotions, for example, discounting drinks according to unpredictable events, such as until the first goal is scored in a football match, or until the first yellow card etc, could encourage customers to drink more, more rapidly.

Promotions that SHOULD NOT be run

There are a number of promotions that are considered irresponsible for the on-trade under the Licensing (Scotland) Act 2005:

- promotions that relates specifically to an alcoholic drink likely to be appealing to a person under the age of 18
- reward schemes that are only redeemable over short periods thereby encouraging the purchase and consumption of large quantities of alcohol over a short period
- drinking games – these tend to encourage either speed drinking or the drinking of large quantities of alcohol
- promotions that involve free drinks either in large quantities (e.g. 'free spirits between 10pm and 12pm') or to specific groups (e.g. 'free drinks for women')
- entry fees that are linked with unlimited free drinks (e.g. '£X.XX on the door and all your drinks are free or all you can drink for £X.XX')
- promotions that are an incentive to speed drinking or encouraging people to 'down their drinks in one' (e.g. 'if you finish your first bottle of wine by nine, the next one is on us')
- promotions linked to unpredictable events, (e.g. 'free drinks for five minutes after every Scotland goal')
- promotions that encourage or reward the purchase or drinking of large quantities of alcohol in a single session
- promotional material that is linked to sexual imagery implying sexual success or prowess
- promotions that encourage either an excessive drinking session or a pub-crawl
- promotions that involve driving in any way
- involvement of novel devices that do not dispense a measured amount of alcohol e.g. sprays

Points for Consideration

- all relevant personnel should be made fully aware of the above points
- management of the premises should ensure that the risks of alcohol misuse are minimised. The premises should be monitored regularly, for example, to clear away empty glasses, check the toilets and identify customers who are intoxicated or under the legal purchase age. Provisions for minimising risk of alcohol misuse will depend on a number of factors such as location, time, offering etc
- it is a mandatory condition of your premises or occasional licence that irresponsible promotions must not be run and a failure to comply with these mandatory conditions could affect your premises/occasional licence and/or personal licence
- for further advice on the above please contact the Licensing Standards Officer

Controlled Exit and Dispersal

Putting in place effective controlled exit and dispersal policies can have a positive role to play in reducing potential incidents of crime and disorder.

Points for Consideration

- where appropriate, licensees should prepare and implement a dispersal policy, in consultation with the police and local licensing officers.
- such a policy would set out the steps the venue will take at the end of the trading session to minimise the potential for disorder and disturbance as customers leave the premises. The policy, which should be regularly reviewed, should include the following key areas:
- transporting customers home: For example, by displaying details of reliable taxi services, by providing free phone numbers for licensed mini-cabs and details of nearby taxi ranks, bus timetables or other local transport networks.
- keeping empty glasses on premise: Regular collection of empty glasses and bottles is recommended particularly in the period immediately before closing. If necessary signage should indicate that leaving with glasses and bottles is not allowed.
- minimising noise on exit: Where possible, notices should be displayed near the exit requesting exiting customers to leave quietly.
- door staff : When door staff are employed, who must be SIA registered, they can play a key role in the implementation of several aspects of any dispersal policy by:
 - encouraging customers to drink-up and progress to the exit within a venue
 - throughout the latter part of drinking-up time;
 - drawing the attention of exiting customers to the notices in the foyer and asking them to be considerate;
 - ensuring the removal of all bottles and glasses from departing customers;
 - actively encouraging customers not to congregate outside the venue; and
 - directing customers to the nearest taxi ranks or other transportation away from the area.

The Off-Trade

This section outlines standards that have particular regard to responsible retailing in the off-trade and covers underage sales, sales to the intoxicated, promotions and in-store tastings.

Prevention of under-age sales and sales to intoxicated customers

Points for Consideration

- it is a legal requirement of the Licensing (Scotland) Act 2005 that at each point-of-sale a statutory notice must be displayed stating, amongst other things, it is illegal for persons under 18 to buy alcohol
- when practical, retailers should clearly display information at each alcohol display area and at the point-of-sale stating that intoxicated people will not be served
- it is a mandatory condition of the Licensing (Scotland) Act 2005 for staff selling alcohol to be trained prior to selling alcohol and a record of that training, in the approved format, kept for inspection. Please note when alcohol is sold under the provision of an occasional licence formal staff training is not required
- staff members who are under 18 may sell alcohol but all sales must be specifically authorised by a personal licence holder or member of staff who is over 18 and has been correctly trained
- it is a requirement of the Licensing (Scotland) Act 2005 that there must be an age verification policy (Challenge 25 policy) in place. This policy is to ensure that steps are taken to establish the age of anyone attempting to buy alcohol if it appears the customer may be less than 25 years of age
- off-sales can only take place between 10am and 10pm
- retail staff can often fail to challenge underage purchases or refuse sales to intoxicated people if they feel afraid of the consequences, abuse and violence. Retailers should try to ensure, through training, that their staff feel safe when serving and confident to challenge, and if necessary refuse, the customer
- retailers are encouraged to adopt a policy to ensure deliveries of alcohol are not made to those under the age of 18.

