

Midlothian



# MANAGING EVENTS SAFELY

A guide on how to run a safe and successful event, including carrying out risk assessments and producing an event plan.

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# Introduction

With the ever increasing risk of you or the committee being prosecuted and / or facing compensation claims for injury or damage should things go wrong at your event, it is essential that you address any hazards and concerns before they have a chance of occurring.

This 'Managing Events Safely' guidance is intended as a source of reference to ensure your event runs smoothly, whilst preventing accidents, ill health and losses. It will aid you in meeting your legal, licensing and insurance requirements and recommends current best practice in event safety management; showing you how to produce a written event management plan. However, it must be remembered that events can be extremely diverse, from coffee mornings and galas; to large events such as pop concerts and therefore this guidance cannot be considered exhaustive; so please do seek assistance if and when required.

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. To simplify the event management process, this guidance follows a basic four steps approach:



## Step 1: LEGAL REQUIREMENTS

Covers your legal responsibilities and the requirement, depending on the type of event, to liaise with various bodies, *e.g. Midlothian Council; Police; Fire & Rescue Service; Ambulance Service; Insurance; public transport; local organisations and / or residents* and this may need to be continued throughout and on the day of the event.

## Step 2: PLANING THE EVENT

Covers selecting the appropriate location, taking into account the type of event being held and who will attend. It will show you how to carry out risk assessments, i.e. looking at what foreseeably could happen at the event which could cause injury or loss and then identifying measures to remove or reduce these risks to an acceptable level.

## Step 3: PRODUCING THE EVENT MANAGEMENT PLAN

Explains how to draw up an event plan whilst taking into account the findings of the risk assessments, site plans and any information gathered.

## Step 4: MANAGING THE EVENT

Describes things you should do and consider prior to, during and after the event.

This guide also includes the following:

- A list of useful contacts; Guidance on: Missing or Lost Children Action Plan; Selection and training for stewards; Food safety and Catering at Outdoor Events; Occupancy level.
- Event and fire risk assessment forms; Pre event checklist; Daily safety inspection form; Post event inspection form and Incident report form.

# Step 1: LEGAL REQUIREMENTS

*Organisers of events have a common law duty of care to take reasonable care not to cause foreseeable death, injury, illness or damage. Failure to do this would result in the liability falling on the organisers and could result in compensation claims for damages or injuries. In addition to this duty, various Acts and Regulations may also apply and failure to comply could result in criminal action, for example prosecution from Local Authority; Police; or Fire & Rescue Service.*

Legal requirements include:

- The Health & Safety at Work etc. Act 1974 and its associated Regulations apply where the event is run by an organisation that employs more than 5 people or if there is any one employed to work at the event.
- The Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 applies where events are held in / utilise premises and temporary structures, e.g. *marquees, stands*.
- The Food Safety Act 1990 applies where food is provided or sold.
- The Occupiers Liability (Scotland) Act 1960 may impose liability on the landowner or tenant of the venue.
- The Civic Government (Scotland) Act 1982 part V applies where there are processions in public places.
- The Road Traffic Regulations Act 1984 as amended by the Road Traffic (Temporary Restrictions) Act 1994 and the Road Traffic (Special Events) Act 1994 applies where there are restrictions for road users, road closures, diversions, signs and cones and a Temporary Traffic Regulations Order may be necessary.
- The Civic Government (Scotland) Act 1982, applies for public entertainment licences.
- The Licensing (Scotland) Act 2005 for occasional licences to provide alcohol or when any amendment to an existing licence to provide alcohol is required.
- The Fireworks (Scotland) Regulations 2004 make it an offence for under eighteens to possess adult fireworks, i.e. category 2 & 3 fireworks in public places and an offence for anyone, other than firework professionals, (*for professional displays*), to possess Category 4 fireworks. Note: Category 2 & 3 fireworks will display a label stating they comply with BS 7114:1998.
- The Equality Act 2010 states that it is unlawful to treat disabled people unfavourably because of something connected with their disability and the unfavourable treatment cannot be justified. It must be shown that the treatment can be justified and lawful and that it is intended to meet legitimate objectives.
- Disclosure requirements for criminal history, for working with / supervising children. For example: membership of the PVG Scheme.
- The Data Protection Act 1998 protects the privacy of personal information held on electronic or paper records and this includes mailing lists.
- The Copyright, Designs & Patents Act 1988 gives the creator of original works exclusive rights to them and it requires appropriate permission to be given if they are copied / reproduced.
- The Private Security Industry Act 2001 applies where specific security guarding /arrangement are required.

Note: This is not an exhaustive list, but simply illustrates the wide range of legislation of which organisers of events should be aware of.

*For specific advice and guidance on health & safety / food matters, contact Environmental Health Services at Midlothian Council, (see Annex A). For specific advice on licences, permits, certification and closure orders please see the following sections.*



# Council service requirements

For information on the following requirements see Annexe A:

- i). Obtaining Public Entertainment Licence; Liquor Licence; Market Operators / Street Traders Licences; Theatre Licence and Public Charitable Collection Permit.
- ii). Applying for temporary road closures, traffic control and road signage.
- iii). Notification of temporary installations, *e.g. staging, grandstands, etc.*
- iv). Event equipment available for hire, *e.g. Marquees, stages, barriers, tables, chairs, etc.*
- v). Food safety and catering requirements.
- vi). Marketing an event.

## Other requirements

### Security

Where an event requires a liquor licence and there is a need for door supervision, and security, it must be staffed by licensed door supervisors, licensed by the Security Industry Authority (SIA). Please note that 'door supervision' means persons, who will guard against unauthorised access or occupation, guard against outbreaks of disorder or against damage, destruction or theft.



However, there is no requirement for SIA licensed door supervisors, i.e. stewards, where their role is to exercise control over access to an event by securing / checking that persons have paid for admission or have invitations or passes allowing admission. For further information / clarification go to [www.the-sia.org.uk/home](http://www.the-sia.org.uk/home).

### Terrorism

Events naturally draw in large numbers of people. Whether they are under cover or outdoors, crowds can provide the ideal target for terrorists, particularly where security arrangements may be considered as weak. (Terrorists will normally carry out reconnaissance of their target beforehand).

It is essential that risk assessments for events include the potential for terrorist attacks so that appropriate arrangements are considered as part of the event planning process. Contingency procedures should be included in the emergency response plan. In the rare event of a fire arms or weapons attacks, the advice is to:

#### **RUN**



**Run to a place of safety. This is a far better option than to surrender or negotiate. If there is nowhere to go then....**

#### **HIDE**



**It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so....**

#### **TELL**



**Tell the police by calling 999.**

## Insurance Requirements

As an organiser you are subject to potential legal liabilities should an accident or loss occur and because of this, it is essential that appropriate liability insurance be taken out for the event. You will be required to obtain:

- Public Liability Insurance - cover over £5 million required.
- Employers Liability Insurance (where you employ staff).

You should also obtain verification of insurance cover for participants, i.e. caterers, fairgrounds, stall holders, contractors or similar. If you provide your own first aid, it is worth checking with your insurance company to see if the first aid cover you are proposing is sufficient.

If you are planning to hold a small / medium scale event in your area, contact your community Council as they may be able to offer you free public liability insurance.

*It would also be advisable to obtain specialist advice from an insurance provider to check if other insurance is required.*

## Working with children, young people & vulnerable Persons

Legislation now exists under Disclosure Scotland to screen employees who will be working with vulnerable people and children. Check [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) for details. A guide for dealing with lost children at events can be found in Annex B.

## Equal Opportunities & 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.

You should 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, all members of your audience, including those from different cultures. Some funders will ask you to demonstrate that you have thought about how people with disabilities of all kinds, including mobility, sight, hearing and differing cognitive abilities will be able to gain access to your event, including ensuring that all venues you use for activity are fully accessible to people with differing abilities.

In any event, you must ensure that your activities are compliant with relevant legislation. Further information and a FREE copy of “Organising Accessible Events” can be obtained from the Disability Rights Commission (DRC). You can order by calling 08457 622 633 or download from [www.drc-gb.org](http://www.drc-gb.org) and type ‘SP13’ in the Search Box.

## Data Protection and copyright

The Data Protection Act controls how your personal information is used by organisations, businesses or the government. For information on specific requirements go to <https://ico.org.uk/for-organisations/guide-to-data-protection/> Copyright protection falls within the definition of Intellectual Property rights, and is regulated in the UK by the Copyright, Designs & Patents Act 1988. Copyright does not protect ideas – rather, copyright protects the expression of ideas, or the

tangible form those ideas take. The works that are protected by copyright includes literary (written, spoken or sung), dramatic (including dance or mime), and musical work.

Artistic works, including graphic works, photographs, sculptures, collages, works of architecture including buildings and models of buildings and works of artistic craftsmanship are also protected as are sound recordings and films, broadcasts or cable programmes; and typographical arrangements of published films. You will need to check whether the material you want to use is subject to copyright. It may be marked with the copyright symbol (©) and then only use the material if you have obtained specific rights to use it. Further information is available from [www.intellectual-property.gov.uk](http://www.intellectual-property.gov.uk)

## Essential contacts

The following authorities / organisations / person(s) will need to be contacted, in good time, prior to the event commencing:

- **Midlothian Council** for all licensing, permits, certificates, road closures and relevant permissions, i.e. use of Council property, land and facilities. *(See Contact details - Annex 1).*
- **Police Scotland** informing them of the location, dates and other relevant information. *(See Contact details - Annex A).*
- **Scottish Fire & Rescue Service** informing them of the location, dates and fire safety arrangements. *(See Contact details - Annex A).*
- **Scottish Ambulance Service** for large scale events only, informing them of the location, dates, times. and any other relevant information. *(See Contact details - Annex A)*
- **British Red Cross, St Andrews Ambulance,** (depends on the size and nature of event) may be able to provide first aid cover. *(A minimum of four weeks' notice is required, see Contact details - Annex A).*
- **Insurance company / broker** will need to be contacted to arrange appropriate insurance cover.
- **Local institutions,** i.e. hospitals, and care homes, businesses and surrounding properties should be informed of the event, where there will be either increased noise, *e.g. music, and fireworks* or where there may be possible problems with access / egress to their premises due to crowd / vehicle movement.
- **Airport Authority** will need to be informed of an event if activities involve some form of flight or are held near an airfield. This includes being informed of professionally run fireworks or laser displays and drones.
- **Bus companies** will require consulting if the event will affect their bus time tables, i.e. temporary road closures.

*Note: If the event is held within a Council Building, i.e. Hall, Community Centre, school, etc. there is no requirement to consult with the above, apart from the arranging of temporary public liability insurance cover.*

# Step 2: PLANNING THE EVENT

## ***The organiser and / or committee***

*The aim of any individual and / or committee 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 committee 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. Contacts are included on the following pages.*

*Where the event is organised by more than one person, i.e. committee, it is vital that from the outset or at an early stage, specific health, safety and welfare responsibilities and duties are defined. This removes possible confusion, duplication of effort and aids with the communication process within the committee. It also ensures each individual understands their responsibilities, particularly important when there are legal or safety implications.*

The following responsibilities will need to be delegated:

- Risk Management, including health and safety compliance and risk assessments.
- Writing the event management plan, including emergency / contingency plans.
- Licensing and liaison with various parties, including research on specific topics.
- Co-ordination of stewards.
- Insurance arrangements.
- First aid arrangements.
- Overseeing and control of contractors.
- Hiring and installation arrangements, including fairground, toilets, marquees, generators, bouncy castles, safety barriers, staging or similar structures, *(including any Construction, Design and Management Regulation 2015 compliance requirements)*.
- Communications between organisers, stewards and the public.
- Welfare arrangements and facilities for people with differing abilities.
- Waste management and site clearance.

