Norfolk County Council

Hillside Primary School

Events Management Policy



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(Based on most recent Norfolk County Council Compliance Code P642 – Jan 21)

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1.0 Introduction

This document outlines the required procedures to be followed to ensure suitable organisation and safe running of an event.

All managers and employees are expected to follow the procedures outlined in this Code in order to carry out their duties as outlined in your school's Health and Safety Policy.

The safe day to day running of a site is ordinarily ensured by following well established safety measures and practices. For smaller events, e.g. those with a small additional number of low risk activities, existing measures are usually sufficient (perhaps with minor modification) to ensure the event runs safely.

However, larger events are likely to see increased or new hazards introduced that will not be covered by normal operating procedures. For example:

- Cookery fairs may introduce risks from fire, food poisoning and burns
- Temporary structures (e.g. marquees) may present risks from collapsing or becoming involved in a fire
- Firework displays may result in people being struck, burnt or a fire beginning
- Large numbers of visitors may increase the risk of being hit by moving vehicles
- Alcohol consumption may increase the risk from violence and aggression

2.0 The event planning process

Event organisers must ensure adequate health and safety provision is made. This will involve liaising with other site staff/parties (e.g. contractors) with health and safety responsibilities.

Planning an event in a structured way will help ensure that adequate, documented, management arrangements are developed. For larger events, this will involve:

- Gathering risk information and developing an event risk assessment
- Developing an event management plan
- Ensuring staff on duty are competent and confident in their role

2.1 Gathering risk information

Information on foreseeable risks and how they may cause harm/damage will need to be gathered. This includes those ordinarily present through normal activities, those introduced during the event and those arising naturally, e.g. from adverse weather.

2.1.1 Third party (vendor and exhibitor) risk information

We have a responsibility to ensure those providing goods or services at our events do so safely and so information must be gathered from prospective vendors/exhibitors to ensure:

- They have provided details of the health and safety risks from their activity and the control measures they will be putting in place
- Their stall/activity is suitable for the event

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- Their risk information can be fed into the event risk assessment

Form F642a 'Event planning – Vendor/exhibitor evaluation' available on Infospace outlines the process and provides a template form for gathering risk information from third parties.

Responses should be reviewed by the event organiser and further information requested where risks and/or controls have not been adequately detailed or explained.

2.1.2 Your activities risk information

As well as making checks on third parties, you must also ensure your own risk assessments are adequate. You may need to:

- Develop additional risk assessments for new activities
- Amend existing risk assessments to ensure they adequately incorporate new risks. For example, amending a fire risk assessment to reflect increased fire risks such as additional sources of ignition (cooking equipment, fireworks etc), fuel (packaging, LPG cylinders etc), increased visitor numbers with differing needs, or if parts of the site not covered by the existing fire risk assessment were being used for the event

2.1.3 Weather conditions/natural events

Risk assessments should consider weather conditions including heavy rains (impact on grounds, flood risks), extreme heat (sunstroke, sunburn), cold (icy paths, hypothermia) and high winds (temporary structures/trees being damaged/falling).

Contingencies should be developed for such occurrences, where it is reasonably foreseeable they may occur during the event. This may include modifying the event activities due to adverse weather conditions e.g. stopping fireworks displays or use of bouncy castles due to high winds

2.1.4 Developing an event risk assessment

This brings together the significant findings from the risk information gathering process. This doesn't mean duplicating all individual activity risk assessments (or the returns from exhibitors/vendors) but ensuring key health and safety risks identified are considered within an overall event risk assessment.

It may be the potential risks from an activity are such that they need detailing individually in the event risk assessment, e.g. fairground ride collapse. Or that a number of related issues are grouped together e.g. if you receive several returns from third parties saying their activities present trip hazards due to trailing cables, it would be reasonable to group these under a single heading with the controls all such vendors are expected to adhere to. The F642 'Example event risk assessment' document available on Infospace illustrates how this could be recorded.

Where risk assessments have been carried out for specific aspects of the event, such as fire or first aid, these should be referred to in - and kept with - the event risk assessment. Similarly, any separate procedures being used as control measures (e.g. vehicle management plans) should be referred to in the risk assessment and included within the arrangements section of the event management plan.