Promotions

Promotions on price are a legitimate part of the business model but businesses should take steps to ensure they are conducted in a responsible manner.

There are a number of promotions that are considered irresponsible for the off-trade under the Licensing (Scotland) Act 2005 including those which:

- relate specifically to an alcoholic drink likely to appeal largely to persons under the age of 18,
- involve the supply of an alcoholic drink free of charge or at a reduced price on the purchase of one or more drinks (whether or not alcoholic drinks)
- is based on the strength of any alcohol
- reward or encourages, or seeks to reward or encourage, drinking alcohol quickly
- offer alcohol as a reward or prize, unless the alcohol is in a sealed container and consumed off the premises.

Points for Consideration

- point-of-sale material must not encourage or promote irresponsible consumption and should comply with the guidance on promotions set out above
- alcohol can only be displayed in specific approved areas, as detailed in the premises layout plans or occasional licence
- promotions and promotional materials are usually restricted to the above approved areas.
- packages containing two or more alcoholic beverages may only be sold at a price equal to or greater than the price of each individual alcoholic beverage
- off-sales can only take place between 10am and 10pm
- for further advice on the above please contact the Licensing Standards Officer

Tastings

Free tastings are permitted under the law. Companies who conduct tastings should follow the guidelines set out below.

Points for Consideration

- samples should not be provided to anyone under 18. Relevant checks should be made where there is doubt
- samples should not be provided to anyone who is intoxicated
- the sample size should be appropriate
- care must be taken to ensure that customers do not return for further tastings and run the risk of becoming intoxicated
- alcoholic drinks should not be left unattended in the demonstration area

NB: This leaflet is for guidance only and is not to be taken as an authoritative interpretation of the law

Additional Guidance

Angus Council: Licensing Standards Officer: Daniel Coleman, Tel: 01307 471763.

ColemsnD@angus.gov.uk

Alcohol Focus Scotland: <http://www.alcohol-focus-scotland.org.uk>

Drinkaware: <http://www.drinkaware.co.uk>

Event Scotland: <http://www.eventscotland.org>

Staff training advice: <http://scplh.info>

The Portman Group: <http://www.portmangroup.org.uk/about>

Scottish Certificate for Personal Licence Holders (SCPLH) Guidance: <http://scplh.info>

Scottish Government Alcohol Industry Partnership:

<http://www.scotland.gov.uk/Topics/Health/Services/Alcohol/Partnership>

Wine and Spirit Trade Association: <http://www.wsta.co.uk/social-responsibility.html>



A new app has been developed to tackle alcohol misuse and encourage Angus people to drink sensibly by Focus on Alcohol Angus.

The app gives interesting and useful information on alcohol consumption including facts about alcohol for adults and young people, alcohol units and calories, staying safe whilst drinking and advice for parents on how to talk to their children about alcohol and its effects.

In the updated Focus on Alcohol website, is a question and answer section where a trained alcohol advisor will answer questions and provide advice within 48 hours.
www.focusonalcohol.org

This website and app will be used as a tool to promote positive alcohol messages amongst the population of Angus. By using social media, we hope to engage with people and help them to think about their drinking.