Once responsibilities have been established, it is important to maintain effective communications throughout, including regular briefing sessions.





**When planning an event:** A number of risk related questions must be initially considered:

- **Would the event be held indoors, outdoors or both?**
  - *Outdoor events are subject to the weather.*
  - *Indoor events, including temporary structures, are subject to specific fire safety requirements and access requirements for people with differing abilities.*
- **Where is the proposed location of the event?**
  - *Consider parking requirements.*
  - *Is it located near residential areas, e.g. noise and nuisance issues?*
  - *Is it near any potential hazards, e.g. pylons, rivers, sea, airports?*
  - *Consider if overcrowding could be a problem in any areas within the event site.*
  - *Can emergency services access the location safely?*
- **Who is likely to attend the event?**
  - *Consider crowd management issues relating to different ages, genders.*
- **How many people would you expected at the event?**
  - *Consider venue size and available access and egress.*
  - *All event locations have a maximum safe attendance number, i.e. occupancy level.*
- **What time of day would it the event be held?**
  - *If it is held outdoors and it is in hours of darkness, a sufficient level of lighting will be required in all occupied areas.*
  - *If it is held at night, there could be noise issues with neighbouring properties.*
- **What type of activities would be held at the event?**
  - *Will there be any specific hazards, e.g. animals, water, vehicles, extreme sports?*
  - *Will temporary structures be built?*
- **Who will you get to assist in crowd management?**
  - *Marshals / stewards; volunteers, none, etc. Remember, you have less control over the actions of volunteers, so unless you are sure about the level of commitment of volunteers, do not rely on them for critical tasks.*
- **Would there be food / beverages?**
  - *If yes, do the people dealing with food hold food hygiene certificates?*
  - *Will you have sufficient facilities for cooking food; keeping it hot / cool; free from contamination?*
  - *Will you use outside catering?*
- **Will alcohol be available and / or consumed?**
  - *Consider age of those consuming alcohol.*
  - *Consider control necessary to control consumption.*
  - *The risk of violence increases with alcohol.*
- **Is there any specific environmental requirements?**
  - *Consider what refuse will be generated and if additional arrangements are required for collection and disposal.*
  - *Could the event create any pollution risk?*
- **Other issues to consider;**
  - *How will it be financed and promoted?*
  - *Could it clash with other events in the area?*

Once you have gathered all the relevant information you should then carry out event risk assessments.

# Risk assessment process

To ensure the health, safety and welfare of any employees, volunteer helpers, contractors, participants and the public, you should firstly carry out detailed general risk assessments. 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 risk assessment is a systematic way of looking at an event, deciding on what could go wrong and putting in place suitable control measures to minimise the chance of the undesired incident occurring and reducing the consequence should an incident take place.

To undertake a risk assessment you need to follow the steps below:

1. **Identify the activities** - Where the event consists of more than one attraction e.g. fun run, fancy dress, ride out, etc. You / committee will need to undertake a written risk assessment for each activity.
2. **Identify the hazards** - You / 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 of hazards. *(See ‘Example of hazards associated with events’ on pages 9 -11).*

3. **Identify who could be harmed** - You / 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 or loss occurring and its severity should it occur. *(See ‘People typically at risk from an event’ examples on page 12).*

4. **Controlling the risk** - You / committee will need to identify if the risks are adequately controlled, i.e. by complying with recognised safety standards 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 action(s) that you / committee can take to reduce the risks to a suitable level. These control measures will then be written into the event plan. *(See ‘Possible risk control measures’ on pages 9 - 11).*

5. **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 / 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 assessments will still be adequate in future years, they will still require reviewing and amending where necessary.

In addition, any contractors involved in the event should also carry out risk assessments and where relevant, you should obtain copies of these. As conditions and requirements change whilst preparing for the event, amendments may be needed or further risk assessments carried out.

# Examples of hazards associated with events

(This list is not necessarily exhaustive and relates to both outdoor and indoor events).

HAZARDS	EXAMPLES	POSSIBLE CONTROL MEASURES
<b>Access / egress</b>	Insufficient access / egress causing hold ups, overcrowding and long queues. Emergency services unable to get access to the event. Public, stewards, volunteers; being hit by moving vehicles.	Suitable number of access / egress into the event and stewards in designated areas to keep crowds moving. Measure to ensure access / egress is clear should emergency services be required on the event site. Separate access / egress for pedestrians. Check that there are no road works planned that could affect the running of the event.
<b>Adverse weather</b>	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, <i>e.g. alternative sites, shelter, provision of tractors or similar, where there is a risk of vehicles requiring towing off-site</i> . Provision of water for staff and public in hot sunny weather. Tents, marquees, bouncy castles secured, <i>e.g. roped and pegged</i> or removed in high winds.
<b>Contact with sharps</b>	Broken glass; discarded needles, barbed wire fencing.	Ensure regular waste collections are organised throughout the event to prevent the build up of broken bottles or similar. Provide adequate number of rubbish bins. Ensure all correct procedures are in place for safe collection and disposal of used needles, <i>e.g. where the event involves body piercing or possibility of drug users attending the event</i> . Ensure public access is free from hazards such as barbed wire, or provide warning signage.
<b>Crowds / public</b>	Overcrowding in specific areas (access / egress locations or near specific performances); lost children; differing 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.g. fire, evacuation and lost children</i> . Signage; Provision of barriers, fencing, marking of prohibited areas. Police Scotland may advise on requirements for large events.
<b>Collisions and impacts</b>	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 located at designated areas. Site plan developed to eliminate blind corners for drivers, riders, barriers, fencing for separation of animals; suitable guarding on machinery.
<b>Electric shock</b>	Overload circuits or poor wiring. Trailing cables. Lack of maintenance. PAT testing	Installations by qualified competent qualified electricians. Cables and electrical equipment inspected prior to use and located where they cannot be accidentally damaged, <i>e.g. buried, under cable strips, suspended</i> . Where required equipment PAT tested. Contingency arrangements for loss of power.
<b>Falling objects</b>	Unstable stands; Insecure bunting, fencing, lighting, structures.	Use competent contractors and provide suitable barriers in high risk areas. Walk round inspections on the event site checking stability of structures. Procedures in place to ensure consistency should structures, bunting, lighting be unsafe, i.e. removal from event site. No signage or banners attached to temporary fencing, ( <i>can act as a sail in high winds and cause fencing to collapse</i> ).
<b>Falls from heights</b>	Use of ladders, towers and scaffolding; 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. Use of correct access equipment and personal protective equipment.
<b>Equipment failure / rotating blades / ejection of material</b>	Poor maintenance; not fit for the purpose; not suitably trained to use equipment.	Ensure hire equipment has been tested and with 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.

HAZARDS	EXAMPLES	POSSIBLE CONTROL MEASURES
<b>Fire</b>	Marquees; electrical installations; machinery; catering facilities; vehicles; no smoking; candles; exhibits blocking fire exits; Insufficient or covered over emergency lighting; gas containers; bonfires, fireworks.	Provision and siting of fire fighting equipment at key locations on the event site. Procedures to follow in case of fire, provided to stewards, exhibitors, stallholders, operators, and location of assembly points. Sensible positioning of catering vehicles e.g. <i>ensuring access for emergency services and away from flammable materials</i> . Restrict or ban the use of lit candles. <i>See section on 'Fire risk assessments for temporary structures'.</i>
<b>Food poisoning</b>	Undercooked food; dirty kitchen conditions; inadequate storage conditions and temperature control; private water supplies. Cross contamination of food products	Ensure suppliers and caterers are reputable; 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.
<b>Heating / ventilation</b>	Indoor temperatures; too hot / too cold; build up of fumes, dust.	Supply fans, open windows / doors; Supply additional heating, suitable for its use and adequately guarded. Prevent the use of certain activities in enclosed spaces, e.g. <i>running engines</i> .
<b>Ill health / persons with differing needs</b>	Age; allergies; alcohol; Disabilities and participation and access. Illness, accident and injury resulting from violence.	First-aid provision; ambulance service provision, where applicable, i.e. for large high risk events. Age restrictions, alcohol. Disabled access, provisions of viewing areas and facilities, including parking. Food labelling for allergies.
<b>Infection</b>	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. Consultation with NHS Public Health Team.
<b>Lone working</b>	Night security; setting up the event; liaison with various parties.	Work in pairs if high risk, e.g. <i>night security</i> ; provide means of communication, may be signal problems with mobile phones. Supervisory checks on those working alone in areas of the event. Signing-in / out procedures for stewards, marshals and volunteers.
<b>Manual handling</b>	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 man power; Install temporary lighting.
<b>Noise</b>	Fireworks; music; generators; Increased number of vehicles; rowdy crowds, e.g. <i>If alcohol is available at the event</i> .	Early planning to ensure that noisy activities are suitably located; Liaison with the local community; Implement sound insulation measures; Set noise limits and monitor noise escaping from the premises. Encourage patrons to leave quietly at the end of the event.
<b>Poor communication</b>	Not hearing or mishearing instructions / information given to manage crowds, vehicle movements and emergency situations	Public address systems; two way radios; mobile phones. Assigning specific duties and responsibilities. Ensuring control room is located away from mobile TV transmitters, (can effect transmission of two-way radios). Clear signage with supporting words. Use of code words in emergencies
<b>Poor lighting</b>	Lack of daylight, poor or restricted internal lighting leading to possible slips, trips and / or other injuries.	The provision of additional flood lighting; Ensure adequate lighting indoors, taking the types of activities into consideration; Ensure stairways and other hazardous areas have sufficient lighting. Lighting for outdoor temporary toilets in hours of darkness.
<b>Proximity to water</b>	Rivers, lochs, ponds and water courses.	Site away from water if possible, use of barriers, segregation; If the event involves water sports / activities suitable trained persons and equipment will be required in case of rescue.