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2.2 Developing an event management plan

An event management plan should be developed for **larger events**. This should include key information documenting how the event will be organised and run. A well thought out event plan will help ensure:

- The event is planned in a structured manner
- Key health and safety information (risks, controls and arrangements) is brought together and is readily available for reference
- It can be evidenced in the event of a serious incident occurring that an appropriate level of pre-event planning took place

The suggested contents/sections of a plan are:

- Event overview
- Organisation, roles and responsibilities
- The overall event risk assessment
- A site layout plan
- Event management arrangements
- Emergency procedures
- Contact information

2.2.1 Event overview

This part of the plan should provide information about the event and details of those with roles and responsibilities in its organisation and running. It should include:

- Event name, date and location
- An overview/description of the event
- A programme of events/activities
- The expected audience (numbers and profile, including those who may need additional assistance)
- Number of staff required to be on duty

2.2.2 Organisation, roles and responsibilities

Precise responsibilities for different areas of the event's management will need to be agreed and documented (including names). Suggested roles and responsibilities are:

- **The event organiser/organising team** - Gathering risk information, ensuring the event risk assessment and event management plan is in place (including emergency procedures), providing safety information to third parties involved, ensuring adequate numbers of trained staff will be on duty and that they are issued with all equipment necessary to perform their role
- **Site/premises manager** - Ensuring appropriate site safety controls are in place on the day including for fire, asbestos, general site hazards (e.g. bodies of water, areas at height, trip hazards etc)
- **Person in charge of the event during the day** - Overseeing safety on the day, taking control in the event of emergencies, cancelling the event in certain conditions, directing duty staff and liaising with emergency services
- **Other staff on duty with health and safety roles** including (as appropriate): first aid staff, fire wardens, traffic management staff, evacuation assistants (for

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helping those with additional needs), other site staff with health and safety responsibilities (e.g. for monitoring general site conditions)

This section should also detail the training and equipment needed by staff, e.g. pre-event briefings, manual handling training, hi-vis clothing, safety boots, torches, two-way radios, whistles/loudhailer, site maps/plans, emergency contact details etc.

2.2.3 Overall event risk assessment

This is a key document within the event plan. Remember to keep any separately completed, specific risk assessments referred to in the event risk assessment (such as fire and first aid) with the event risk assessment document. Staff on duty should be made aware of the key findings of the event risk assessment.

2.2.4 Site plan

The site plan should show the location of key site features and any important health and safety measures. This might include:

- Any additional structures being erected, e.g. marquees, safety barriers etc
- Positions of stalls/activities
- Fire safety measures, e.g. escape routes, fire doors, extinguishers, assembly points, fire hydrants, dry/wet risers etc
- Location of services/utilities, e.g. gas shut off, water stopcock, electrical mains installation, overhead cables
- Areas prohibited or out of bounds to the public
- Access routes for emergency services and liaison points
- Locations where duty staff will be positioned
- Parking areas and traffic routes
- First aid, toilet and washing facilities

2.2.5 Event management arrangements

Many of the safety arrangements will be detailed in the control measures column of the event risk assessment. However, additional arrangements and procedures being relied upon should be included in the event management arrangements section. Examples of arrangements might include procedures or safe systems of work for:

- Monitoring site safety during the event, e.g. a timetable specifying who will make what checks, where and when (consider especially higher risk and/or more vulnerable areas that may need to be checked more frequently). Some areas may require a full time staff presence for the duration of the event.
- Communication between duty staff (e.g. means/method, frequency (any checking in required) and communicating in emergencies)
- Managing traffic movements
- Crowd management, e.g. use of PA systems/loudhailers, how numbers accessing particular areas will be controlled etc
- Dealing with lost children or other vulnerable people
- First aid, welfare, waste and lost property

2.2.6 Emergency procedures

Arrangements for dealing with foreseeable emergencies should be in place. Precisely what needs to be planned for will depend on the event (and so the potential emergencies that may occur) but may include:

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- Fire evacuation from all areas, including those needing additional assistance)
- Bomb threats (Suspicious packages and threats)
- Gas leaks, e.g. gas cylinders used by stall holders or damage to mains supply
- Hazardous adverse weather, e.g. flooding if on water plain
- Collapse of temporary structures, e.g. marquees, seating, fairground rides
- Serious injuries or ill health (whether work related or not)
- Outbreaks of violence

Depending on the emergency type, the procedures may need to include details of:

- Who would take charge and co-ordinate the response (including summoning the emergency services)
- How the alarm would be raised (remember, there may be a large number of people spread over a wide area and noisy activities may be taking place)
- How proceedings will be halted if this becomes necessary
- How people (public and any contractors, performers etc) would be communicated with if it became necessary to advise them of the need to evacuate and what they should do
- Where people would be moved to (a place of safety)
- Escape routes that would need to be utilised
- How those requiring additional assistance would be supported/assisted
- Rendezvous points with the emergency services
- Any processes needing to be switched off or shut down (if safe to do so)
- Any special precautions needed for higher risk undertakings, e.g. clearing an area where a LPG cylinder has become involved in a fire
- What messages will be given to the public
- How the incident area will be sealed off (if appropriate)

It is important that emergency procedures consider all parts of the site including temporary structures e.g. fire evacuation arrangements should be in place for marquees as well as the main building.

2.2.7 Contact information and liaising with the emergency services

Key contact information forms an important part of the plan and should be readily available. The type of contact information needing to be available would include:

- Emergency services contact details
- Key staff with emergency and business continuity roles, including any senior managers who might need to be involved
- Those involved in setting up the event such as marquee/stage erectors who may be needed quickly, e.g. if a temporary structure is becoming unstable

2.2.8 Additional information

All information relating to the event will ideally be kept with the main event plan. However, if this makes the plan unwieldy, the following documents could be kept separate as long as their location is known by relevant staff, this is referenced in the main plan and the information can be easily retrieved:

- Details of training/briefings given to staff
- Copies of certification documents issued to confirm relevant equipment has undergone appropriate inspection, e.g. fairground rides
- Copies of public liability insurance certificates

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- Copies of registration documents from local authorities where operating cooking/catering stands

The C642 'Event organiser checklist' available on Infospace can be used as an aid to help check you've undertaken appropriate actions in planning for your event.

3.0 During the event

It is important that proactive monitoring takes place during the event. This will help ensure that standards checked during set up and before letting visitors in, continue throughout the day. Examples of how hazards might arise during the event and not be picked up without monitoring by site staff include:

- A busy stall begins to store a large quantity of combustible materials due to waste receptacles having been filled
- A section of fencing has been removed from a secure area to let a vehicle through and this hasn't been replaced meaning hazardous parts of the site or machinery can be accessed
- A stall holder has moved their stall to what they see as a more favourable position without permission. In doing so they have blocked a fire escape
- Weather conditions change resulting in risks relating to temporary structures stability

4.0 After the event

A debrief with staff, contractors and stallholders will help gather information on how they felt the event went and how it might be run more safely in the future. Questions to consider including:

- Do certain stalls or activities need to be differently positioned next time?
- Were an adequate number of staff on duty?
- Was the equipment and training provided adequate?
- Are any additional emergency procedures needed?
- Were controls adequate e.g. for fire safety, lighting, barriers etc?
- Were there any near misses or actual incidents on the day that need to be investigated and addressed further? Incident forms should be completed where necessary for incidents occurring during the event
- Was communication with visitors easily achieved?
- Were there any complaints from visitors?
- Did traffic move safely and smoothly during peak times?

5.0 Further information on specific areas of event safety

This section contains information on subjects that may be relevant to your event.

Alcohol

Alcohol consumption can increase anti-social behaviour and so careful consideration should be given before allowing this. Anyone supplying/selling alcohol should be licenced to do so and confirmation of this should be sought prior to the event. See also 'Entertainment and music' below.

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Electricity
Additional equipment (e.g. lighting rigs) may need to be run from existing power supplies. Depending on the extent of this additional loading, there is a possibility the existing installation capacity may be exceeded and so guidance should be sought from NPS or your approved, competent electrical contractor.

If using generators they must not be positioned in enclosed or partially enclosed spaces as hazardous substances (e.g. exhaust fumes and carbon monoxide) can be emitted. They must also be positioned away from windows, doors and vents into buildings and food stalls. They should not be positioned in close proximity to flammable materials/substances. Cables should not pose a trip hazard.

Residual Current Devices (RCDs) should be used by third parties bringing electrical equipment onto site.

Entertainment and music
If the event includes licensable activities, e.g. the sale of alcohol or live music, you may need to have an entertainment licence in place. Once you have decided on the scope of the event and activities, you should discuss any possible licencing requirements with your local district council well in advance of the event

Food safety
Food businesses, including those operating from temporary/mobile premises such as stalls and vans, must register with their local district authority. Confirmation should be sought from food business participating in the event that:

- They have registered with their local authority
- Food safety management procedures are in place and;
- Their staff have received an appropriate level of food hygiene training and instruction

Fairground/amusement rides and inflatables (including bouncy castles)
Where these are brought onto site, confirmation should be sought that the controller/provider of the attraction has a current/in-date public liability insurance for at least £5 million (or an amount agreed with your insurance provider).

For each fairground or amusement device brought onto site a current Declaration of Operational Compliance certificate issued by a registered inspection body (ADIPS) should be provided. For bouncy castles, inflatable slides and inflatable obstacle courses; the inspection body is PIPA.

You should ensure the provider has detailed how they will control risks, including preventing unauthorised access to moving parts. Your emergency procedures should consider actions to take in the event of the attraction's failure, e.g. structural failure.

There have been a number of high profile incidents where serious injuries have occurred through either the failure of fairground equipment or the poor securing/tying down of inflatable equipment. You should also seek prior written confirmation from the proprietor that the equipment will be safely erected and subject to regular inspection (depending on how long they will be on site for).

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Fire arrangements
All sites should have a fire risk assessment and evacuation plan to cover normal operations. In many cases though, these won't adequately cover additional fire risks present during an event. Therefore, either a new assessment and evacuation plan should be completed for the event or existing documents should be amended as necessary.

Consideration should be given to:

- New sources of ignition (cooking equipment, fireworks, smoking etc), fuel (e.g. packaging, waste, LPG cylinders, spare fuel containers etc) and oxygen
- Increases in numbers attending (and additional needs)
- Parts of the site being accessed and the impact of new activities on fire precautions, e.g. fire alarm sounders being 'drowned out' by live music, detectors being compromised, escape routes and fire doors/exits being blocked etc

In particular, any structures such as marquees should be considered within the fire risk assessment and provided with an appropriate level of fire protection, e.g. extinguishers (and fire blankets if necessary), emergency lighting (where being occupied during hours of darkness) and an adequate number of escape routes. Separate guidance on fire risk assessment is available. Consideration should also be given to the needs of people requiring additional assistance.

Premises managers should attend fire risk assessment training to help them complete the fire risk assessment for their site. This can be booked onto through Educator Solutions (01603 307710 or enquiry@educatorsolutions.org.uk)

First aid
A first aid risk assessment must be in place for the site and this should be reviewed prior to the event to ensure first aid cover is appropriate for the proposed activities and numbers of people expected to attend. You should also ensure there is adequate first aid provision to cover breaks.

Fuel
Additional fuel (e.g. petrol cans, LPG cylinders) may need to be stored on site during an event. This could create additional fire risks that would need to be considered within the fire risk assessment. Fuel supplies should be kept to the minimum necessary and stored safely (outdoors, on firm ground, and away from sources of ignition including, on hot days, direct sunlight). Further guidance on the storage of fuel can be found in the Fire Safety Compliance Code (P607) available on Infospace.

Hazardous substances
Where these are used, produced or emitted, a hazardous substances risk assessment is required. Third parties should carry these out as needed for their activities.