Please display our Focus on Alcohol posters and keycards with the QR code to download the app and make use of this informative tool – for more copies contact Alcohol@angus.gov.uk

The app is available for mobile phones and tablets at Google play and Apple App Store



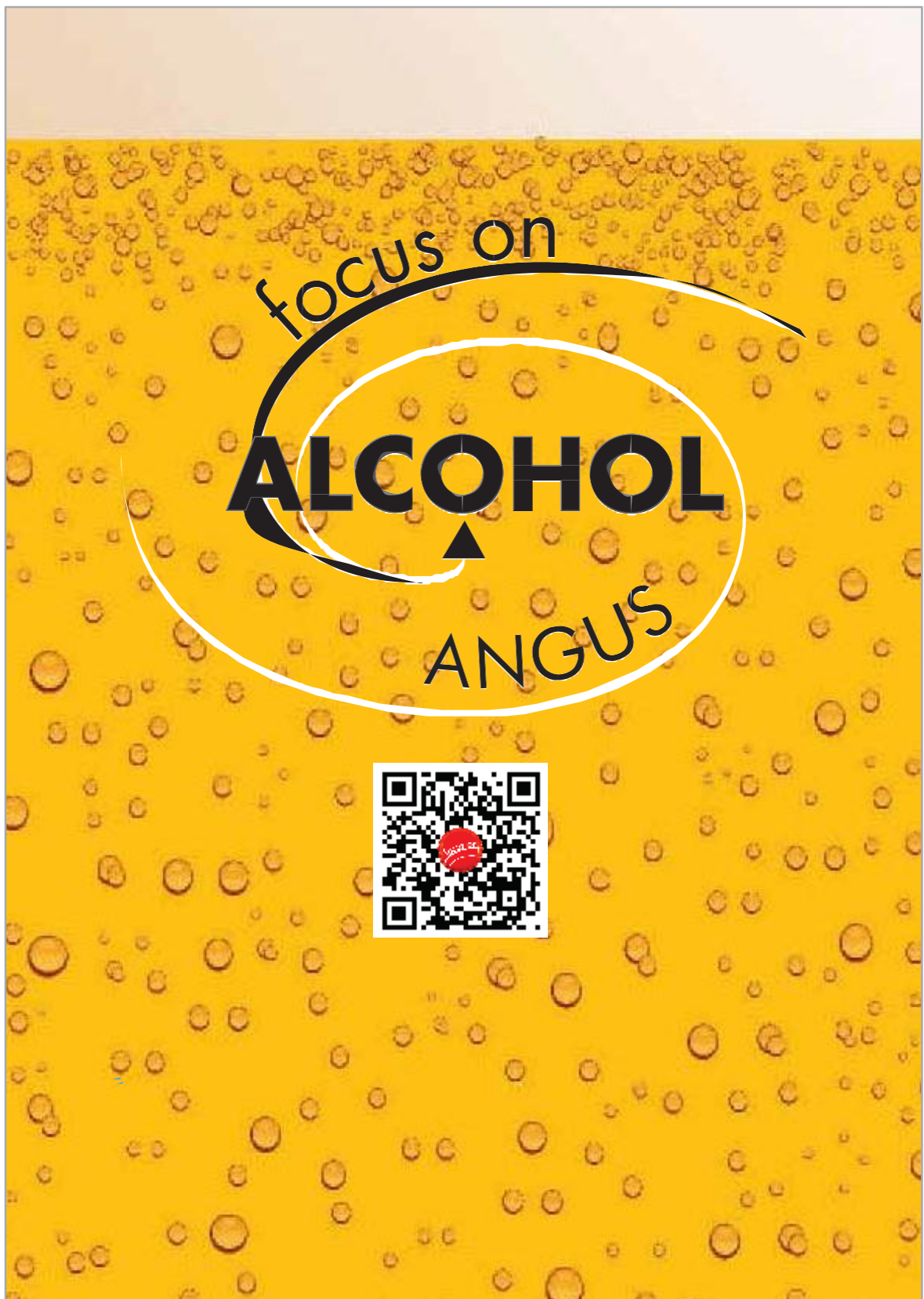
Like us on Facebook- Focus on Alcohol Angus



Follow us on Twitter @focusonalcohol



Focus On Alcohol Poster



Have we helped?

Our aim in producing this guide is to provide practical and useful signposting to the people and services that may be able to assist you when developing your event.

This guide has been produced in such a way that information may be easily added and deleted in future editions so that it can evolve to better meet your needs.

Whilst we will do our utmost to ensure information and contacts are updated regularly, please help us by reporting any anomalies.

Please let us know what you think of the guide.
We'd love to hear your suggestions for future inclusions.

Thank you for your input.

Impressions of Safe & Legal Events Pack

Suggestions for future inclusions

Contacts/information you have found to be out of date

Have we helped? (continued)

First Name

Surname

Address

Telephone

Email

Resilience Service
Chief Executive's
Unit Angus House
Orchardbank Business
Park Forfar DD8 1AX
Tel: 01307 461460
Fax: 01307 460147
Email: Resilience@angus.gov.uk



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