HAZARDS	EXAMPLES	POSSIBLE CONTROL MEASURES
<b>Services and utilities</b> <i>e.g. Gas, Electricity, Water</i>	Overhead cables; underground power cables, gas pipes and water pipes; contact with electric fences.	Be aware of site conditions; Use professionally registered and qualified fitters, electricians and technicians at all times. It is imperative that wherever the ground surface is to be disturbed whether by digging / excavating or any other ground penetrations, <i>e.g. post, large tent pegs</i> , that the Utility Services, <i>e.g. electricity, gas or water suppliers</i> , are contacted to check for information on underground services in the area. Any concerns, a ground penetrating survey must be undertaken using a Cable Avoidance Tool (CAT). Turn off electric fences or segregation from the public and warning signage.
<b>Slips and trips</b>	Uneven ground; poor lighting; wet floors; muddy conditions; ropes on marquees; litter; ice and snow; trailing cables, pipes. Crossing areas with public access; low fences, posts for site markings, 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 marquees and tents. Provide adequate numbers of bins and grit for ice and snow. 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. Do not use pegs for marking out areas, posts should be at least one metre (three foot) in height.
<b>Specific risks, demonstration / participants</b>	Fires; chemical exposure; dust; moving vehicles, <i>e.g. go-karts</i> ; unstable or unsuitable structures / equipment, <i>e.g. Inflatable's, hot air balloons</i> .	Ensure demonstrators / participants are competent i.e. check certification / other documentation; Ensure the location is suitable. Adequate separation of crowds from dangerous activities i.e. barriers and appropriate level of stewarding.
<b>Stability of stands</b>	Homemade or poorly constructed stalls or stands; Unsuitable footings, i.e. uneven ground, subsidence; Tall structures; High wind and insufficient securing. Structures, <i>e.g. marquees, stands</i> , must be suitable if sited on a tarmac surface.	Choice of site may need to be a consideration, <i>e.g. tarmac ground</i> 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.
<b>Terrorism</b>	They may be armed; carry or plant explosives; use vehicles as a weapon.	Conducting bag searches and where necessary basic body searches by trained security staff. Remain vigilant at all times; conduct a basic search before the event starts and ensure stewards report immediately any concerns. For road closures where large crowds will be standing on the road, consider physical barriers each end of road closures to prevent vehicle attacks.  Produce an emergency response plan which will include communications; security and contingency arrangements.
<b>Unpredictable behaviour of animals</b>	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, <i>e.g. inexperience, alcohol or health condition</i> . Check any paper work; 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.
<b>Use of chemicals</b>	Fuel handling; Use of weed killers - causing fire, explosion etc. and ill health due to inhalation, skin contact, contact with the eyes or ingestion, <i>e.g. poisoning</i> .	Do not use hazardous chemicals if possible; Read product information, <i>e.g. safety data sheet, container, COSHH assessment</i> ; Store chemicals in a suitable location in a lockable unit when not in use, out of direct sunlight. Keep chemicals in their original container; Keep away from sources of ignition; Use protective clothing where required <i>e.g. goggles, gloves, apron, face masks</i> ; Store minimum quantity of fuel on the event site, in suitable, labelled containers.



HAZARDS	EXAMPLES	POSSIBLE CONTROL MEASURES
<b>Violence/ behavioural issues</b>	Cash handling; alcohol and/or drug misuse; Delays, hold ups, i.e. angry, violent person.	Agree procedures for cash collection from entrances and the banking of money. Measures required to prevent disorder and drunkenness, i.e. banning or limiting consumption of alcohol and providing suitable security to monitor / prevent drug distribution and use, may be through bag checks. Provide trained staff that can diffuse potentially aggressive situations. Refuse admittance to those under the influence of alcohol / drugs. Co-ordinate appropriate arrangements with the Police. Have clear procedures in place for cancellation or closure of the event.
<b>Vehicle movement</b>	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; too many 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, Land-Rover / similar to pull vehicles clear. Plan and mark out temporary car parks.

## People typically at risk from an event.

The following is a list of people who may be affected by hazards:



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

## Other specific risk assessments

In addition to the event risk assessments you may be required to carry out other statutory risk assessments, i.e. manual handling assessments; COSHH assessments, ( exposure to chemical and biological agents); PPE assessments, ( suitability of personal protective equipment); First aid assessment, (level and numbers of first aiders required) and noise assessments. *(Please note that these statutory health and safety risk assessments are not covered in this publication).*

### Fire safety risk assessments

Since 2006, there has been a legal requirement for organisers to undertake specific fire risk assessments on temporary structures utilised at an event, e.g. *stands, marquees*. A fire risk assessment is a methodical look at the temporary structure the risks posed by its intended use, its occupiers, the potential for a fire to occur, the harm it could cause and then analysing whether the fire safety measures are at an acceptable level.

As the Scottish Fire and Rescue Service are the enforcing authority they may request to see a copy of a fire risk assessment for the temporary structure. *(See annex A for contact details).*

# Risk management process

Risk management expands on the requirements for assessing the health, safety, fire and welfare risks and identifies not only the risks to people, but also addresses all other risks that could affect the success of an event.

Note: The event risk assessment form, can be used for the risk management process, though the column 'WHO MIGHT BE HARMED?' is not used. *(Form available from Midlothian Council at <http://www.midlothian.gov.uk/>)*

The risks you face whilst planning and running an event can be categorised into the following:

TYPE OF RISK	EXAMPLE OF HAZARDS
<b>Professional Risk</b>	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</b>	Do you and / or committee comply with all relevant legislation, e.g. <i>Licensing, Data Protection Act and Disability Discrimination Act?</i>
<b>Financial Risk</b>	Are there any risks that could affect your and/or committee's ability to meet financial commitments, or risks from cash flow. Is there sufficient insurance cover to meet possible civil action?
<b>Physical Risk</b>	Are there risks from fire, vandalism, theft, security, terrorism and how will they be managed?
<b>Contractual Risk</b>	What are the risks should a contractor fail to deliver the appropriate effective service or product?
<b>Reputational Risk</b>	Are there risks that could result in bad publicity, loss of resources, i.e. sponsorship?
<b>Technical Risk</b>	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?
<b>Environmental Risk</b>	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?
<b>Competitive Risk</b>	Are there other events on at the same time that could affect the event being successful?
<b>Customer/ Citizen</b>	Should the event fail to meet the expectations of the participants and/or public visiting the event, what could be the outcome, i.e. being sued, return of money?
<b>Operational Risks</b>	Are there risks that may affect the operational arrangements at the event, e.g. failures in communication, access gates being locked and industrial action.

*(Completed examples of the risk assessment and fire risk assessment forms are available from Midlothian Council at <http://www.midlothian.gov.uk/>)*

# STEP 3: Producing the event management 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 Management 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.

## Reasons to write an event management plan

1. Thinking through and writing down all the procedures and arrangements you will need to put in place for your event is not only a useful exercise for your team, but can assist the appropriate authorities, *e.g. emergency services*, with their own arrangements should an emergency arise. It is a good idea to send them a copy.
2. Should you need to apply for permissions and licenses, *e.g. processions in a public place, Public Entertainment Licence*, an event management plan will be requested.
3. Should you / committee face prosecution and / or being sued for injury resulting from an accident at the event, your risk assessments and the event management plan will provide evidence that should prove you were not negligent.
4. When you come to organise the event again the following year, you will have a record of how you previously prepared and managed the event and any changes needed from lessons learned. This is particularly useful if there are changes to staff members / committee membership.

When producing an event management plan it will normally incorporate or comprise of the following:

**Site plans** – They will identify the location of all intended attractions, facilities, entrance / exit points, including access and egress for emergency services and the deployment of stewards, first aid points etc. It will also display the types, numbers and locations of temporary barriers required at the event (dependent 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 and / or vehicles, animals*.
- Physically secure areas, such as natural hazards and dangerous areas.
- Cordon off areas.

The cordons may consist of posts strung together with rope, tape or chain, or of a fixed type such as pedestrian steel pedestrian barriers, or two metres high security fencing. In addition, stands, displays and vehicles, can be positioned to form pedestrian barrier. Remember, 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*.



**Brief summary of the event** - This part of the event management plan is not essential, but it gives the person reading it, a brief overview of the whole event. It may include such information as its history and how it developed over the years.

**Health and Safety Policy** - This provides a framework in which health, safety and welfare can be managed at the event and is made up of three sections:

1. **General statement** on how health, safety and welfare are managed: 'The *(name / title of organisers)* will safeguard so far as is reasonably practicable the health, safety and welfare of all people who might be subject to risks from its activities. This will be achieved by co-operating, communicating and co-ordinating with all the relevant agencies, organisations and staff / volunteers in order to safely manage *(event title)*.'
2. **Responsibilities** cover a chart or list that clearly details responsibilities / duties of the organisers and stewards.
3. **Arrangements**, i.e. procedures, safety rules, to manage the health, safety and welfare at the event, as identified in the risk assessment process. To assist in the event management development plan process it is advisable to divide the arrangements into five subsections:

- i) **PRIOR TO EVENT** – This will cover any requirements, arrangements and duties when setting up for the event., e.g. *siting of signs; marking out the event site; setting up of stalls, displays, stands, barriers, etc.* Remember when marking out and setting up, any temporary barriers / markings must not themselves present a hazard, e.g. *unstable barriers falling over, tripping over low barriers, overcrowding from poorly located barriers.* You may use 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).

Prior to the event starting, there should also be information relating to carrying out a walk round inspection of the event site, including by whom and when.

- ii) **DURING EVENT** - In order that you cover all relevant details within the event management plan, you should, *(where applicable)*, use the descriptive headings set out below:

**Communications** – These arrangements should detail how organisers / stewards / marshals 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. A 'control room' is essential for large outdoor / indoor events, as it acts as a communication centre for staff, participants and visitors alike. People will expect access to 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 also provide a quiet place for phone calls or conversations which are not for the attention of the general public. 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. Depending on the nature and size of the event, it may be useful to use certain agreed code words when using the public address system to relay emergency information, for example. "**Can Mr Sand please go to the main stage**", meaning possible fire at stage area. The control room should have a supply of Incident Report Forms and an event log, which will be used to record actions and incidents that occur during the event.

**Crowd management** – Specific arrangements for stewarding should be included in this sub-section. This covers measures to reduce overcrowding, such as opening 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 what arrangements should be put in place should this number be reached. In addition it could mention any particular requirements for specific functions / activities taking place at the event, directional signs and procedures for lost children. (See *Annex B for Guidance on Missing or Lost Children Action*).



**Vehicle management** – This sub-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. Should your event require access onto public roads, the details of the traffic management plan agreed with Police Scotland and Midlothian Council should be included in this sub-section. Remember, road closures should be considered very much as a last resort, as getting permission is not automatic, (each case will be assessed on its merit); you can also incur hefty charges and road closures can cause major inconvenience to users of the area with diversions and restricted parking.

If your event is likely to cause increased traffic and / or cause on street parking issues, details should be included of the traffic management plan, (approved by Police Scotland and Midlothian Council), i.e. signage and road cone requirements should be in this sub-section, including a method statement on how they will be safely sited and removed immediately after the event.

**Stewards** - This sub-section will detail roles, responsibilities and requirements for training / briefing sessions for stewards and marshals, in order that they understand what is required from them. It will also cover personal protective clothing requirements and measures in place for hot / cold weather. (See *Annex C Selection and training for stewards*).

**Food safety** - If food is offered at the event a 'food safety plan' should be prepared, including a list of food business operators, (which will need to be forwarded to Midlothian Council Environmental Health at least one week before the event).

**Alcohol** - If alcohol is available at the event or there is a risk from alcohol being consumed elsewhere, this sub-section covers what measures will be put in place to minimise the risk from drunken behaviour and underage drinking. It can also cover control measures should there be a risk of illicit drug use / distribution.



**Temporary structures** – If the event requires temporary structures such as staging, tents, marquees, and stalls. This sub-section should include details on siting and dismantling requirements and details of safety certification, if required.



**Electrical** – This sub-section covers arrangements that will need to be put in place to manage temporary electrical installations, *e.g. appointed qualified electrician, use of generators, stage and marquee lighting, and PA systems, .*

**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 / technicians.

**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 the Scottish Fire and Rescue Service may specify requirements. If your event is to be held in a building, *e.g. hall, community centre*, there will be fire procedures already in place. These procedures should be included in the event management plan.

If the event is to be held outdoors ensure the following is included in the event management plan:

- i). How fire tenders can access / egress the event site and roles and responsibilities of stewards.
- ii). The method(s) used to raise a warning in case of fire and emergency procedures, *e.g. assembly points, means for calling the Scottish Fire and Rescue Service, roles and responsibilities of stewards.*
- iii). The type / quantity of extinguishers on site and their locations, (ideally they should be spaced at a maximum of 30m apart).