Lighting
Adequate lighting levels are required to ensure people can circulate safely around the site and so that any hazardous areas are properly illuminated. Where an event takes place outdoors during the day, natural lighting may be sufficient. However,

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where an event is taking place partly or wholly in darkness and escape may be made difficult additional lighting will be needed. Temporary structures such as marquees must be provided with emergency lighting if there would be insufficient daylight to allow safe escape.

Lighting systems/rigs should be installed by a competent person and where additional electrical work is required this should be undertaken by a qualified electrical contractor. The load bearing capacity of the marquee structure should also be confirmed by the marquee erector (see also 'Marquees' section below).

Marquees and other temporary demountable structures (TDS)
Larger marquees and other temporary demountable structures used for events (e.g. stages and seating) should be installed by an accredited member of MUTA - you can search for accredited members on the MUTA website. You should ask to see the contractor's accreditation certificate and check this is in date. If you do not use a MUTA accredited organisation you must ensure the supplier can demonstrate they are working to a comparably high standard of safety.

As the event organiser you should prepare a clear specification for the structure's required use; and provide TDS contractors with relevant site information and allow them site access to carry out their own site assessments. You should refer to Health and Safety Executive information to help event organisers manage the safe erection, use and deconstruction of temporary demountable structures.
Marquees should be made of flame retardant material. Periodic re-treatment may be needed, particularly where there are visible signs of wear or ageing. See also 'Fire' heading above for further information on fire risk assessment and marquees.

Marquee safety does not begin and end with its erection. Without anything inside them, marquees are largely sterile structures but risks increase once, for example, sources of fuel, ignition, people and equipment are brought inside.

Checks need to be made during the event and contingencies put in place for weather extremes (e.g. high winds where the marquee may become unstable) or damage (malicious or accidental) being caused. Information on the checks to be made (and the responsibilities for carrying these out) should be agreed with the company supplying the marquee before the event.

Pyrotechnics and special effects
Any pyrotechnics, lasers and similar special effects need to be planned and overseen by a competent person/company registered with the relevant professional body. The professional body for the pyrotechnic industry is the British Pyrotechnics Association.

Road closures
It may be necessary for a road to be closed. Permission would need to be sought from Norfolk County Council (NCC) or the district council for roads within boroughs. Further information and the relevant forms can be obtained from the NCC website (see the Roads/Highways licences and permits section). The road closure notice will need to be displayed at either end of the road to be closed for between 28 and 35 days (depending on the size of the event), prior to the event beginning. Therefore, it is important to ensure the application is made well in advance of the event.

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Traffic management
Whenever possible, vehicles should be kept away from pedestrians. Consideration should be given to those parts of the site where the two may come together and when/how this might happen. This should include consideration of any heavy goods vehicle movements, e.g. when bringing staging, stalls, rides onto site. Controls to prevent injury occurring would then need to be identified and may include:

- Physical separation, e.g. barriers or;
- Procedural means such as:
  - Assigning different access/egress points to pedestrians and vehicles
  - Ensuring all vehicular movements in the event area are prevented or overseen by site traffic marshals
  - Providing pedestrian crossing areas
  - Ensuring there would be access available for emergency vehicles

There should be adequate lighting to ensure drivers and pedestrians are able to see each other. Traffic movements should be overseen by trained marshals. See also 'Road closures'.

Weather conditions
It is important your risk assessment considers the impact serious adverse weather conditions might have on your event. This might include:

- Strong winds that destabilise structures
- Heavy rains that cause floods or ground conditions to deteriorate
- Very dry and hot weather that might pose a fire risk or result in cases of sunstroke
- Very cold/icy weather that might result in hypothermia or slippery paths/roads

Where it is foreseeable that a significant dangerous event could occur due to adverse weather, e.g. the collapse of an occupied structure, it is important that appropriate contingency measures and emergency procedures are developed and detailed within the event plan. These might specify, for example, that in instances where wind speeds increase to such an extent they present a risk to the stability of the structure occupants are guided out and away from the marquee until the wind speed decreases again to a safe level.

Designated Link Governor: Sue Stinton
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