Please note where there are temporary structures at an event, *e.g. marquees and stands* details from the fire safety risk assessment should be included.

**First aid** – This sub-section will explain the first aid provision in place as there is always a high probability someone will be taken ill or have a minor accident during the event. The level of cover will be determined by the risk assessment process and the nature and type of the event being held. This cover may be by appointed trained first-aiders, Medical Practitioners, Paramedics and / or from voluntary organisations, *e.g. British Red Cross, St Andrews Ambulance.*

**Noise** - Many outdoor events incorporate some form of noisy activity, e.g. *music, fireworks, fairgrounds, public address systems and generators*, which may present an annoyance to local residences and businesses. Control measures will need to be put in place to manage noise risks, e.g. *managed sound levels, (setting volume levels; directional speakers; sound insulation), times of activities, regular contact with resident and businesses on what is occurring and when*. Midlothian Council Public Health Team and Environmental Health can offer advice where required.

**Security** – Depending on the nature of the event, specific security measures, i.e. SIA licensed security staff may be required for site security, e.g. *bag searches* 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.

**Signage** - This section will cover directional and information sign requirements on the event site. Please note that road signage is normally covered in the vehicle management heading.

**Welfare arrangements** – If food is offered at the event a 'food safety plan' should be prepared, including a list of food business operators, (*which will need to be forwarded to Midlothian Council Environmental Health at least one week before the event*).

(The following downloads are available from Midlothian Council at <http://www.midlothian.gov.uk/>: 'Events food safety guidance' and 'Outdoor events catering').



This sub-section will also detail the number of sanitary conveniences and their location, based on estimation of attendance or availability in the building, (*can it accommodate expected numbers*) and the food and / or drink availability. For outdoor events it may include provision of drinking water, baby changing facilities, wheelchair access for toilets for the disabled and chemical toilet disposal. 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. Please note that where warm water is not available, the provision of antiseptic hand wipes or bacterial soap should be considered.			

**Waste / hygiene management** – This sub-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 and other animals are allowed), will need to be placed and provision made for collection. You may also need to engage staff/volunteers to pick litter and keep these bins emptied. Be aware of hazards such as weather, insect infestation, e.g. *wasps and ants* 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.

iii) **AFTER EVENT** - This sub-section will include arrangements for clearing up; when the site can be accessed and by whom; any requirements for making good, (outdoor events) and final inspection to hand over to landlord / owner / agent. Please note that the information gained from 'checklists', 'accident reports' and the 'event log' can also be useful for the debriefing meeting, (which is normally held the following week). They can assist in the identification of what worked or didn't work within the event plan and what would require amending or changing should the event be held again.



iv) **CONTINGENCY AND EMERGENCY ARRANGEMENTS** – These are actions to be taken should there be a foreseeable emergency, (*identified through the risk assessment process*). These arrangements cover:

**Contingency arrangements** - These arrangements cover pre-planned specific actions to be implemented should an identified situation arise, such as extreme weather at outdoors events, participant or attraction cancellations, loss of venue, and requirements should the event have to be cancelled at short notice.

**Emergency arrangements** - These arrangements are specific actions to be implemented in the event of an emergency. This may include a member of the public taking ill or a fire evacuation of premises / area, Emergency routes will need to be highlighted on the site plan. These arrangements should detail procedures to follow should an incident occur, i.e. completing an accident / incident form and carry out an appropriate investigation to ascertain the cause. Please note that should a serious accident or incident 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 at <http://www.hse.gov.uk/riddor/report.htm>. This information will be forwarded to Environmental Health, who may then wish to carry out an investigation.

v) **APPENDICES** - This is additional support information and includes copies of risk assessments, schedules and any other relevant documentation, i.e. copies of licenses, insurance, site rules and pocket cards. Please note that if required, the event plan can incorporate all event information, *e.g. marketing, promotional material, etc.*

Where an event is run over more than one day, it may be necessary to develop an event plan for each of the days. Please note that the risk assessments and event management plan will probably need to be amended as the planning of the event progresses. On completion the event management plan will minimise the risk of enforcement action being taken and / or compensation claims being successful for loss or damage, as it will demonstrate that you have considered foreseeable risks and have put in place measures to manage the risks at the event.

It must be noted that when applying for permissions and licenses from Midlothian Council, an event management plan will be requested. It is also a good idea to send copies of the event plan to the appropriate organisers and relevant parties, *e.g. emergency services, first aid provider and insurance.*

# Step 4: Managing the event

All event organisers have a responsibility for ensuring their stewards, marshals and any other designated people / organisations, e.g. *stall holders, equipment suppliers, bus companies*. receive appropriate instruction on safety and emergency arrangements for the event. This can be included as conditions of contract, verbal contact on the day and through instruction sheets / pocket cards.

In addition to the event management plan, you can use the 'Pre-event check list', (ideally 1 month to two weeks prior to the event), as this would identify any outstanding issues to 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 you can complete the 'Daily inspection sheet'. Should any problems be found, they will require to be addressed immediately. It is also advisable that additional walk rounds should be undertaken throughout the day.



At the end of the event the 'Post event checklist' may be completed to highlight any necessary action to be taken. (*See Annex E*).

**Debriefing meeting** - The following week or as soon as possible after the event, there should be a 'Debriefing Meeting' with all concerned. The information gained from 'checklists and inspections undertaken'; 'accident reports and investigations' and the 'event log' will assist in answering the following questions:

- Were the risk assessments suitable and sufficient?
- Were there enough emergency services resources on site?
- Were the emergency and contingency procedures properly explained, understood and practiced?
- Was there a clear chain of command and control?
- Were communications between key personnel and the crowd adequate?
- What would be done differently next time?

This process will provide an opportunity 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.



## Annex A

# Midlothian Council contacts

For general enquiries advice:	Midlothian House Buccleuch Street Dalkeith EH22 1DN	<b>0131 270 7500</b>  <a href="mailto:enquiries@midlothian.gov.uk">enquiries@midlothian.gov.uk</a>
<b>Environmental Health</b> For advice on: <i>Health and safety; food safety; noise nuisance and public health matters</i>	Fairfield House 8 Lothian Road Dalkeith EH22 3ZH	<b>0131 271 3549</b> <a href="mailto:foodandsafety@midlothian.gov.uk">foodandsafety@midlothian.gov.uk</a>  <b>0131 271 3345</b> <a href="mailto:environmentalhealth@midlothian.gov.uk">environmentalhealth@midlothian.gov.uk</a>
<b>Legal and Council Secretariat</b> For advice on: <i>Public entertainment; liquor; theatre; street traders; market operators' licenses; public charity collection permits and processions in public places.</i>	Midlothian House Buccleuch Street Dalkeith EH22 1DN	<b>0131 271 3667</b>  <a href="mailto:corporate.resources@midlothian.gov.uk">corporate.resources@midlothian.gov.uk</a>
<b>Building Standards</b> For advice on: <i>Special Safety Certificates</i>	Fairfield House 8 Lothian Road Dalkeith EH22 3ZH	<b>0131 271 3320</b>  <a href="mailto:building.standards@midlothian.gov.uk">building.standards@midlothian.gov.uk</a>
<b>Road Services</b> (non-trunk roads) For advice on: <i>Temporary Traffic Regulation Orders; restrictions for road users and signage.</i>	Midlothian House Buccleuch Street Dalkeith EH22 1DN	<b>0131 270 7500</b>  <a href="mailto:commercial.services@midlothian.gov.uk">commercial.services@midlothian.gov.uk</a>
<b>Contact Centre</b> For advice on: <i>Litter / waste collection; special clearances; special uplifts.</i>	29 Jarnac Court Dalkeith EH22 1HU	<b>0131 663 7211</b>  <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a>
<b>Trading Standards</b> For advice on: <i>Consumer related issues; weights &amp; measures and fireworks.</i>	Fairfield House 8 Lothian Road Dalkeith EH22 3ZH	<b>0131 271 3549</b>  <a href="mailto:tradingstandards@midlothian.gov.uk">tradingstandards@midlothian.gov.uk</a>
<b>Child Protection</b> For advice on: <i>Setting up lost children centres at events.</i>	Fairfield House 8 Lothian Road Dalkeith EH22 3ZH	<b>0131 653 5150</b> Lesley Watson, Lead Officer for child protection, Mid and East Lothian <a href="mailto:lesley.watson@midlothian.gov.uk">lesley.watson@midlothian.gov.uk</a>



## Other contacts

<b>Amey</b> (A702, A68 A720) For advice on the above roads: <i>Temporary Traffic Regulation Orders</i> <i>Restrictions for road users</i>	6A Dryden Road, Bilston Glen, Loanhead, Midlothian, EH20 9TY	<b>0800 042 0188</b>  <a href="mailto:OCCR.SEscotland@amey.co.uk">OCCR.SEscotland@amey.co.uk</a>
<b>British Red Cross</b> For advice on: First-aid provision.	131 High Street Dalkeith EH22 1BE	<b>0131 654 0340</b>  <a href="http://www.redcross.org.uk">www.redcross.org.uk</a>
<b>St. Andrews Ambulance</b> For advice on: First aid support for an event.	12 Dock Place Leith Edinburgh EH6 6LU	<b>0131 229 5419</b>  <a href="mailto:edinburgh@firstaid.org.uk">edinburgh@firstaid.org.uk</a>
<b>Police Scotland</b> For advice on: <i>Temporary Traffic Regulation Orders</i> <i>Restrictions for road users, security advice.</i>	PO Box 21629 Stirling FK7 1EN	<b>101</b>  <a href="mailto:eventseast@scotland.pnn.police.uk">eventseast@scotland.pnn.police.uk</a>
<b>Scottish Fire &amp; Rescue Service</b> For advice on: <i>All fire safety matters.</i>	Abbey Road Dalkeith EH22 3AD	<b>0131 654 0451</b>
<b>Scottish Ambulance Service</b> For advice on: <i>First aid support at events.</i>	Gyle Square, 1 South Gyle Crescent, Edinburgh EH12 9EB	<b>0131 314 0000</b>
<b>MUTA</b> For advice on: <i>Marquees, tents and bouncy castle safety.</i>	Priory Court Pilgrim Street London EC4V 6DR	<b>0137 978 8673</b> <a href="mailto:info@muta.org.uk">info@muta.org.uk</a>
<b>Security</b> For advice on: <i>General security and licensing enquiries.</i>	Security Industry Authority PO Box 1293 Liverpool L69 1AX	<b>0844 892 1025</b>  <a href="mailto:acsenquiries@sia.gsi.gov.uk">acsenquiries@sia.gsi.gov.uk</a>

# **Requirements for licences and permits**

## **1. Public Entertainment Licence**

A Public Entertainment Licence is required for premises / location which will be used as a place of public entertainment, i.e. any place where members of the public are admitted or may use any facilities for the purpose of entertainment, includes firework displays. A Public Entertainment Licence shall not be required for:

- An athletic or sports ground while being used as such.
- An educational establishment while being used as such.
- Any premises belonging to or occupied by any religious body while being used wholly or mainly for purposes connected with that body.
- Any premises with a full Liquor licence.
- Premises in which machines for entertainment of amusement are being provided and where that main purpose or use is not as a place of public entertainment.

If your event requires a 'Public Entertainment Licence', ensure the premises / location where you are intending to run an event has the licence. If not, you will need to apply for a 'Temporary Public Entertainments Licence'.

Application forms can be obtained from Midlothian Council by phoning 0131 270 7500 and asking for the 'Licensing Section', or by emailing [licensing@midlothian.gov.uk](mailto:licensing@midlothian.gov.uk) or from the Midlothian Council website at:

<https://www.midlothian.gov.uk>

The Completed application forms must be accompanied by a sketch plan of the premises, a written fire risk assessment and be lodged with Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith. EH22 1DN along with the fee of £104.00, (*for a temporary public entertainment licence*), in cash, cheque or credit / debit card or over the phone, (Midlothian Council Licensing Section). Please note that fees for charitable organisations are free. If the premises are unlicensed and the application involves hypnotism, a separate licence is available under the Hypnotism Act 1986 from the above address. The application will require copies of any poster, advertisements or programmes.

Please note that applications must be lodged at least 8 weeks prior to the event and all questions must be answered. Failure to do so may result in consideration of the application being delayed or possible legal action. The Council will consult the members of the 'Safety Advisory Group for events in Midlothian' and where required may request an additional information / meeting with the applicant.

## **2. Liquor Licence**

If you wish for alcohol to be sold from an unlicensed premises / location, an 'Occasional Licence' will be required. Please note that a licence will only be issued if you are from a voluntary organisation or someone who holds a full 'Premises licence' / 'Personal Licence', (i.e. provision from a mobile bar business).

'Occasional Licence' Application forms can be obtained from Midlothian Council by phoning 0131 270 7500 and asking for the 'Licensing Section', or [licensing@midlothian.gov.uk](mailto:licensing@midlothian.gov.uk) (email) or from the Midlothian Council website.

## Annex A (i)

The Completed application form must be lodged (at least 8 weeks before the event) with Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith. EH22 1DN along with a fee of £10:00. A decision will be made within 4 - 5 weeks on receipt of application and if there are any objections, a hearing may be necessary.

Please note that an Occasional Licence' is valid for up to 14 days.

Please note as a condition of the liquor licence, the person managing the event may be required to have completed the mandatory two hour licensing training.

### 3. Street Traders Licence

A Temporary Street Trader's Licence is required for anyone, (over 17 years of age), who sells, or offer for sale any article or service in a public place. A Street Trader's Licence is not required:

- Where it is undertaken in conjunction with or as part of a retail business being carried on in public place adjacent to the premises.
- Public charitable collection where permits have been issued.
- The sale of newspapers; milk; coal, coke or any solid fuel derived from coal.
- Person issued with a Pedlars Certificate (*on foot and sells small items from door to door*).

Application forms can be obtained from Midlothian Council by phoning 0131 270 7500 and asking for the 'Licensing Section', or by emailing [licensing@midlothian.gov.uk](mailto:licensing@midlothian.gov.uk) or from the Midlothian Council website.

The Completed application forms must be accompanied by a sketch plan of the premises, a written fire risk assessment and be lodged with Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith. EH22 1DN along with the fee of £66.00 in cash, cheque or credit / debit card or over the phone, (Midlothian Council Licensing Section) or £142.00 if service is delivered from a vehicle. Please note that fees for charitable organisations are free.

Please note that applications must be lodged at least 2 weeks prior to the event and all questions must be answered. Failure to do so may result in consideration of the application being delayed or a possible legal action. The Council will consult the members of the 'Safety Advisory Group for events in Midlothian' and where required may request an additional information / meeting with the applicant.

When licensed, all licensees are required to carry with them an Identification Card bearing their photograph.

### 4. Market Operators Licence

A Market Operator's Licence is when putting on a 'Private Market' at the event, *e.g. farmers market*. A "Private Market" means a place where goods are offered by more than one seller for sale by retail to the public. A Market Traders Licence shall not be required for:

- Charitable, religious, youths, recreational, community, political or similar organisations;
- Markets held only for the sale of livestock, flour or grain.

Application forms can be obtained from Midlothian Council by phoning 0131 270 7500 and asking for the 'Licensing Section', or by emailing [licensing@midlothian.gov.uk](mailto:licensing@midlothian.gov.uk) or from the Midlothian Council website.

## **Annex A (i)**

The Completed application form must be lodged with Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith. EH22 1DN along with the fee of £256.00 in cash, cheque or credit / debit card or over the phone, (Midlothian Council Licensing Section).

Please note that applications must be lodged at least four weeks prior to the event and all questions must be answered. Failure to do so may result in consideration of the application being delayed or a possible legal action. The Council will consult the members of the 'Safety Advisory Group for events in Midlothian' and where required may request an additional information / meeting with the applicant.

All questions must be answered. Failure to do so may result in the application being delayed or possibly conviction.

If running a market you must ensure that it is conducted in such a manner as to cause as little inconvenience as possible to neighbouring residents and all activity on site, including the erection of stalls, shall not commence prior to 08:00 hours and shall take place in such a manner as to avoid nuisance.

In addition, the applicant shall, for a period of 21 days beginning with the date on which the application was submitted, display a 'Notice' confirming that application has been made and after the expiry of the 21 day period this will include contact details of the Responsible Manager. The Licensee must also maintain a register which contains the following details:-

- The date each time a market is held.
- Name, address, telephone number of each stallholder.
- Type of goods sold.
- Registration mark of any vehicle used in connection with the said market.

The register must be made available for inspection by any Police Officer or authorised officer of the Council.

## **5. Cinema Licences**

In addition to the public entertainments licence, if you are planning to show films more than 6 times per year, the premises / location will require a 'Cinema Licence'. Application forms can be obtained from Midlothian Council by phoning 0131 270 7500 and asking for the 'Licensing Section', or by emailing [licensing@midlothian.gov.uk](mailto:licensing@midlothian.gov.uk) or from the Council's website.

It must be noted that standard age exclusions will apply, i.e. 'U', 'A', 'AA' or 'X' certificate.

The Completed application form must be lodged with Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith. EH22 1DN along with an annual fee of £230:00.

## **6. Public Charitable Collection Permit**

Public Charitable Collection Permit is required if there are any charity collections in a public place. The Completed application form, which will include the period of collection, must be lodged, (at least 5 weeks prior to the planned collection), with Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith. EH22 1DN There is no fee. Permission will only be granted after appropriate police checks and on condition there are no other collections in the area.

It must be noted that no one under the age of 14 can undertake collections and all collectors must carry a signed 'Certificate of authority' and display a badge bearing the name of the fund / charity. Further details can be found at the above web address.

## **Road closures and traffic controls / signage**

### **Road closures**

Where an event requires a road closure to facilitate a procession; march; rally or race on a public road then written notice must be submitted to Midlothian Council. This information should be included with your submission to Midlothian Council along with the 'Intimation of the Intention to Hold a Public Procession' form obtained from our website. Midlothian Council has the powers under the Road Traffic Regulation Act 1984 to create a Temporary Traffic Regulation Order to close roads in connection with events should we and/or the Police deem it necessary for the safe passage of said procession etc.. For events that utilise/cross the A702, A68 or A720 then AMEY will have to be contacted as well.

For a Temporary Traffic Regulation Order to be granted it is up to the organiser to liaise with the Police and demonstrate to Midlothian Council that there are sufficient resources in place to manage the traffic to ensure that no conflict occurs. This takes the form of a risk assessment and event plan highlighting procession and diversion routes and steward/police locations. Each notification will be dealt with equally and assessed on its own merits. Please be aware that the issue is not automatic should Midlothian Council or the Police have cause to reject the application.

### **Applying for a traffic regulation order**

Application forms can be obtained from Midlothian Council Road Services by emailing your request to [roadsapplications@midlothian.gov.uk](mailto:roadsapplications@midlothian.gov.uk).

The completed form must be submitted along with the risk assessment and 'Intimation of the Intention to Hold a Public Procession' form to our Democratic Services Department – details are on the application form.

Please note that applications must be lodged at least 28 days prior to the event. Failure to do so or any incomplete submission may result in the application being delayed or possible legal action being taken.

### **Traffic barriers / road cones / signage**

If there is a requirement at your event for traffic barriers / road cones / signage, you will need to submit your requirements as part of your entertainments licensing application. Each application will be assessed on its own merit and on acceptance a costing for the service will be provided.

Please note that personal event signage, i.e. advertising, direction signs, will be removed from public roads unless appropriate permission has been given by Midlothian Council. Permission for signage can be obtained from Midlothian Council Road Services by emailing your request to [roadsapplications@midlothian.gov.uk](mailto:roadsapplications@midlothian.gov.uk).



## Annex A (iii)

### **Temporary structures,** *e.g. staging, stands and platforms*

If an event includes the use of temporary raised structures, you must obtain a permit under Section 89 of the Civic Government (Scotland) Act 1982.

Temporary raised structures, (i.e. **600mm or more above surrounding ground / floor level**), include:

- Grandstands providing seating or standing.
- Stages and cat walks / runways.
- Raised enclosed rooms / media platforms.
- Video screens.

### **Applying for a permit for temporary raised structures**

Application forms can be obtained from Midlothian Council by phoning 0131 270 7500 and asking for the 'Building Standards', or by emailing [building\\_standards@midlothian.gov.uk](mailto:building_standards@midlothian.gov.uk) or from the Midlothian Council website at:

[https://www.midlothian.gov.uk/info/161/building\\_standards/364/public\\_safety/2](https://www.midlothian.gov.uk/info/161/building_standards/364/public_safety/2)

The Completed application form must be accompanied by a plan of the temporary structure, and be lodged with Building Standards, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZN along with the relevant fee. Details on payment method can be found on the applicant form. Please note that credit card payments will incur an additional charge of £2.50.

The application must be submitted as far in advance of the event as is possible and **no less than 14 working days prior to small scale events**. Longer lead in time will be required for medium and large scale applications. Any application submitted less than 14 working days prior to the event **will incur a surcharge fee equal to the total fee paid** for express processing and it is important to note that **we do not guarantee** that such a late application will be processed in time. Failure to do so may result in the application being delayed or a possible legal action being taken.

The Council will consult the members of the 'Safety Advisory Group for events in Midlothian' and where required may request an additional information / site inspection with the applicant.

## Annex A (iv)

### **Council provisions of equipment,** *e.g. marquees staging, crowd barriers and tables / chairs*

Midlothian Council can on request, hire out, provide and install various types of equipment for local events. The hire costs for 2018 are:

- **Marquees** (Additional days rate on request).

*(Canvas, pole & pins)*

12m x 6m      £320.00 + Vat *(for 48 hours, includes installation / demolition)*

6m x 6m      £180.00 + Vat *(for 48 hours, includes installation / demolition)*

- **Staging** (Additional days rate on request).

*(Wooden)*

6m x 6m x 0.9m      £380.00 + Vat *(for 48 hours, includes installation / demolition)*

Stage canopy (6m x 6m)      £250.00 + Vat *(for 48 hours, includes installation / demolition)*

5.4m x 5.4m x 0.35m      £180.00 + Vat *(for 48 hours, includes installation / demolition)*

- **Crowd barriers** (Minimum order of 10).

2.2m x 0.9m      £1.50 + Vat *(for 48 hours delivery / collection only).*

- **Tressle tables** (Minimum order of 10).

1.8m x 0.9m      £1.00 + Vat *(for 48 hours delivery / collection only).*

- **Occasional chairs** (Minimum order of 10, discount available for 200 + chairs).

£0.35 + Vat *(for 48 hours delivery / collection only).*

Please note that all equipment is dependent on availability. For further details, please contact Ian Welsh, 0131 271 5272 or email [ian.welsh@midlothian.gov.uk](mailto:ian.welsh@midlothian.gov.uk). All hire of equipment will be invoiced prior to delivery / installation.

Please note that hirers will be required to provide written acceptance of liability for loss or damage to equipment hired.

# Food safety

When food is provided at the event you will need to ensure food safety is within your events safety management plan.

## External catering providers

If you are inviting food businesses to your event, you will need to check and ensure:

- They are registered with their Local Authority, (*this may not be Midlothian Council*).
- They have a current 'Food Hygiene Information Scheme PASS certificate', (*i.e. meets basic food hygiene legal requirements*).
- That catering facilities with LPG, (for heating / cooking food), has a current gas safety certificate.

As soon as possible or within two weeks of the event, you must provide 'Environmental Health' a list of the contact and business names, their addresses and types of food products they will be selling at your event. They can be posted or emailed:

Environmental Health, Food & Safety Section,  
Midlothian Council,  
Fairfield House,  
8 Lothian Road,  
Dalkeith. EH22 3ZH

[foodandsafety@midlothian.gov.uk](mailto:foodandsafety@midlothian.gov.uk)

## Providing your own catering or through home baking provision

When providing your own catering always follow the four golden rules for food safety:

- Keep it simple and only use food that can be handled, cooked and served safely.
- Store perishable foods at 8°C or below and ensure thorough cooking to 75°C, (*core temperature*) and if they cannot be safely stored - don't use them. Ideally serve foods that do not require refrigeration.
- Use people who know what they are doing and who can demonstrate good practices of personal hygiene, *e.g. have a Food Hygiene Certificate*. Manage cleaning and disinfection to the highest standards.

Things to consider:

- Is there is sufficient refrigerator space to store the food?
- Temporary stalls, catering vehicles and trailers must be:
  - Constructed so that they can easily be kept clean, and for external stalls, covered at the top, rear and where possible sides and flooring to avoid any risk of food contamination and any risk from pests.
  - Set up on external stalls with all cooking equipment and all food preparation and storage areas protected from the weather, (*with the exclusion of barbecues*). Please note that any LPG equipment supplied must be suitably stored away from ignition sources / ventilated, be periodically serviced and the gas fittings inspected before use.
  - Equipped with work surfaces, cooking facilities and storage facilities made of a smooth, durable and easy to clean material. Bare wood is not acceptable.
  - Have suitable hand washing facilities with a supply of hot and cold or appropriately mixed water, along with a supply of soap and disposable towels. This must be set up for use before food preparation commences and be kept free for use at all times throughout service. In addition there must be suitable provision for washing utensils, equipment and food. Ideally a double sink for washing and rinsing should be used. For external stalls they must drain

## Annex A (v)

hygienically into a waste water container (not open buckets) and if water containers are used they must have a tight fitting lid.

- Is there adequate lighting, either natural or electric.
- Have adequate facilities for disposing of rubbish and waste food. Large plastic sacks must be properly tied and sealed where used. Cardboard boxes and open containers are not suitable for disposing of waste. All waste must be disposed of according the rules laid down by the event organiser or in a responsible manner.
- Providing separate cleanable containers for ready to eat and raw foods and avoid dual use i.e. prevent cross contamination and use separate boards, knives and utensils for cooking and handling raw and cooked / ready to eat foods.
- Ideally, food should not be prepared more than 24 hours before an event and any food prepared in advance must be stored and transported hygienically and kept at suitable temperatures.
- Ensure any cooled food must be cold within 1 hour 30 minutes of cooking, so that it can be put in the refrigerator. Can this be achieved?
- If cooked food is to be kept hot before serving, is there suitable and sufficient equipment capable of keeping food above 63°C and have you got a food thermometer to ensure correct temperatures and appropriate probe wipes to prevent cross contamination.
- Ensure dishes made with minced meats, burgers, stuffed joints and rolled joints be cooked have no pink bits. Ideally cook small quantities at a time and before serving and meat, ensure all juices run clear.
- Any reheated food, (*from a refrigerator*), must be reheated to 82°C or above. Can this be achieved?
- Personal Hygiene:
  - Always remember to wash your hands before handling food, after using the toilet, coughing or sneezing, after handling raw foods or removing waste.
  - Do not smoke or eat whilst cooking or serving food.
  - Ensure cuts and sores are covered with a waterproof dressing – preferably blue coloured.
  - Wear clean protective clothing, footwear and an apron where possible.
- If you are accepting / using home baking, the standards mentioned above still apply and if you are accepting baking products from members of the public to sell on, be aware of the potential risks from such things as cream, cheese, fish and cooked meats. For specific advice on food safety, contact the Food Safety Section on 0131 271 3549.

## Annex A (vi)

# Marketing you event

## Midlothian events calendar

During the event planning stage and before deciding upon a date for your event it may be helpful to consider what other events may be taking place locally in and around the same time. This can help to avoid event clashes and help maximise attendance at your planned event. This event calendar lists some of Midlothian's key annual events.

SPRING	SUMMER
<p><i>March</i> Lasswade 10 Mile Road Race</p> <p><i>April</i> Penicuik Rugby 7s</p> <p><i>April</i> Dalkeith Arts Exhibition</p> <p><i>April</i> British Eventing Horse Trials</p> <p><i>May</i> Dalkeith Singers Concert</p> <p><i>May</i> Penicuik Harriers 10k Road Race</p> <p><i>May</i> Penicuik Hunter &amp; Lass, Penicuik on Parade &amp; Penicuik in the Park</p> <p><i>May</i> Stewart Brewing Beer Festival</p> <p><i>May</i> The Paper Mill Beer Festival</p> <p><i>May</i> Sun Inn Seafood Festival</p> <p><i>May</i> Midlothian Heritage Week</p>	<p><i>June</i> Loanhead Music Festival</p> <p><i>June</i> <del>Newtongrange</del> Children's Gala</p> <p><i>June</i> Mayfield Gala Day</p> <p><i>June</i> Poltonhall Gala Day</p> <p><i>June</i> <del>Gorebridge</del> Gala Day</p> <p><i>June</i> Loanhead Children's Sport &amp; Gala Day</p> <p><i>July</i> Ironman Triathlon</p> <p><i>July</i> Dalkeith Agricultural Show</p> <p><i>July</i> Spartan Race</p> <p><i>Aug</i> Dalkeith Festival</p> <p><i>Aug</i> Midlothian Walking Festival</p> <p><i>Aug</i> <del>Birkenside</del> Fun Day</p> <p><i>Aug</i> Lasswade Rugby Tournament</p> <p><i>Aug</i> NMMS Fun Day</p> <p><i>Aug</i> Middleton Fun Day</p> <p><i>Aug</i> Penicuik Street Fair</p> <p><i>Aug</i> <del>Edgehead</del> Fun Day</p> <p><i>Aug</i> Cousland Fun Day</p> <p><i>Aug</i> <del>Bonnyrigg</del> Fun Day</p>
AUTUMN	WINTER
<p><i>Sep</i> Penicuik Arts Festival</p> <p><i>Sep</i> Penicuik Folk Festival</p> <p><i>Sep</i> Walk the Line: Penicuik-Dalkeith Walk</p> <p><i>Sep</i> Roslin Fun Day</p> <p><i>Sep</i> Temple Fun Day</p> <p><i>Sep</i> Loanhead Street Fair</p> <p><i>Sep</i> <del>Midstock</del></p> <p><i>Sep</i> <del>Midfest</del> Family Fun Day</p> <p><i>Sep</i> Midlothian Doors Open Day</p> <p><i>Sep</i> Penicuik Horticultural Society Show</p> <p><i>Sep</i> Dalkeith Horticultural Society Show</p> <p><i>Sep</i> Edinburgh Riding of the Marches</p> <p><i>Oct</i> Midlothian Science Festival (2 weeks)</p> <p><i>Oct/Nov</i> Dalkeith Arts Exhibition (2 weeks)</p>	<p><i>Nov</i> British University Dry Slope Championship</p> <p><i>Nov</i> Mayfield Fireworks</p> <p><i>Nov</i> Lasswade Cross Country</p> <p><i>Nov</i> Loanhead Fireworks</p> <p><i>Nov</i> Mayfield Fireworks</p> <p><i>Nov</i> <del>Bonnyrigg</del> Armistice Parade</p> <p><i>Nov</i> <del>Gorebridge</del> Armistice Parade</p> <p><i>Nov</i> Loanhead Armistice Parade</p> <p><i>Nov</i> <del>Newtongrange</del> Armistice Parade</p> <p><i>Nov</i> Newbattle Abbey Christmas Fair</p> <p><i>Dec</i> Dalkeith Singers Concert</p> <p><i>Dec</i> Penicuik Christmas Market &amp; Switch on</p> <p><i>Dec</i> Loanhead Christmas Light Switch on for Loanhead, Dalkeith, Mayfield, <del>Gorebridge, Bonnyrigg, Newtongrange</del></p>

## Marketing your event

The event marketing approach will vary for each event depending on the style and intended audience. Below is a list of support channels available to event organisers throughout Midlothian.

**Visit Midlothian** [www.visitmidlothian.org.uk](http://www.visitmidlothian.org.uk)

This website is owned and managed by the Midlothian Tourism Forum; a visitor facing website with the aim of promoting Midlothian and the variety of things to see and do throughout the region. A good source of information for both locals and visitors to the area; promoted nationally and internationally with the help of VisitScotland. Linked to Visit Midlothian social media accounts in Facebook & Twitter. Events listed on [www.visitmidlothian.org.uk](http://www.visitmidlothian.org.uk) will have the capability to be picked up and promoted by Midlothian Council Communications Team through their range of media channels. Please email details of any event including images to [contact@visitmidlothian.org.uk](mailto:contact@visitmidlothian.org.uk)



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### **Other websites**

<http://www.midlothianview.com/>. Local based website offering a news section.

### **Midlothian Advertiser**

Local press with distribution channels throughout the region. Either contact directly for inclusion/advertisement or event details can be sent to secretary of Midlothian Tourism Forum [contact@visitmidlothian.org.uk](mailto:contact@visitmidlothian.org.uk) for inclusion in the monthly tourism column.

### **What's on guide's**

There is a variety of guides to choose from to help promote your event. Many offer a free listing service. Below is a list of popular guides available throughout Edinburgh & Lothians

### **Visit Scotland**

Event listing can be submitted for free in line with meeting specific criteria. More information and how to register events can be found <https://www.visitscotland.com/see-do/events/submit-event/>. Submitting an event via VisitScotland automatically gives your event a listing in The List.

### **The List**

Free event listing service covering all of Scotland. <https://www.list.co.uk/>

### **What's on Edinburgh**

Free event listing service covering all of Scotland. <http://www.whatsoninedinburgh.co.uk/>

### **Local radio**

Black Diamond FM is the local community radio station based within the National Mining Museum Scotland, Newtongrange. <http://www.blackdiamondfm.com/>

## **Annex B**

### **Guidance on missing or lost children action plan**

You should ensure that all staff / volunteers and organisers know where to take children who have become separated from their carers. The lost children point should be an easily identified location within the event site. It should be clearly signed and not accessible by the general public.

All persons designated to work in this area should be trustworthy and preferably CRB (Criminal Records Bureau), checked. No child should be left in the sole care of one person. No food or drink other than water should be given to the child (in case of allergies). It may be helpful to have a small selection of toys or games available in the area.

#### **Found child**

Event staff should contact the lost child point and immediately escort the child there.

Staff should then identify the child and pass this information onto event control.

An announcement should be made that a child has been found but no details or description should be given.

Parents/guardians claiming a child should be asked to show identification. If the child's behaviour or attitude gives you any grounds for concern, the police should be contacted.

When the child is released, a record and signature from the person collecting them should be made.

If nobody claims the child within a reasonable time (30 minutes) the police should be contacted.

#### **Missing Child Procedures**

If a missing child report is made to police or event staff, the lost child point should be contacted. If the child is there, the carer should be escorted there immediately. If the child is not there, the carer should be directed to the lost child point to give a full description.

Details of the missing child should be passed to all event staff. Announcements over the PA system should only be made with permission from the carer or the police. Any event staff finding the child should immediately report to the lost child point and then escort them immediately to that point.

Once the child is reunited with their carer, don't forget to let all staff know. If the child does not turn up in a reasonable time, the police should be informed.

**For further information on child protection issues in Midlothian, contact Lesley Watson, Lead Officer for Child Protection, Mid and East Lothian. Tel: 0131 270 5790, [Lesley.watson@midlothian.gov.uk](mailto:Lesley.watson@midlothian.gov.uk).**

## Annex C

### Guidance on selection and training for stewards

The risk assessment process and the event site plan will help you to establish the number of stewards; marshals; staff; and helpers. necessary to manage everyone attending your event. You will specifically need them in key areas, *e.g. entrances; exits; gangways; barriers; stage areas; parking and to deal with emergencies*. When appointing them you must ensure they are:

1. Fit and capable to carry out their appointed duties, as the role may require long spells of standing and walking.
2. Readily identifiable, *e.g. fluorescent jacket, vest, ID badge, blazer, and torches for night-time*.
3. Fully briefed and trained in their duties at the event. This may include:
  - Working under the guidance and instruction of the head stewards / designated organisers.
  - Staffing the entrances, exits and other strategic points.
  - Staffing temporary car parks and directing traffic, but not on public roads.
  - Remaining at their designated place until permission has been given to leave and if supplied, only using the two-way radios for work purposes, *e.g. enquiries, concerns or emergencies*.
  - Advising, controlling and directing participants, and stall holders on set-up and closure of the event.
  - Remaining calm and being courteous towards everyone attending the event, giving information and direction about the facilities available including first aid, toilet, water, welfare and facilities for people with differing abilities.
  - Being able to recognise potentially unsafe crowd conditions and potentially dangerous activities *e.g. standing on seats and furniture; rowdy behaviour; entering restricted areas*, by addressing them and / or requesting assistance from the control room.
  - Supporting where required, the event organiser, police and other emergency services should an emergency situation arise, *e.g. first-aid, fire, bomb threat* and on conclusion of emergencies, ensure the Control Room has the relevant information to enter into the decision log.
  - Not consuming or being under the influence of alcohol or other drugs.
  - Concentrating on the designated duties and not the activities within the event.

Remember, it is not advisable to use volunteers in key areas unless you are confident that they will carry out their designated duties, as compared with paid stewards who are contracted to follow instructions.

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

## Occupancy Level Guidance

To minimise the risk from overcrowding, and evacuation due to fire, it is essential that numbers of visitors; participants; delegates; members of the public; are suitable controlled. The following guidance will assist in assessing the maximum occupancy of any venue, whether indoors or outside.

To calculate the maximum occupancy level of any area you will need to find out, e.g. measure the event or floor area (in metres), then deduct the area set aside for access / gangways, etc. and then multiply the figure by the relevant load factor.

Open air events can attract very significant numbers of people and where a standing audience exists within an open area, it would be reasonable to use an occupancy load factor of 0.5 m<sup>2</sup> per person. Factors other than space may also help to determine numbers attending events such as width and number of escape routes, permanent and temporary structures, seating, security fencing and stewarding arrangements.

For temporary structure the load factors are as follows:

Description of floor space	Floor space per person (m <sup>2</sup> )
Standing spectators' area	0.3
Dance floor, concourse, queuing area	0.7
Individual seating	0.5
Bench seating	0.3 see a)
Restaurants and similar table and chair arrangements around a dance area	1.5
Bars without seating and similar refreshment areas	0.3
Exhibition	1.5 see b)

**NOTE:** These load factors are for guidance only and should not be taken as the only acceptable densities.

- If the number and length of benches is known, a load factor of 0.45 per person should be used.
- Alternatively, a load factor of 0.4 may be used over the gross area of gangways and other clear circulation space between stalls and stands.
- Where there are rows of seating, there must be a gangway (at least 1200mm) / exit door provided for every 12 seats and all exits must be accessible by a gangway (at least 1200mm).

Examples as follows:

### i. Standing Spectators Area

Area of space = 100m<sup>2</sup> (10m x 10m)

Maximum occupancy = 100m<sup>2</sup> / 0.3 = **333**

### ii. Eating Area

Area of space = 100m<sup>2</sup> (10m x 10m)

8 seats per table (8 x 1.5m) = 12m<sup>2</sup>

Two gangways = 18m<sup>2</sup> (0.9 x 10m)

Maximum Occupancy = 100m<sup>2</sup> - 18m<sup>2</sup> = 82 / 12 = 6.83

= 6 tables with eight seated (6 x 8) = **48**

*Note: The width between tables or backs of chairs should be at least 1100mm (at least 900mm where occupancy is not more than 50)*

### iii. Individual Seating in Rows

Area of space = 100m<sup>2</sup> (10m x 10m)

Presentation space at front = 40m<sup>2</sup> (4 m x 10m)

Central gangway = 7.2m<sup>2</sup> (1.2 x 10m - 4m)

Seating Areas (2 blocks) = 100 m<sup>2</sup> - 40 m<sup>2</sup> - 7.2 m<sup>2</sup> = 52.8m<sup>2</sup>

Maximum number of seats = 52.8m<sup>2</sup> / 0.5 = **105.6 seats**

### iv. Exhibition Area

Area of space = 100m<sup>2</sup> (10m x 10m)

Area of exhibition = 30m

Maximum Occupancy = 100m - 30m<sup>2</sup> / 0.4 = **175**

Please note that these figures are for estimation purposes only and they should be checked against the event site plan.

## Annex E

## Event Risk Assessment

Assessment date: .....

Review date: .....

Event Name: \_\_\_\_\_ Event Organisers: \_\_\_\_\_ Signed: \_\_\_\_\_

Location: \_\_\_\_\_

**Activity:** .....

<b>HAZARDS</b> <i>Look only for hazards that you could reasonably expect to result in significant harm when organising an event.</i>	<b>WHO MIGHT BE HARMED?</b> <i>Think about the groups of people who may be affected by the significant hazards.</i>	<b>IS THE RISK ADEQUATELY CONTROLLED?</b> <i>Have you already undertaken precautions against the risks from the hazards listed?</i>	<b>WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?</b> <i>What more could reasonably be done for the risks that are not adequately controlled.</i>



Annex E

Continued

<div>HAZARDS</div> <div>Look only for hazards that you could reasonably expect to result in significant harm when organising an event.</div>	<div>WHO MIGHT BE HARMED?</div> <div>Think about the groups of people who may be affected by the significant hazards.</div>	<div>IS THE RISK ADEQUATELY CONTROLLED?</div> <div>Have you already undertaken precautions against the risks from the hazards listed?</div>	<div>WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?</div> <div>What more could reasonably be done for the risks that are not adequately controlled.</div>

# Fire Safety Risk Assessment

This form is to be completed by the event organisers where there are temporary structures at the event, e.g. marquees, stands, etc.

Name of event:

Location:

Date of event:

No of days:

Temporary structure:

(m<sup>2</sup>) Floor area:

Utilities at the event:

Electricity ☐  
(Mains)

Electricity ☐  
(Generator)

Gas ☐

LPG ☐  
(Bottle gas)

Water ☐

Nearest Fire Station:

Communications:

*i.e. Public address system, mobile / public phone, etc*

## STEP 1: FIRE HAZARDS

Source of ignition

### EXAMPLES

- Smokers, i.e. cigarettes, matches / lighters.
- Naked flames, i.e. candles or gas open-flame equipment including barbecues.
- Electrical, gas or oil-fired heaters.
- Cooking equipment.
- Lighting equipment such as halogen lamps or display lighting.
- Deliberate fire raising (i.e. arson).
- Faulty or misused electrical equipment.
- Open camp fires.
- Pyrotechnics, fireworks and special effects.

Source of fuel

### EXAMPLES

- Textiles, soft furnishings and clothing.
- Flammable liquids /solvents, e.g. methylated spirit, cooking oils, etc..
- Flammable chemicals, e.g. some cleaners.
- Seasonal or religious occasion decorations.
- Packaging materials, stationery and advertising material.
- Plastics and rubber materials.
- Waste materials.
- Flammable gases e.g. LPG, aerosols, etc.
- Dry vegetation

Source of oxygen

### EXAMPLES

- Air (main source of oxygen for a fire).
- Some chemicals (oxidising materials), which can provide a fire with additional oxygen and so assist it to burn.
- Oxygen supplies from cylinder storage.

Please note that the above list of examples is not exhaustive and there may be other fire hazards present.

**STEP 2: PERSONS AT RISK**

Use of temporary structure:

**Occupancy level:**  
*(Approximation)*
Organisers, Stewards,  
bar staff, stallholders,  
entertainment, etc.Public / delegates  
attending the event
*Note: The occupation levels should be calculated  
using the guidance found on page 4 (bottom).*

Day  
Evening  
Night


Disabled access	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
Disabled access	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
Disabled access	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>

**Additional information:**
*e.g. age range, behaviour profile,  
mobility, seated, standing, dance area,  
etc.*

**STEP 3: EVALUATE THE RISK OF FIRE SAFETY MEASURES****GENERAL**

- Will the temporary structure be covered in fabric (e.g. marquees) or contain drapes, curtains, etc? **YES** ☐ **NO** ☐ *If YES, they should be either flame retardant or rendered in a flame retardant coating and maintained in that condition.*
- Will temporary heaters be used? **YES** ☐ **NO** ☐ *If YES, no heaters with naked flames should be used when public are present. They should be under constant supervision and turned off when not in use.*
- Will the event involve performers? **YES** ☐ **NO** ☐ *If YES, and they intend to use flammable liquids /materials, naked flames, it must be noted that this is prohibited without obtaining approval from the fire authority.*

**PROVISION AND PROTECTION OF ESCAPE ROUTES**

- Does the temporary structure have only one exit? **YES** ☐ **NO** ☐ *It should be a minimum of 1.1m wide. Please note that the access route to the exit should also be the same width.*
- If **YES**, is the travel distance less than 6.5m to an exit? **YES** ☐ **NO** ☐ *If NO, additional exits are required. Where there are two or more exits, the maximum travel distance to any exit should not be more than 24 m. Please note the maximum travel distance in an air supported structure is 9m.*
- Will the temporary structure hold more than 50 persons? **YES** ☐ **NO** ☐ *If YES, it requires more than one exit. If it holds between 240 - 320 persons, the exit width should be 1.65m. If the numbers of persons is above this figure the exits need to be 2.2m wide.*
- Is there direct access to the exits? **YES** ☐ **NO** ☐ *If NO, the layout requires changing as exit routes must be kept clear of obstructions, e.g. seating, displays, etc.*
- Is there seating / tables? **YES** ☐ **NO** ☐ *If YES, see occupation level guidance.*
- Are ramps to be used? **YES** ☐ **NO** ☐ *If YES, they should have a non-slip surface and handholds where the gradient is in excess of 1 in 8.*
- Does the structure have exit doors? **YES** ☐ **NO** ☐ *If YES, they should open outwards and be immediately and easily opened from the inside, i.e. not locked.*
- Does the structure have exit wall flaps? **YES** ☐ **NO** ☐ *If YES, they should be boldly indicated at the edge and be immediately and easily opened from the inside. Wall exits flaps are not recommended where there are over 60 persons*
- Does the structure have guy ropes, tent pegs / stake? **YES** ☐ **NO** ☐ *If YES, they should not obstruct escape routes from the exits. They should be shielded or marked so that they can be seen at all times and form a passage way to a place of safety.*

## Annex E

### LIGHTING AND SIGNAGE

- Will lighting be installed in the temporary structure? YES ☐ NO ☐ *If YES, light fittings should not be placed within 450mm of any part of the temporary structure where heat from the light fittings can cause fire.*
- Will the temporary structure be used in hours of darkness? YES ☐ NO ☐ *If YES, emergency light should be fitted and remain illuminated should the electrical supply fail.*
- Are exits / exit routes directional signage to be displayed? YES ☐ NO ☐ *If NO, exit /exit route signs should be displayed where there is more than one exit route from the temporary structure.*
- Are Fire Action Notices displayed? YES ☐ NO ☐ *If NO, Fire Action Notices should be displayed, if persons within the temporary structure are not aware of the fire safety evacuation arrangements.*

### FIRE DETECTION AND FIRE WARNING

- Will fire detection and fire warning devices be fitted? YES ☐ NO ☐ *Usually only required in large temporary structures where there are a large number of people or other known fire risks.*

### FIRE FIGHTING EQUIPMENT

- Are fire extinguishers to be provided? YES ☐ NO ☐ *There a legal requirement to provide suitable fire protection and fire extinguishers may be required for insurance purposes. Ideally they should be provided and positioned so that the maximum travel distance to a fire extinguisher is 30 m.*
- Will there be catering? YES ☐ NO ☐ *If YES, there should be a fire blanket at hand.*

### FIRE ACTION PLAN

- Are there appropriate fire procedures in place? YES ☐ NO ☐ *If NO, a Fire action plan is required and it must include arrangements for calling the Fire & Rescue Service, evacuation (including disabled), the fire assembly point and liaising with the Fire & Rescue Service on arrival.*

### STEWARD TRAINING

- Are stewards / relevant persons given instruction and training in fire safety arrangements? YES ☐ NO ☐ *If NO, Stewards / relevant persons should be instructed and trained on the fire risks, measures in place, action in the event of fire /alarm being raised and means for calling the Fire & Rescue Service.*

From the finding of the fire risk assessment, the level of risk is deemed to be:

Probability of fire starting: Low ☐ Medium ☐ High ☐

Likelihood of risk to life: Low ☐ Medium ☐ High ☐

### Step 4: Remedial action

Completed by:

Signature:

Date:

# Pre-event Checklist

This list is not necessarily exhaustive, and you may want to add other specific activities for your own event.

## 1. Have you got public liability insurance?

Done by Whom

By When

For the event itself ☐ Completed

☐ To do

Have contractors, stall holders, performers got their own insurance, (*where applicable*) ☐ Completed

☐ To do

## 2. Are you employing people? if 'yes' have you considered:

Done by Whom

By When

Employers liability insurance ☐ Completed

☐ To do

Health and Safety at Work etc Act 1974 and other relevant regulations ☐ Completed

☐ To do

## 3. Where is the event taking place? Have you considered:

Done by Whom

By When

Local community, (*noise, traffic, litter*) ☐ Completed

☐ To do

Access / egress to / from venue, (*event participants, public, emergency services, fencing*) ☐ Completed

☐ To do

Car parking / traffic, (*routes, stewarding, signage, spaces, suitability, barriers*) ☐ Completed

☐ To do

Existing hazards, (*soft ground, power cables, water hazards, traffic*) ☐ Completed

☐ To do

## 4. When is the event taking place? Have you considered:

Done by Whom

By When

Time of year, (*poor weather*) ☐ Completed

☐ To do

Other competing events, (*festivals, fetes, sporting events etc*) ☐ Completed

☐ To do

Day of week, Time of day, (*public transport, lighting, noise levels*) ☐ Completed

☐ To do



## Annex E

### 5. Who is likely to attend the event? Have you considered:

Done by Whom

By When

Likely numbers / types of attendees (*gender, age, interests, expectations*) ☐ Completed

☐ To do

Specific needs, (*disabled facilities, toilets, parking, shelter, drinking water etc*) ☐ Completed

☐ To do

### 6. What type of event is it? Have you considered:

Done by Whom

By When

Licensing Requirements ☐ Completed

☐ To do

Specific hazards, (*fire, vehicles, electricity, rides etc*) ☐ Completed

☐ To do

Types of activities, specialist equipment, (*bouncy castles, music, rides, amusements etc*) ☐ Completed

☐ To do

### 7. What are the emergency arrangements? Have you considered:

Done by Whom

By When

Fire prevention and fire fighting, (*see useful contacts sheet*) ☐ Completed

☐ To do

First Aid Provision, (*see useful contacts sheet*) ☐ Completed

☐ To do

Police Scotland, (*see useful contacts sheet*) ☐ Completed

☐ To do

Others, (*Highways, waste, on-site communications, command centre, public address, stewards*) ☐ Completed

☐ To do

### 8. What are the welfare arrangements? Have you considered:

Done by Whom

By When

Number of sanitary conveniences ☐ Completed

☐ To do

Maintenance / location of toilet facilities ☐ Completed

☐ To do

Provision of wholesome drinking water ☐ Completed

☐ To do

Provisions for lost property / children ☐ Completed

☐ To do

Baby changing facilities ☐ Completed

☐ To do

### 9. Stewarding? Have you considered:

Done by Whom		By When
Money handling arrangements and security	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Numbers, types, locations, identification, protective clothing	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Competence and training	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Event briefing, familiarisation	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Communication, ( <i>two-way radio, PA system, mobile phones, signage</i> )	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Equipment, ( <i>site plan, torch, instructions</i> )	<input type="checkbox"/> Completed	<input type="checkbox"/> To do

### 10. Traffic / Vehicles? Have you considered:

Done by Whom		By When
Segregation of vehicles from pedestrian	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Separate entrances for vehicles / pedestrians	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Emergency vehicle access	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Location and layout of parking facilities, ( <i>including stewarding</i> )	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Signage and directions	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Any necessary permissions, ( <i>where event is on or affects a highway</i> )	<input type="checkbox"/> Completed	<input type="checkbox"/> To do

### 11. Are you providing Food? Have you considered:

Done by Whom		By When
Are caterers registered with own food authority, ( <i>can they prove it</i> )	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Do they have a Food Hygiene Inspection Scheme Pass certificate( <i>can the prove it</i> )	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Are all staff trained - do they have certificates	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Where are they to be located, ( <i>prevent risks from fires, queues</i> )	<input type="checkbox"/> Completed	<input type="checkbox"/> To do
Do you need advice from Midlothian Environmental Health, ( <i>see useful contacts</i> )	<input type="checkbox"/> Completed	<input type="checkbox"/> To do

### 12. What are the arrangements for clearing up? Have you considered:

Done by Whom

By When

Who is going to clear up, (*when, how, equipment*) ☐ Completed

☐ To do

Rubbish / litter collection and removal, (*prior to, during, after the event*) ☐ Completed

☐ To do

Special requirements, (*sharps disposal, sanitary products / nappies, dog waste*) ☐ Completed

☐ To do

### 13. What facilities are being used? Have you considered:

Done by Whom

By When

Portable gas / electrical appliances, (*tests and certificates, residual current breakers*) ☐ Completed

☐ To do

Hired equipment, (*bouncy castles – test certificates*) ☐ Completed

☐ To do

Generators, (*fuel type, safety barriers / fencing, cable connections / channels / covers*) ☐ Completed

☐ To do

### 14. Do you have a Contingency Plan? Have you considered:

Done by Whom

By When

Extreme weather, (*matting, windproof structures, waterproof equipment*) ☐ Completed

☐ To do

Cancellation/postponement / alternative arrangements and procedures ☐ Completed

☐ To do

Appropriate insurance cover for damage, cancellation, etc. ☐ Completed

☐ To do

### 15. Additional notes:

Daily Safety Inspection Sheet

Use this sheet prior to and/or during the event – if the answer to any of the questions below is ‘NO’ immediate action must be taken to rectify it.

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"/>	
• Are car parking arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>	
SITE CONDITIONS			
• Is the site free of tripping/other hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are seats, stalls, fencing in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
• Given current weather, are all measures in place?	<input type="checkbox"/>	<input type="checkbox"/>	
ATTRACTIONS / ACTIVITIES / STRUCTURES			
• Have all structures been completed and secured?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have all attractions been sited correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have all attendees supplied relevant documentation?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are all hazardous activities secured / fenced off?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are all cables / ropes etc routed correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
EVENT PROVISION			
• Is fire fighting equipment in place?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is the lighting suitable / sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	
• Has electrical supply / equipment been checked / certified?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have temporary toilets been installed where required?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are first aid facilities in place?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is control centre in place and ready?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is communication system working?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are there enough waste bins?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are welfare arrangements in place?	<input type="checkbox"/>	<input type="checkbox"/>	

ADDITIONAL COMMENTS

Post Event Inspection Sheet

A walk through inspection after the event – if the answer to any of the questions below is ‘NO’ immediate action must be taken to rectify the problem.

SITE CONDITIONS	YES	NO	COMMENTS
• Is the event site clear of all structures, vehicles, barriers etc?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have the temporary toilets been removed?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have all temporary signs/banners been removed?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have all signs / cones etc been removed from roads?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is the event site clear of all waste material/litter etc?	<input type="checkbox"/>	<input type="checkbox"/>	
• Has the event site been left in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have the temporary car parks been cleared?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have any permanent fixtures on site been left in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
• Has agreed handover / hand-back taken place with landowner?	<input type="checkbox"/>	<input type="checkbox"/>	
• Was owner satisfied with site conditions?	<input type="checkbox"/>	<input type="checkbox"/>	
• Has all necessary documentation been collected?	<input type="checkbox"/>	<input type="checkbox"/>	

ADDITIONAL COMMENTS

NAME

DATE / TIME



## Annex E

# Incident report form

*To be completed by first aider / organiser, (not injured party)*

Event Name / Venue:

Date:

### DETAILS OF INJURED / AGGRIEVED PERSON

Surname:

Address  
and post  
code:

Forenames:

Telephone:

Email:

Age / DOB

Employee

Volunteer

Exhibitor

Participant

Member of public

Other

### DATE AND TIME OF INCIDENT

Date / time of incident

Date / time reported

Reported to:

### INJURY / LOSS / DAMAGE SUSTAINED

Nature of injury

Part(s) of body affected

Was first aid administered?

YES

NO

If YES, by whom

Was an ambulance called?

YES

NO

Were they taken directly to hospital?

YES

NO

If YES, Which one?

Were they taken home?

YES

NO

Did an event representative assist?

YES

NO

If YES, by whom

### NAME AND CONTACT DETAILS OF WITNESSES (IF ANY):

1.

2.

### CIRCUMSTANCES OF INCIDENT AND ITS LOCATION

Describe what happened, who was involved; include property / vehicle / loss details:

What action was taken by organisers or emergency services after the incident:

Name :

Position:

Contact details: