



Event Application Guide

Safe, Successful Outdoor Events
2019 Revision

Calderdale Council welcomes the use of its parks, open spaces, managed land and adopted public highway (road, footpath, track or path), for outdoor events.

In order to hold an event you must first seek the Council's permission and this guide contains important information and advice relating to that process.

To ensure you are referring to the most up-to-date version of this document please source the document electronically from the Council's website ['event hosting'](#) page.

Version 022019



Calderdale
Council

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Introduction

Each year Calderdale plays host to hundreds of outdoor events. Public events can greatly enhance community life. However, it is recognised that there is a potential for risk to public safety and for other negative factors unless proper and proportionate management is in place with input from relevant stakeholders.

Produced by the Events and Film Office with the support of relevant colleagues and partners, this guide is designed to assist those who are planning an event to be held on land and/or highway which is managed and or maintained by the Council.

It contains important information relating to event planning, to areas which need to be considered, and to assist event organisers to provide an appropriate level of information when preparing to make a request (submit an application) to use Calderdale Council managed land or adopted public highway for an event.

While not intended to be exhaustive, the contents of this guide are based on published information and guidance, good practice, professional knowledge and a wealth of experience.

Other sources of information and guidance are also signposted (see Appendix 4).

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The event Safety Advisory Group (eSAG)

In line with National Guidance, the Calderdale event Safety Advisory Group (eSAG) works in partnership with emergency services and professional bodies to consider the plans for public events presented by event organisers; and provides those event organisers with professional advice and guidance.

The group which is chaired by the Events and Licensing Officer meets formally on the first Thursday of each month. Group membership comprises of senior officers from the Council and agencies operating in Calderdale, including the Emergency Services (Police, Fire and Rescue Service and Yorkshire Ambulance Service).

The event Safety Advisory Group (eSAG) can provide you with a wealth of information. Objectives of the eSAG include:

- To facilitate high levels of safety and welfare at events by giving advice and guidance
- To promote the principles of sensible risk management and welfare planning
- To ensure events cause minimal adverse impact to the community
- To encourage cooperation and coordination between all relevant agencies so that events are safe and successful
- To receive reports relevant to debriefs, visits and/or inspections to the venue(s) and events

Comments and observations made by the eSAG are always advisory; however they are made by experienced professionals in the interest of public safety, and the success of the event, and should not be dismissed lightly.

The Group can be contacted through one of the members listed in Appendix 4 of this document. Alternatively, the Group may contact you directly.

Ownership of the event and liability for its patrons remains with the organiser. However where the eSAG is given reasonable opportunity they can review your plans and offer comments, observations, suggestions and advice if appropriate. It should go without saying that it is good practice to plan your event in good time - 6 months in advance, and longer in the case of complex or very large events.

Hosting outdoor events in Calderdale

Events on Calderdale Council managed land and/or adopted public highway ('event' refers to a planned public or social occasion; 'land' refers to parks, open spaces, countryside, off street car parks; 'highway' refers to any adopted public road, footpath, track or path)

If you are considering holding an event on Calderdale Council land and/or adopted public highway, then the Council as the land owner and highways authority operates an event application process which is managed by the Events and Film Office.

Relative to the scale and nature of an event you will need to include supporting information to complete your application ranging from a basic risk assessment through to an Event Management Plan, and/or for events taking place on or affecting adopted public highway, a Traffic Management Plan.

In line with the Formal Notice Period (varies depending on the scale and nature of the event) a final draft of these plans and any other supporting information must be submitted with the event application form which can be found on the event hosting page of the Council's website. Following submission the application and supporting information will be reviewed by the eSAG. eSAG will then advise you of any further required steps. If significant matters are raised either pre or post event, you may be invited to a meeting of the group.

Events on Privately owned land

If the event is on private land; you will not need to seek Council permission for use of the land, however you will still be responsible for consulting with the various agencies - some of which may even have grounds to object to the event. For example, the Council's Highways Team and West Yorkshire Combined Authority would still need to be contacted about any temporary traffic management and you may need to apply to the Council's Licensing Team if any of what you are planning (such as music and sale of alcohol) is covered by the Licensing Act 2003.

Please note that irrespective of where the event is held there may be aspects of your event for which you will require permission. In effect there is no 'one stop shop' for all of the permissions that may be required for an event. Please see the 'Other important things to consider' section.

Permission to hold an event on Calderdale Council managed land and/or adopted public highway

(The term highway refers to any public road, footpath, track or path). See section on 'Use of the highway' for more information)

Planned events should not take place on Council managed land/adopted public highway without prior permission (Terms and Conditions apply). Ample time needs to be allowed between the submission of a complete formal application and the date of the event (6 or 12 weeks, see the 'Formal Notice Period' section for more information). If you are in any doubt please contact the Events and Film Office (see Appendix 4).

The notice period is to allow for due process, calculated from the scheduled date of the event. If an answer is required by any other date this must be made clear at the time of application and the notice extended by a corresponding period.

Why do I need to apply for permission?

The event application process is necessary due to the legal responsibilities and the duty of care that Calderdale Council has, for the health, safety and welfare of those who are affected by its work; work which includes permitting events to take place on the land and highway it owns or manages.

Voluntary/non-professional organisations and their volunteers also have a duty of care to each other and to others who may be affected by their activities. The Council's event application process will help those organisations discharge their own duty of care.

Calderdale's road network

The Council's duties and legal obligations also extend to the management of its road network with a responsibility to keep traffic moving; taking account of all road users, including pedestrians, and to take action to minimise or prevent problems.

Traffic management legislation makes it clear that if there is potential for disruption, the event organiser should consult with the Local Highways Authority (the Council) about their event. Appropriate plans and consultation needs to be put in place so that events can be successful whilst minimising the impact on others.

Where can I find further advice and guidance?

This document gives information on some of the different areas you need to take into consideration when planning an outdoor event. It guides first time and non-

professional event organisers, but will also inform other professional activity. Other sources of information and advice are also signposted; see Appendix 4.

Submitting an event application

Event application forms for events both on and off the highway and the associated terms and conditions along with other relevant documents can be found on the Council's website ['Event hosting and filming permissions'](#) page.

Appreciably events vary in their nature, type, size, location, and numbers attending/participating. However some things need to be taken into consideration no matter what. Among other responsibilities more clearly set out within the associated Terms and Conditions appended to each application form, include the Event Organiser to:

- Have carried out a recent assessment of the venue and have checked availability with the Events and Film Office
- Submit a comprehensive event application within the applicable formal notice period (6 or 12 weeks prior depending on the event)
- Undertake and submit a risk assessment (see section on 'Risk assessment')
- Provide other relevant information as required e.g. an Event and/or Traffic Management Plan (see the 'Creating an Event Management Plan, Traffic Management Plan' section)
- Provide adequate public liability insurance to cover the period of the event including any time required for site preparation and clearance (see the 'Other essential things to consider' section)
- Obtain all the necessary licenses, authorisation and/or permissions prior to the event (see the 'Other important things to consider' section)
- Consider advice given by the eSAG and attend eSAG meetings if required

Submission of reasonable and proportionate detail

To ensure that any formal event application can be dealt with in good time it is important that event organisers ensure that the formal application they submit includes a level of detail which can be considered by the eSAG as being proportionate to the scale and nature of the event.

People's perception of the significance that some elements have in relation to event applications often differs and this can lead to underestimating what needs to be done and how long it will take; this may only come to light at the time the application is submitted! So the sooner contact is made and the process started the better! The information contained in this guide should help you to anticipate what is required and assist you to avoid any last minute issues.

We need to know about your event in good time. If we don't, this can significantly limit eSAG's ability to provide you with appropriate advice and support; significantly limit your ability to act on any advice or requests; and delay any approval.

Approval for events

Once an event application has been reviewed, following approval, a Letter of Confirmation is issued to the event organiser. The event organiser is required to sign and return a copy to The Events and Film Office by a specified date prior to the event. Where not already submitted, appropriate evidence of Public Liability Insurance will also be required at this time (see section on 'Other important things to consider'). At this same time payment against any charges (due from the date of the application) will also be requested.

Apply for your event in good time!

Important – Please note the formal notice period is to allow for due process, calculated from the scheduled date of the event. If an answer is required sometime sooner this must be made clear at the time of application and the associated timescale extended by a corresponding period.

Appropriate to the scale and nature of the event you are planning, and the other permissions you may require, you need to ensure you give yourself enough time to plan the event and ensure everything is in place prior to when you need your answers.

Before you make any of your plans concrete – make sure you have enough time to complete any application forms that may be required and allow enough time to gather all required permissions, complete the planning and market your event. This could require anything from a few months to upwards of a year.



Formal notice period

The categories below highlight the time that organisers need to allow between the submission of a complete formal application and the date of the event.

Application Form 1A - Events on Council land (parks, open spaces and countryside)

- **'Larger Events' (Events/part of events held off Adopted Public Highway)** - Those which can be considered as being of a complex nature i.e. those with the potential for significant impact on the venue and its surroundings, anticipated audience/attendees numbering 500 or more, multiple elements e.g. stalls, fairground rides, displays and/or potential crowd management issues or as assessed by the eSAG. **Application Form and Event Management Plan submitted for consideration at least 12 weeks before commencement of the event.**
- **'Smaller Events' (Events held/parts of events held off Adopted Public Highway)** Events which can be considered by the eSAG as being of a less than complex nature and with audiences/attendees numbering under 500. **Application Form and Risk Assessment – submitted for consideration at least 6 weeks before commencement of the Event.**

Application Form 1B - Events on or affecting Adopted Public Highway (any public road, footpath, track or path)

- **'Larger Events on the Highway'** - Those which can be considered as being of a complex nature i.e. those with the potential for significant impact on the Road network, anticipated, audience/attendees numbering 500 or more, multiple elements e.g. stalls, fairground rides, displays and or potential crowd management issues or as assessed by the eSAG. **Application Form, Risk Assessment and Traffic/Event Management Plan submitted at least 12 weeks before commencement of the Event.**
- **'Smaller Events on the Highway'** - Events which can be considered by the eSAG as being of a less than complex nature and with audiences/attendees numbering under 500. **Application Form and Risk Assessment - submission at least 6 weeks before the Event.**

Delays in meeting the notice period and/or providing appropriate information as requested may result in approval not being achievable prior to the event.

General event planning guidance

Responsibilities of the event organiser

Ownership of the event and liability for its patrons rests with the organisers of an event. However where the eSAG is given reasonable opportunity they can review your plans and offer comments, observations, suggestions and advice if appropriate. It should go without saying that it is good practice to plan your event in good time - 6 months in advance, and longer in the case of complex or very large events.

Guidance and legislation exists to ensure amongst other things, the safety of spectators, performers and event staff. The majority of organised events held in public places require either a license and/or permission from the Council to ensure a reasonable and proportionate means of quality control in terms of safety.

In general terms, the event organiser has a duty to:

- Plan and exercise overall control of the event to ensure that all reasonable precautions are taken to maintain the safety of people involved with or affected by the event (throughout its duration)
- Submit a formal application to hold the event within the formal notice period
- Obtain all necessary licenses, authorisations and permissions prior to the event
- Fully assess the suitability of the venue
- Demonstrate that they have given due consideration to the impact on the venue (park, parade route, road, etc.), to those directly affected by the event and have taken reasonable steps to mitigate risk and any negative impact
- Demonstrate they have adequate resources to plan and deliver the event

Reasonable and proportionate

Ensure that the level of detail in your planning and the formal application you submit is proportionate to the scale and nature of your event and the degree of risk. The amount of time you need to allow for planning can vary considerably depending on your experience and the scale and nature of what you are planning. For large and more complex events a year beforehand is not too early a start.

Management arrangements

Decide who will help and assign roles and responsibilities. Whatever the scale of the event decide who within your group is responsible for what.

Know the event

This may seem obvious but it is essential you understand what the event is and what is involved in it. Knowing the event means having a detailed grasp on a range of factors, each of which should influence how the event is planned and how you need to allocate time and resources.

Familiarise yourself with current information, advice and guidance

Event planning, applications and the documents that support them, including risk assessments and Event Management Plans, etc., need to be based on up-to-date knowledge and arrangements. It is therefore important to undertake a regular review (annually as a minimum) to take into account any changes including updated guidance and advice. Knowledge and experience from previous events does play a part in this process as the debrief following a previous event may have indicated something which can be improved.

Some important things to consider

- | | |
|---------------------------------|---|
| The location (venue/site) | <ul style="list-style-type: none">• The choice of location will determine what specific hazards are likely to be present and inform decision-making about risk and event management on a range of issues |
| Event activities | <ul style="list-style-type: none">• The type of activities will determine the risks involved, for instance, health & safety, road safety |
| Audience/participant profile | <ul style="list-style-type: none">• The activity will determine the type of people who attend and their expectations of the event• Establishing an audience/participant profile will lead to predictions regarding anticipated behaviour and indicate where any particular risks may arise• The audience/participant profile will inform decisions on various issues, including stewarding |
| Crowd/participant numbers | <ul style="list-style-type: none">• The number of people expected to attend/participate will affect the resources and facilities required, from basics such as toilets and parking through to determining whether special arrangements are required for first-aid and waste management• Is your event increasing in popularity? Do you need to review whether the venue is still suitable due to increased attendance or for other reasons |

- | | |
|----------------------------|---|
| Length and timing of event | <ul style="list-style-type: none">• Consider how long the event will last, plus the time of day and time of year• How long the event will last will have specific bearing if you are closing a road or a car park |
| Access | <ul style="list-style-type: none">• Access to and around the site may require careful planning to reduce the likelihood of overcrowding• Where the site is a road, consideration will need to be given to those directly affected including public transport, emergency services, businesses, residents and others |
| Infrastructure | <ul style="list-style-type: none">• The location, type and scale of the event will determine what resources are needed to facilitate the event and allow safe participation. Planning for this will be required at the outset |

As the organiser; you should already know many of these factors – you should have a vision of the final event and know the size, look and feel you are trying to achieve. You need to translate this 'vision' into an appropriate Event Management and/or Traffic Management Plan. A key tool for creating this plan is the process of risk assessment (see separate section).

An Event Management Plan and Traffic Management Plan template are provided on the ['Event hosting and filming permissions'](#) page of the Council's website and an example of the layout of a risk assessment report is included in the appendices to this document.

Venue choice (open space, park, adopted public highway, etc.)

The following section includes information relating to events which are held either on and off the highway (highway specific guidance is also provided in the 'Planned events on, and/or events affecting, the adopted public highway' section of this guide)

The general principal behind venue choice is to provide a location in which the audience and/or those taking part can enjoy the event in a relatively safe and comfortable atmosphere, and to ensure that the health, safety and welfare needs of those delivering the event are also met, whilst minimising disruption to others who may be affected.

Key points:

- Carry out a site-suitability and site risk assessment early in the planning process
- In that assessment, include the nature of the event, audience numbers and the infrastructure required
- Design the site layout to minimise risk and vulnerability, for example segregate pedestrians and vehicles, physically exclude traffic
- Prepare a route plan and/or site and area location plan
- Establish emergency routes/rendezvous points as appropriate
- Consult with key stakeholders, such as landowners, the Council, local emergency services, public transport, neighbouring businesses and local residents

Venue capacity

The capacity of a venue generally depends upon the available space for people (the audience, event staff and contractors). This calculation takes into account any reduction in space where attendees are excluded from, such as space taken up by an arena, event infrastructure/temporary structures, etc. This calculation would also take into account the number and size of exits through any boundaries and the sight lines for the audience to view any entertainment.

The number and size of exits and circulation capacity are limiting factors in capacity calculations, and should be included in the risk assessment and contingency planning/plans for moving people in an emergency/threat situation.

Risk assessment!

The key tool for ensuring the safety of any event is the process of risk assessment.

A risk assessment must be submitted with your event application.

| | | Impact | | |
|-------------|--------|--------|--------|--------|
| | | Low | Medium | High |
| Probability | High | low | medium | high |
| | Medium | low | medium | medium |
| | Low | low | low | low |

What is a risk assessment?

A risk assessment lists the different hazards that people may encounter as a result of the event you are running and as a result of the venue you are planning to use.

Conducting a risk assessment for an event can seem daunting. However, it doesn't need to be complicated or difficult, and in most cases it is just a matter of perception (understanding and giving a reasonable regard to the significant risks).

Understanding (perceiving) risk

People assess risk, and take action to minimise risk, all the time, every day, in all sorts of situations. A lot of the time you won't even be aware you are assessing risk, for example crossing the road or driving a car.

Formal risk assessment

In relation to your event when you conduct your risk assessment you need to think about the significant ways that harm could occur during your event (including site preparation and site clearance), and what you will do to reduce the risk of this happening. You will write down (record) your thoughts and your decisions.

Most of the time, these will be the same decisions you would have made anyway, through good judgment. However, you may also find when you sit down and think about it, that you identify possible hazards which may not have first occurred to you.

The process of "conducting a risk assessment" helps ensure that you/your team have paid proper attention to reducing risk. Recording your decisions means you can refer to them in future and can explain them to others.

Will it stop us from being able to do anything?

No it shouldn't. Sometimes the idea of doing a risk assessment can unnecessarily put people off organising things.

Risk assessment is about achieving a balance between reasonable levels of risk, and being able to get on with organising your event. Remember, no event is completely free from risk, and doing a risk assessment is not about making your event risk free.

Instead of trying to make your activities risk free, think about measures you can put in place to reduce significant risk. In particular, if you think something is a particular risk,

and you are worried that someone will get hurt, think about what you can change to make it less so.

Crossing a road will never be risk free, but this doesn't mean you will decide never to cross. Instead, you will do your best to minimise the risk. You are unlikely to just give up and turn back. You may decide to change your plans and walk to a pedestrian crossing. You have achieved what you set out to do but more safely than if you had not given any consideration to the risks involved.

Imagine you want to run an event with a few stalls and use gazebos to provide some temporary shelter. However in the slightest breeze or if there are any gusts of wind unsecured gazebos are very likely to take off and there is a risk of serious injury or damage if the metal frame hits someone or something! So, when you do your risk assessment, you should decide to make additions to your plans to reduce the risk of them blowing away. You might refer to any manufactures guidance on their limitations and ensure they are staked or adequately weighted down.

Why record a risk assessment (why write it down)?

Writing your decisions down can feel unnecessary, especially when they are things you would have done anyway. However, there are a number of reasons why you should record your risk assessment.

- Recording a risk assessment helps you to think things through. Taking the time to sit down and record the risk assessment will help you focus on what the significant hazards are and whether there is anything you could do to reduce their likelihood or severity.
- Having a written record of risk assessment helps your group take joint responsibility for risk. Risk assessment provides an opportunity to discuss hazards, make joint decisions about them and take shared responsibility for these decisions. In the gazebo example above, a written risk assessment, agreed by the whole group, sets out how the risk will be controlled. This means that each volunteer who is involved can enforce the rule knowing they have the support of the group.
- Having a written record saves you from having to make the same decisions again and again. If a new volunteer takes over running something, having a written risk assessment already in place means they don't have to spend time (and trial and error) learning what the hazards are and how to avoid them. You have already done the work, and while they may need to review your risk assessment, they have an example on which to base theirs and can make use of your knowledge and experience.
- Funders often want you to do a risk assessment. If you apply for grant funding, your funder may want to see a copy of a risk assessment.
- It may be difficult to defend an insurance claim without a risk assessment. If someone made a claim against you because they have suffered a loss or injury, you will probably need to prove that you did everything you could reasonably have done to avoid the cause. Having a written risk assessment

can help to provide this evidence. This will only work if you stick to the decisions written in your risk assessment though! There's no point having a risk assessment that says you will do something, and you don't!

Conducting a formal risk assessment?

Think through each element of your event including the activities, attractions and the venue. Think about who is going to be affected, what could go wrong, and what you are going to do to avoid this. Write down your decisions and the reasons you made them. Ensure you include things you are already planning to do (e.g. if you are already planning to follow published guidance on bouncy castles you should refer to it in your risk assessment).

You may find it useful to write down your thoughts and decisions in a grid format which includes what the hazards are and what you will do to avoid (control) them. There is a sample which you could use provided within the Appendices.

Remember to sign and date the written risk assessment.

Dynamic risk assessment!

With the best will in the world something may occur during the event that you hadn't considered. Even if you have a written risk assessment you must continue to consider and make judgements about risks and hazards as your event goes on.

For example:

- You might have considered how to make sure that gazebos are secured and have looked into the weather forecast so they are as safe as possible. However, part way through the event you realise someone has 'borrowed' some of the weights from a gazebo as they have forgotten their own. You improvise and rustle up some containers, and fill them with water to replace the 'ballast'. Later you could consider, was this a 'one off' occurrence or might it happen again? You may decide to add it to (review) your written risk assessment for the future and ensure you have a supply of 'spare' weights/ballast.

Venue risk assessment

Risk assessing a venue requires inspecting it thoroughly and working out where and how people could get hurt. Are children involved in the event? Is there a stream or a wall that they could fall into/from? Is there any vehicle movement on site? You may even be thinking of planning an event which makes use of a road. Think about all the things that could cause significant problems and what you have done or will do to minimise the risk. For example:

- You are closing a road to hold a street market. The crowds that will gather on the street to visit the market would be vulnerable should a vehicle intentionally enter into the area, so you have decided to mitigate that risk

with the use of a vehicle security barrier (a substantial vehicle that if necessary can be quickly moved to allow emergency access)!

Risk assessing equipment, activities and attractions

If you are risk assessing a specific piece of equipment, activity or attraction, you will need to think about who the supplier / operator is, how it will be used and how people could get hurt using it or taking part. Could people get hurt if it is not used correctly? How will you try to ensure these things don't happen? Will any equipment be left on site overnight? Is there any published guidance available? For example:

- As a group you decide that you want to provide a bouncy castle
- Although they can be operated safely, you have done some research and understand that serious incidents have occurred where inflatables have collapsed or blown away and you are aware that safety advice is available.
- You might decide to research all the advice, hire and operate one (accept responsibility) yourselves, or you may decide that you will engage a reputable supplier/operator who has their own insurance and risk assessment?

Road safety

If you are considering holding an event on or near a public highway (road, footway, verge), then you will need to give specific consideration to road safety and the vulnerability of those attending the event, as part of your risk assessment process.

For events of a relatively simple nature a road safety risk assessment may identify that there is no significant risk of conflict or a need for any traffic management, for example:

The route of the sponsored walk has wide footways throughout. All roads are 20-30mph speed limit with good sight lines. No children are taking part and participants have been advised to walk facing oncoming traffic and to take due care when crossing roads giving due care and consideration for their own safety. The event is taking place mid-summer during daylight hours. The event is starting from an off road site which allows for participants to be strung out sufficiently prior to joining the highway. Obstruction of others use of the footway is not anticipated. You have been advised by eSAG that since participants are using footways and are not obstructing other pedestrian traffic that no specific permission is required as this can be considered normal use of the highway.

In the above example it is obvious that the potential conflict between vehicles and pedestrians (road safety) has been considered and that the event can take place in relative safety without having to manage traffic (impose any restrictions on other people's right to use the highway).

Alternatively, in the following example:

The risk assessment for mass start of a road running race has identified that there is insufficient space for participants to be strung out sufficiently for them to be in single file before they reach the highway. This highlights risk of personal injury, road traffic incident and/or the potential for causing "obstruction" to other user's rights of free passage.

In the last example the organisers will need to consider that to control the risk they will need to seek approval to manage the use of/close a section of the highway (a 'Temporary Traffic Management Order') to facilitate the start of the race.

Where use of a highway cannot be avoided for an event, it will be necessary for you to consider whether or not any delay, obstruction or restriction (interference) with others' right to use the highway can be anticipated, is being planned or is necessary. If the answer is YES then it is the responsibility of the event organiser to ensure that relevant authorisation is sought and that implementation of the restrictions are planned, agreed and in place well ahead of the event. Further details can be found in the 'Events on and/or those affecting adopted public highway' section of this document.

Celebrity guest(s)

The definition of 'celebrity' is open to many different interpretations. However, in relation to planning and risk assessing an event the term celebrity would be individuals or groups accorded attention by the media and/or social media.

The potential effect on the scale and nature of events by the attendance of celebrities is therefore something that needs to be considered and planned for.

For example, the likely crowd numbers that may gather; an audience that is predominantly young people; the potential for controversy and conflict; or the generation of a security risk. Any number of these risks examples and more can be associated with attendance by a 'celebrity'.

Events held on and/or those affecting adopted public highway

Related inclusive phrases within this section include:

Public adopted highway – roads, pedestrian precinct's, footways, tracks and paths

Traffic - includes vehicles, bicycles and pedestrians

Temporary traffic management – any management of the aforementioned required or occurring to facilitate the event

Directing traffic – use of hand/arm signals and or verbal instruction to control/direct (manage) traffic



Lots of activities take place on our highways including works to maintain the highway itself and events such as parades, markets, festivals and street parties. Delivery of these activities will, more often than not, involve temporary obstruction or restrictions on other people's right to use a highway (management of others' use).

The public have a Common Law right to pass and re-pass.... and make reasonable use of public adopted highway so it is important that event organisers consider that without appropriate authorisation any restriction or interference (obstruction) of this right to free passage, occurring as a result of a planned event, may lead to an offence being committed.

With the exception of the police in respect of cycle racing, Calderdale Council is the only body empowered to issue authorisation for use of public adopted highway for events. Authorisation (specific to the highway and restrictions in question) is gained through the event application process, and would include a Legal Order which then lawfully allows an appropriately implemented "obstruction" (restriction) to occur.

This event application process helps ensure the safety of the event patrons, appropriate management of highway users' expectations (for example advanced warnings, possible delays or diversion routes), and provides a legal framework for the event to legitimately occur.

In order for an event to be safe and successful whilst causing the minimum amount of disruption to others, the Council needs to know in good time. If not given enough time to consider your use of the highway, we may not be able to provide the advice

and support you may need. We may also not have time to consider and approve your traffic management proposals, or to raise the Legal Order, etc.

Temporary traffic management on the highway!

Irrespective of the event, each time a public highway (road, street, etc.) is used it is possible that traffic (includes vehicles and pedestrians etc.) will need to be temporarily managed in some way to facilitate the event and/or control the risk presented by the interaction between vehicles and pedestrians.

On a public highway, any restrictions on the free passage of others, done without appropriate authorisation, may lead to an unlawful obstruction.

Police

The role of the Police at pre planned events is limited to their core responsibilities. However, as part of the event planning process the police will review event and traffic management plans through the eSAG and provide advice and guidance where appropriate. They cannot provide resources to implement traffic management plans in respect of pre-planned events.

Organisers are required to ensure their plans are suitable and able to be implemented by suitably experienced stewards and personnel. Where appropriate private stewarding has become a recognised way in which events are supported. However, it has to be recognised that it is unlawful for non-accredited stewards to direct traffic on the public highway. All stewards must be over 18 years of age.

Careful consideration must be given to ensure the safety of individuals participating in the event and to minimise the impact on other road users. Examples of situations where authorisation of the use of the highway is/may be required include:

- to facilitate the holding of a relevant event
- to enable members of the public to watch a relevant event
- to reduce the disruption to traffic likely to be caused by an event
- to ensure safe and convenient site access
- to minimise offsite traffic and transport disruption
- to enable infrastructure to be built on the highway
- to create a safe pedestrian access
- to enable traffic to freely move outside the venue
- Signage relating to events
- Temporary alteration to parking restrictions
- The route and/or crossing points for a walking, running or cycling race
- The route for a parade or procession
- Creating a vehicle free assembly point, start or finish for a walking, running or cycling event, a parade or procession
- Exclusion of vehicles to create a vehicle free venue for a street party
- Exclusion of vehicles from a road, town or village for events such as street markets and Christmas lights switch on events etc.
- Temporary alterations to existing vehicle restrictions to facilitate an event

Negative implications of the use of a highway for an event must also be taken into account and include:

- traffic congestion being relocated to other roads nearby
- those directly affected such as residents, visitors, deliveries, emergency access
- potential delays for emergency services
- potential impact on public transport
- diversion/alternative routes
- the necessary signage
- unsafe reopening of roads
- lack of advanced warning of delays/closures

Applying to use the highway for an event, what information is required?

The information included in this section will outline what you need to consider when planning an event on the highway, what should take place pre-application and the level of detail required.

In the majority of cases, if the application is approved, a specific Legal Order will be drawn up and sealed detailing where, when and what restrictions will be placed on the rights of others to use the highway (how their use is affected).

The following information is required so eSAG, when considering your application, can understand the detail of all the restrictions and all the highway(s) affected:

- The name/number of all roads, byways, bridleways, footpaths and footways
- The nature of the highway restriction applying to each named highway e.g. full road closure, partial road closure, rolling closure, footpath closure, overriding of existing one way systems etc.
- Which highway users are affected e.g. vehicles, pedestrians, cyclists etc.
- If only part of the named highway is affected e.g. from the junction with A to the junction with B
- The start and end time when the restrictions will be in place
- How the road(s) is/are being used? This could be anything from a moving (rolling) parade to a static street market
- How other users of the road (traffic) will be managed (traffic management) Please note there are restrictions on how this can be achieved (see section on the principles of traffic management)
- How a car park and/or any Pay & Display parking bays might be affected

Principles of temporary traffic management

Without gaining the necessary legal authorisation it is unlawful for anyone to undertake any traffic management on a public highway for a planned event. Legal authorisation can be sought from the Council via the event application process.

Remember the term traffic includes vehicles, bicycles and pedestrians

Depending on the specific circumstances, the traffic management required for an event can be basic. However it can also be complex and involve significant costs, advance warning signage, diversions including changes to bus routes and services, and can impact on emergency services attending incidents, etc. Event organisers are asked to consider whether it is absolutely necessary for the event to take place on the highway and in the first instance consider whether the event could be held elsewhere therefore negating the need to affect the highway.

Council authorisation to manage traffic is issued in the form of a 'Closure Order' (an event specific sealed legal document). The term closure may sound misleading and some may question this formal procedure especially if the organisers only wish to delay the use of a highway for a few minutes! 'Closure Order' is a Legal term that covers all manner of temporary restrictions on the right of others to use the highway. This includes momentary Stop/Go, rolling closures for parades, road crossing points, through to prohibiting the use of (physical closure of) a highway, for say a street market.

In relation to stopping, delaying, obstructing or diverting traffic for planned events, there are various ways in which traffic can be lawfully managed. However, it is important that you take the following into account:

- With the exception of the police (cycle racing events) Calderdale Council is the only body empowered to issue authorisation for use of public adopted highway for events
- Other than uniformed police officers or someone acting under their direction or delegated authority, individuals cannot be given authorisation to direct traffic using hand/arm signals and verbal instruction on a highway which has not been physically closed
- The design, use, position and deployment of road signs, equipment etc. used for traffic management should be in line with Chapter 8 of the New Road and Street Works Act 1980
- Closure orders themselves do not manage the hazards presented by traffic, what they do provide is lawful authority for appropriate restrictions (as detailed in the order) to be placed on other users of the highway (traffic management)

Temporary traffic management in practice

When considering the use of a highway for an event, organisers need to take into consideration which of the individual or combination of the following methods will

provide a reasonable and appropriate level of road safety? Each of the following has their limitations and their appropriateness is subject to the agreement by the eSAG.

In all cases those involved with managing an event on the highway (as a minimum) must be wearing appropriate Class 2 or Class 3 high visibility clothing. Image to the right shows a Class 3 jacket



Rolling road closures:

- Implemented for events such as a parade or procession which will be continually moving (progressing at a reasonable pace); where normal use may be delayed by the pace of the parade
- Not appropriate for points where the parade/procession needs to be static or where it needs to stop for reasons other than safety or to adhere to the Highway Code (areas off the highway or areas of highway that are physically closed to vehicles must be used). When a parade stops it becomes a static obstruction to which there is added vulnerability and risk
- Most suited to use where the parade or procession is following the normal direction of traffic (is going with rather than against traffic flow)
- Not suitable where delays will extend further than 30 minutes
- As the parade processes it may be appropriate to rely on its physical presence to discourage vehicles from leaving adjoining road junctions as it passes by
- Competent stewards leapfrogging the parade and when it is safe to do so using their own physical presence to discourage vehicles leaving adjoining road junctions advising stationary traffic of the delay
- Depending on the nature of the highway, implementation of a rolling closure may need to be contracted out to suitably qualified and resourced organisations
- Not suitable where a parade/processions/group may wish to assemble such as a start or finish or where it may stop (other than for reasons of safety)
- The use of a substantial rear and lead vehicle with amber warning beacons and appropriate warning signage is strongly advised to offer protection to the front and rear of the parade/procession

Risk assessments regarding the appropriateness of this style of closure should take into consideration the following hazards:

Oncoming traffic · traffic leaving side junctions · right turns (across oncoming traffic) · vehicles entering gaps in the procession · parked vehicles attempting to set off mid procession · traffic lights contradicting the obstruction/restriction · the inclusion of children within the parade/procession · vehicles attempting to overtake the parade/procession · the length of the parade/procession · vehicles intentionally or accidentally running into the rear of the parade/procession · potential for unreasonable (unlawful/vulnerable)

obstruction of the highway if the parade stops · lack of awareness that a road is being re-opened · crowds obstructing footways, roads and junctions (live road – before and following parade) · the competency of marshals

Stop/Go:

- Can only be implemented by suitably qualified and resourced Traffic Management operatives using appropriate equipment (Stop/Go boards, and or traffic lights)
- Often seen at temporary road works
- Applies to short term restrictions when traffic is required to stop as directed
- Example of its use includes managing a road crossing and stopping up(?) [controlling traffic flow at] a junction for a parade/procession to pass
- Suitability may depend on the particular circumstances and/or the classification of the highway
- Shouldn't be used where implementation will lead to vehicles being delayed for more than 30 minutes

Risk assessments regarding the appropriateness of this style of closure should take into consideration the following hazards:

Traffic signals contradicting the instruction · the instruction being ignored · lack of awareness of the driver as to why they have been stopped · conflict between the operative/drivers of vehicles · safety of the operative

Physical closure:

- Required where others' passage on the highway will be obstructed for more than 30 mins
- Used where any vehicles need to be excluded from an area of highway e.g. to create a sterile start/finish area for road race, an assembly/disassembly point for a parade/procession, to create event space for street parties, street markets etc.
- With a road closure the status of the road changes thus allowing marshals to direct and control movement within the closure area, but not outside the closure
- If the closure relates to a through road then the organiser will be responsible for carrying out appropriate consultation, identifying and implementing an appropriate diversion/alternative route, advanced warning signage etc.
- Alternative routes need to be suitable for the type of vehicle that would use the road that is being closed and can be extensive
- Problematic where drivers cannot see why they are being stopped



- You need to think about the other roads that may be affected by the closures and what that involves. For example, the road you are closing is part of a 'one way' system and other roads may be closed by default affecting further businesses, 'Pay & Display' parking, etc. (further consultation required and costs attributed to loss of parking)
- Requires appropriate equipment (signs and barriers etc., set out in line with Chapter 8 Traffic Safety Measures and Signs for Road Works and Temporary Situations. Routinely appropriate equipment is only available from suitably resourced traffic management companies (see Appendix 4)
- In all but the simplest of circumstances implementation of 'road closures' will need the assistance of those who are suitably qualified and resourced i.e. a traffic management company (see Appendix 4)

Risk assessments regarding the appropriateness of this style of closure should take into consideration the following hazards:

The level of vulnerability of those within the event space to any vehicle intent on gaining access · event vehicles not observing remaining one way systems and other restrictions · problems resulting from creating dead ends · obstruction of access for emergency vehicles · arrangements for safe closing and reopening (when safe to do so)

Marshal competencies

The term '**Competent**' – is a reference to people having the necessary mixture of training, skills, knowledge and experience to fulfil their responsibilities

It is the organiser's responsibility to ensure their staff are competent and fully briefed.

Measures of competencies in relation to traffic management within the venue may include (not to be treated as a complete list):

- Approachable
- Age 18 plus
- Should know about safe positioning to protect themselves
- Should be aware that a driver's visibility may be impaired when reversing
- Basic level of practical knowledge and judgement
- Clear and concise
- Degree of authority
- Physically able
- Understands the Highway Code
- Knowledge and understanding of the events plans and risk assessment

Consultation

Depending on the scale and nature of the event and taking into account the significance of the highway in question it will be necessary for the event organiser to carry out and evidence that a proportionate level of consultation has taken place.

For example:

- Closure of a residential cul-de-sac for a street party would include you consulting with all of the residents with the aim of securing agreement of the majority and making access arrangement for the remainder
- Closure of a through road would include you consulting with all the affected premises adjoining the highway, eSAG representatives for public transport, emergency services, highways, parking services, making arrangements for advance warning signs 2 weeks prior (inclusive of a non-Council contact number)

Event organisers should allow enough time for consultation including dealing with any issues that are raised. The time required to complete this process will vary depending on the nature of the event and the significance of the highway (road/s) in question. If representations are received, the Council/eSAG will consider these and, if applicable, advise the event organiser accordingly.

When carrying out consultation the event organiser must take steps to ensure any representation is made to them direct.

Depending on the nature/significance of the event/highway some specific factors event organisers need to give appropriate consideration to include:

- Planning use of the highway so as to mitigate the negative impact on others
- The time and resources that may be required
- Engaging the services of a traffic management company
- The significance of the highway
- The need for and location of advance warning signs (to include a non-Council contact number)
- What the highway serves
- If any part of the highway is part of a 'one way' system
- Disruption to public transport
- Access arrangements for businesses
- Access arrangements for residents
- Access arrangements for emergency services
- Potential requirements for an alternative route to be provided (closure of a through road)



- The speed limit of the highway
- Sight lines
- The costs relating to the disruption of parking
- Undertaking any consultation that is required and dealing with any concerns raised
- Restrictions applying to how traffic management can be implemented
- Costs applying to traffic management, signs etc.
- Any need for event day signage (directional, runners/walkers in road, etc.)?
- Existing parked vehicles
- The need to avoid any closure creating a dead end
- Persons who may ignore traffic management measures
- The arrangements required for the safe reopening of roads

Event management plans/Traffic management plans

In respect of 'larger' events an event management plan/traffic management plan must be submitted with your event application.

For events of a relatively simple nature a risk assessment/road safety risk assessment submitted with the event application form will be all that is required. However, as the scale and complexity of an event increase you will need to prepare an event management plan and/or a traffic management plan.

One of your most important roles in event management is to ensure that people are safe at your event. The key tool for this is the process of risk assessment and this will translate into the safety related elements of event and traffic management planning and the written plans.

Event management plans

Event management plans consolidate information into a single authoritative document. This will vary significantly in size and detail, depending on the scale and complexity of the event.

Some of the key components are likely to include:

- a version number
- an outline of the event – date, location, start/finish time, type of activity or event
- the event safety policy statement detailing the organisation chart and levels of safety responsibility
- an audience profile – who is expected to come and what implications this might have for safety management, such as arrival circulation and exit profiles, expected densities, and the numbers and types of stewards
- a management outline – details of the key management holders and their duties
- details of the event, including venue design, structures, audience profile and capacity, duration, food, toilets, refuse, water, special effects, access and exits, music levels etc.
- the transport management plan detailing the parking arrangements
- highway management issues and public transport arrangements
- the contingency plan including a major incident plan
- summary of key risk assessments and findings
- site plans

To assist event organisers with the development of their own event management plan a template is provided on Calderdale Council's website ['Event hosting and filming permissions'](#) page. Irrespective of whether or not you use the template it is important that you demonstrate you have considered all of the subject headings that it includes.

It is not unusual for several drafts of the event management plan to be produced. However you will need to be at the final draft stage 90 days prior to the event or when you need an answer, so it is important that you develop your plan in good time and forward it to the eSAG.

Traffic management plans

Either a section heading within an overall event management plan, an appendix or a stand-alone document entitled 'Traffic Management Plan' should summarise and consolidate all traffic management related information into a single authoritative section or appendices.

The traffic management plan will include the implications upon traffic that your event might have, and what type of solution you use will depend on a number of factors, such as event type, location and capacity. It should be remembered that even small scale events, can still have significant traffic management implications.

For example, if you are attracting car drivers to an area with few parking facilities, or if you are hosting a street party.

Areas to consider include:

- Vehicular access: Event production vehicles
- Vehicular access: Audience vehicles
- Pedestrian access: Audience
- Emergency access
- Diversions
- Temporary signage
- Road closures
- Safe re-opening of roads
- Parking and parking bay suspensions
- Impact upon public transport
- Contingency planning for adverse weather conditions
- Anticipated volume of vehicles
- Promotion of favoured travel options
- Movement of vehicles/transport on site (no reversing without a reversing assistant)
- Consultation
- Advance warning signs
- Vulnerability of individual pedestrians/crowds
- Hostile vehicle mitigation
- Competency of marshals
- Briefing of marshals
- Costs



To assist event organisers with the development of their own Traffic Management Plan a sample is being provided on Calderdale Council's website '[Event hosting and filming permissions](#)' page.

Banners, bunting, notices placed over, along or in the highway

This may seem an innocuous subject. However, inappropriate placement, inappropriate material and fixing methods can lead to a significant risk. Placing items over, along or in the highway is unlawful without first having obtained the appropriate consent from the Council. Legislation relating to this subject can be found in the Highways Act 1980. Its purpose is to prevent, as far as possible, damage and injury to persons using the highway if this wasn't regulated. For example:

- Banners attached to the safety railings at the edge of a road obscuring from view whatever is behind the banner! This is of particular relevance adjacent to road crossing points where small children may be hidden from the view of drivers and suddenly appear from behind the banner into the path of a vehicle!
- The use of street lighting columns as support for bunting (suspending items) is governed by their design load capacity. Modern columns are designed to

carry only their own weight, together with the weight of the bracket and lamp. An allowance for wind loading is built-in, but other than a factor of safety, no other loading (such as bunting or a ladder being placed against the column), is catered for!

Stringing or placing items along or across the highway

Depending on the specific circumstances and with an appropriate risk assessment / method statement, insurance etc., there may be scope for non-professionals to install bunting on footways and areas restricted to pedestrians where the minimum clearance to the underside of the bunting must be 2.5m. However the fixing, maintenance and removal of items across the highway will likely need to be contracted out to those who are suitably resourced and qualified to undertake the work.

Important factors to consider before you apply to string or placing items along or across the highway:

- Depending on the classification of the highway the lowest point of anything which is strung across must be 5.7m or 7.5m above the highway
- A copy of written consent from the owner(s) of the fixing points to use them (where applicable), would be required
- A copy of the current structural adequacy certificate (obtained from owners of the fixing points) is required
- You would need to use a contractor who is approved to work on the highway to carry out the installation

Banners along or adjacent to the highway

Although additional sites are being considered the Council presently has two sites adjacent to the highway within Calderdale where the placement of banners can be applied for. See Appendix 4.

As mentioned earlier where due care and consideration is not given to the placement of banners this can result in a significant hazard. If you are considering installing a banner with the intention of it being read from the road, other important things for you to take into account include:

- The information should be concise (what, where and when)
- There should be good contrast between the text and any other content

Event notices on the highway

Any notices erected regarding events should again be concise and have good contrast. They shouldn't be in place for more than two weeks before and one week following the event and should not be larger than A4 size (0.6sqm)

Advanced warning signs on the highway

These should be set out 2 weeks prior to the event and where attached to any street furniture the lower edge should be a minimum of 2.1m from the floor. They should be no less than A3 in size and landscape layout. A Yellow background with black lettering, the wording must be concise with the heading Advance Warning, then detail regarding the nature, date and time of the restriction and including a contact number relating to the organiser(s)

Parking and parking restrictions

As appropriate it is important that event organisers consult with the Council's Parking Services section taking the following into consideration:



- Prior to submitting an application the event organiser is responsible for consulting with Calderdale Council (Parking Services) regarding any plans that impact on any 'Pay & Display', resident parking, loading bays etc., at which time you are advised to agree any specifically related costs
- Unless a physical road closure is in place, parking restrictions still apply
- Where roads are physically closed double yellow lines still give an indication where any obstructions may lead to problems such as emergency vehicle access
- Closure orders themselves do not remove the hazard or obstruction presented by parked vehicles. You will need to consider what other measures are required such as applying for suspension of parking, timings, physical measures to deter parking and dealing with remaining vehicles
- Formal suspension and/or loss of 'Pay & Display' parking by request or default will incur costs for which the event organiser accepts responsibility
- Suspension of parking may require the posting of formal Council Notices (advanced warning) to which a cost applies
- Traffic management, closures etc., may impact on adjoining roads and any associated parking, for example closure of a 'one way' street may prevent access to some of the following streets which include parking facilities
- Where plans for events include the closure of any Council Car Park, prior to application you will be responsible for consulting with those directly affected, for example adjacent residents and local businesses, and for obtaining

agreement of the majority. Out of courtesy you are also advised to liaise with any Local Town Council, see Appendix 4

- Following any consultation you are advised to make the Councils Events and Film Office aware of any un-resolved objections to the car park closure
- Event organisers are encouraged to include a statement within any publicity material they produce directed at those taking part in and attending the event such as '**Please park lawfully and with due consideration for others**', if appropriate adding '**Drivers are reminded that it is an offence to park opposite a solid white centreline (punishable by points and a fine)!**'



Event policing

Some may still consider the police to be a lead agency in approving an event, including those held on public highway. In reality the police, with the exception of cycle racing, can neither approve nor ban public events. Their role, together with their partners in the eSAG group, is to promote high levels of safety and minimise any adverse impact.

In practice most events pass without the need for any police involvement whatsoever. As active members of the eSAG as well as offering advice they ensure compliance with appropriate legislation, regulations and guidance. The police's aim is that the public are confident that events are held safely and with as little disruption as possible.

Demonstrations

When organisers are planning a protest or march they should however be aware of the provisions of the Public Order Act 1986. Failure to give the police written advance notice (6 clear days) of the date, time and venue/route of the procession; variation of such details from those previously notified; or failure to comply with changes, conditions or prohibitions imposed by the police on processions or assemblies may constitute criminal offences.

Marches present moving venues, which are far more unpredictable. Therefore, it is very important that planning for such events starts as early as possible.

Policing of events on the public highway

National Policing Guidance directs the police to their core responsibilities and one of the key effects of this policy is that police officers are no longer included in the traffic management plans for planned events unless this is completely unavoidable.

Those events which are of a national significance for example Remembrance Day are not affected by this guidance.

The police fully recognise that these changes have created significant challenges for some event organisers and via the eSAG they are committed to engage and work with affected parties to provide support and guidance to achieve appropriate solutions.

In practical terms this will reduce the police involvement in a large number of events and indeed a number will inevitably not involve the police at all.

Special Police Services (SPS)

The responsibility for public safety rests with the organisers of an event and the owner of the land on which it takes place. Special Police Services is the provision by the police of an additional special service i.e. beyond that which the police would consider necessary to meet their public duty obligations, and which is provided at the request of organising bodies of certain events and for which the organising body would be required to pay.

Community engagement

As part of a community engagement initiative police officers may still attend events. However this type of presence should not feature in the management plan for any event and is not guaranteed as circumstances on the day may dictate that the officers are required elsewhere.

Contacting the police

In relation to events all contact with the police should be initiated via the Force Planning Unit representative on eSAG specified in Appendix 4.

Counter terrorism advice (crowded places)

Given that event organisers are responsible for the safety and security of all those involved with the event, it is important that event organisers give this subject appropriate consideration. Following submission of an event management plan eSAG may give you further advice. While it may be unlikely that they will determine that there is a specific threat, event organisers should always consider sensible and practical control measures where possible that will reduce risks. Organisers should always consider the potential risk associated with crowded places; these could be for example the start/finish line of a road race, a prominent landmark, or the presence of politicians or celebrities. Events focusing on particular interest groups may also pose a greater risk.

eSAG strongly advises all event organisers to consider the National Counter Terrorism Security Office - [Crowded Places Guidance](#)

However, good practice for ALL event organisers regardless of event size or perceived threat is as follows. ALL public facing event documentation and pre-event briefings should stress the importance of remaining vigilant and immediately reporting anything suspicious either in the lead up to the event or on event day. Particular areas of concern would include:

- Any unauthorised vehicles parked in restricted areas
- Any unauthorised vehicles in secure event areas

- Vehicles driving erratically or at speed
- Any person seen taking notes or unusual photos in event areas
- Persons asking 'unusual questions' or making 'unusual enquiries' directly relating to the event
- Persons discarding items such as rucksacks or bags and leaving them unattended
- Unauthorised use of drones
- ...or just anything that just doesn't seem "quite right"

Other important things to consider

Insurance

As an event organiser you are inviting members of the public to a premises/venue, contracting suppliers, employing staff, coordinating volunteers, hiring equipment – and you have a duty of care towards them. Although every effort should be made, no amount of planning will eliminate all risk and avoid all accidents; therefore arranging your own insurance cover for your potential liabilities is vital and is a condition relating to event applications.

Please note that the brief descriptions below are not inclusive and are for reference only. For further advice consult your insurance broker.

Public Liability Insurance (PLI)

Public liability insurance is a type of insurance policy that can provide cover for the costs and expenses incurred as a result of a claim made against you as the event organiser due to your negligence. PLI is designed to protect the policy holder from unwanted and/or unaffordable costs and expenses relating to accidental bodily harm, damage/loss of property and even worse.

Proof of public liability insurance is a requirement and the Council currently require that the organisers PLI provides a minimum level of indemnity of *£5m (*based on minimum industry standards).

To ensure that the PLI offers the best protection possible the event organiser should aim to ensure that elements are not excluded. Where significant elements are excluded for example 'bouncy castles' this further compounds the need for the event organiser to evidence that the suppliers and operator of the bouncy castle have their own sufficient PLI along with other documents such as test certificates.

Hirer's Liability Insurance

Where event organisers do not have their own existing public liability insurance then organisers of events on land or highway hired from the Council may be eligible for

and may wish to request cover under the Council's hirer's liability insurance policy. Further details can be found in Appendix 2

Employer's Liability

Employer's liability cover is a legal requirement. Employer's liability insurance is designed to cover your legal liability, following a successful claim by anyone you employ at your event, including temporary staff and volunteers, paid or unpaid.

Equipment

Event equipment replacement insurance provides cover for the loss of, or damage to equipment that you are responsible for during, and in association with your event.

Event cancellation / abandonment insurance

Event organisers are advised to consider protecting themselves against financial losses which may occur as a result of event cancellation. Cover can include cancellation due to the weather.

Do others need their own insurance?

It is good practice and a condition of event application to ensure that others involved in your event, including all contractors and concession operators, have their own insurance (as appropriate). A copy of their valid public liability insurance certificate should be requested as proof of cover.

Other Licences and or permissions

Licensing Act 2003

If the event includes regulated entertainment and/or other licensable activity, including the sale of alcohol, you need to check whether or not you need to obtain either a 'Premises Licence' or submit a 'Temporary Event Notice' (TEN). If the venue does not already have a premises licence, the scale of your event will dictate what sort of licence is appropriate.

For further advice contact the Council's Licensing Section see Appendix 4.

N.B. Licences, Temporary Event Notices etc. issued by the Council's Licensing Section (Licensing Authority) do not constitute authorisation to use the premises irrespective of where Calderdale Council is both the Licensing Authority and the owner of the premises.

Regulated Entertainment

Regulated entertainment is defined as:

- the performance of a play
- an exhibition of a film
- an indoor sporting event
- boxing or wrestling entertainment

- o a performance of live music
- o any playing of recorded music
- o a performance of dance
- o or entertainment of a similar description to live music, recorded music or dance

With some exceptions, these activities will be defined as licensable if you have an audience and the event is not private.

If your event includes any of the above activities, then a premises licence or TEN may be required for your event to take place.

Sale of Alcohol

The sale of alcohol is defined as a licensable activity. If alcohol and/or late night refreshments are to be supplied at your event, then a premises licence or TEN will be required. Please contact licensing@calderdale.gov.uk for guidance on their application process.

Where an existing premises licence is being used, a designated premises supervisor (DPS) is required to authorise all sales of alcohol at the event. This person must be a personal licence holder.

Premises Licence

Premises licences are required for licensable events:

- With a capacity of over 499 people at any one time
- That will run for an extended period (over 168 hours)

Premises licence applications are complex and can take months to finalise. This should be taken into account when planning your event. Advice on timescales should be sought from the local authority you are applying to; however, applications should be made a minimum of 6 months prior to the event date.

Temporary Event Notice (TEN)

TENs are most suitable for licensable events:

- With a capacity of up to 499 people at any one time
- That will run for an for no longer than 7 days (168 hours)

TENs are specifically designed with smaller, low impact events in mind and as such, are relatively simple notifications to make. TENs must be submitted to both the local authority and the chief officer of police (via the Police Licensing office) for the area that the venue is situated. TENs must be submitted no less than ten working days before the event (not including the day of submission or the day of the event). The police and Environmental Health Service are the only bodies authorised to raise objections to a TEN.

Is the venue already licenced?

Your chosen venue may already be covered by a premises licence under which you can hold your event? In relation to Parks and Open Spaces check Appendix 7 to see which areas are licensed and what any existing licence covers.

The Licensing Act 2003 covers regulated entertainment and the sale of alcohol; however you may require more than one licence or permission for your event to go ahead.

Street Collections Permit

A Street Collections Permit is required to authorise the collection of money or the sale of goods for charitable purposes in a public place. It is an offence to conduct collections without a permit. Street Collections Permits are issued by the Council, see Appendix 4.

Street trading

Street trading is regulated by the Council within Brighouse and Halifax Town Centres ('trading' is prohibited on most streets within the two towns) and requires consent of the Council, see Appendix 4.

Hypnotism

Any exhibition, demonstration or performance of hypnotism (as defined in the Hypnotism Act 1952) on any person requires the express written consent of the Council and must comply with the Council's conditions relating to the performance of Hypnotism, see Appendix 4.

Stalls - Licensing a temporary market

There are a number of factors to be considered in determining whether or not an event constitutes a market, namely:

- The number of stalls (events with 4 stalls or less do not usually constitute a market)
- Is a payment received from the occupiers of the stalls?
- Is the event open to the public?
- Do the occupiers of the stalls retain any of the income from those stalls?
- For what purpose are the proceeds of the event to be used?

If you are planning an event with stalls (buying or selling) and there are more than 4 stalls then this may constitute a market and require consent (6 weeks' notice applies to applications), contact the Council's Markets Team (see Appendix 4).

They will need the details of your event in order to determine what the category of your event is and if it is deemed a rival market to one of those operated by the Calderdale Council.

Note: It is not the Council's intention to prevent other events taking place, but to ensure that the Council's rights to operate markets are upheld and all market type events are registered with the Council and regulated.

Drones

Also referred to as remotely piloted aircraft systems (RPAS) or unmanned aerial vehicles (UAV's). Drones come in a variety of shapes and sizes and range from small handheld types up to large aircraft.

Just like any other aircraft, an unmanned aircraft must always be flown in a safe manner, both with respect to other aircraft in the air and also to people and properties on the ground.

There are specific regulations that apply to the competence of pilots, the use of drones and where they may be flown and the Civil Aviation Authority (CAA) operates a permissions and exemptions scheme. For further information see the CAA's website. See Appendix 4.

Waste management

Events all produce some degree of waste. It is essential that those working at the event and those attending have ample provision to dispose of their waste responsibly and promptly.

Over and above the routine removal of the contents of any existing litter bins (unless explicit arrangements are made with the Council to the contrary), event organisers are themselves responsible for ensuring that:

- Rubbish, litter and waste is kept to a minimum during the event
- Appropriate provisions is made for the responsible disposal of waste during and immediately following the event

Problems associated with the poor management of waste include:

- Accumulations of waste blocking emergency access or hampering movement as well as presenting tripping hazards to the audience
- Traders who take the opportunity to abandon waste/food waste
- Fire hazard when combustible waste is allowed to accumulate
- Broken glass (this is a particular hazard on grass areas and the use of glass at outdoor events is not advised)
- Vehicle movement associated with waste collection
- Waste attracting vermin
- Complaint/poor perception of the event organisers



- Costs being recharged to the event organiser where the Council needs to remove event litter or waste

Safeguarding children and young people

Safeguarding is a term which is broader than 'child protection' and relates to action taken to promote the welfare of children and protect them from harm.

Safeguarding is everyone's responsibility.

Children have the right to be protected from harm. It is therefore important that where children can be anticipated to attend an event that the organiser(s) have a clear safeguarding policy. The NSPCC Learning web page [nspcc safeguarding-child-protection](#) offers resources to those who may require assistance in developing their own policy.

Issues which should be addressed by event organisers within their safeguarding arrangements include:

- Procedures for dealing with missing and found children
- Searching policies and procedures
- Challenge 21 policy re any sale of alcohol
- Refusal of entry, ejections and other policies for dealing with children and young people who are drunk
- Ticketing and entry policy

Missing and found children

At any event attended by children, there is the potential for them to become separated from their parents or responsible adult. In accordance with the 2003 Licensing Act and the protection of children from harm, we encourage you to give full consideration to how children will be protected during your event, and to the safe management of missing and found children.

If children are likely to attend your event, you should obtain a DBS check for all staff working supervised or unsupervised, with either young children or vulnerable adults. As a minimum there should be a male and female adult (non-related) in attendance.

You should provide a staffed 'Missing and Found Children Point' throughout your event and include a policy for the management of 'Missing and Found Children' within your event management plan. In order to safeguard the welfare of a found child and to protect staff, the following protocol is provided as an example policy which should be in place at all events.

Example: missing and found children policy

An agreed Collection Point will available at the event, which will be next to ****.

If found children, parents (separated from their children), vulnerable adults or personal assistants of vulnerable adults, arrive at other points or speak to a member of staff or steward they should be directed or taken to the collection point as appropriate.

Found children or vulnerable adults

- A child or vulnerable adult appearing to be separated should be approached and asked if they know where their parents/guardian are
- Steward to remain with the child at the location they are found for 5 minutes and notify event control immediately to request assistance
- Event control or the Child Safeguarding Co-ordinator will arrange for a member of staff to pair with the steward so that 1:1 contact with the child is minimised (physical contact with the child should be avoided where possible)
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ personal assistant/ brother etc. names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them
- Steward to pass details of child to event control and Child Safeguarding Co-ordinator.
- Child Safeguarding Co-ordinator to open an incident log
- After 5 minutes child to be taken to the Found Children Point as designated in the safeguarding plan produced by Child Safeguarding Co-coordinator
- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could (Name of person) please come to the collection point located at ****"
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, please go to the collection point located in the ****"
- The PA announcement should not mention the name of the lost child or give a description of them or their clothing
- Radio code for a child or person found without parent or guardian is "[insert event specific code word]" (example, Welfare to security we have a "[insert event specific code word]" at the **** tent, details as follows...)
- Radio code for a parent/guardian reporting a child or person missing is "[insert event specific code word]"
- Minimum of 2 briefed and suitable staff to remain with the child at all times
- Adults claiming the child should be asked for ID unless it is clear that the child recognises the adult

- Prior to discharging the child ensure the parent/carer is fit (for example that they are not intoxicated) and consult with event control if there is doubt. (Police intervention may be necessary if the parent/carer is unfit to care for the child)
- When the child is reunited with parent/carer, steward to inform event control and Child Safeguarding Co-ordinator. Descriptions of the child should not be circulated in public unless the child is already secure
- If a parent /carer /personal assistant is not located within 30 minutes, Event Control will inform the police
- Child Safeguarding Co-ordinator to update and complete the incident log

Missing children – search plan

Where appropriate, all events will be demarcated into zones at the event planning stage.

The loss of a child should be classed as a priority incident, exceeded only by imminent threat to life. When a child is reported missing the following procedure should apply:

- Steward to remain with parent or guardian and record the following information:
 - Name and contact details of person reporting the child missing and the relationship to the child
 - Name of child
 - Age (or date of birth)
 - Physical description (sex, ethnicity, height, appearance, build, hair, clothing)
 - Location last seen
 - Time last seen
 - Any other significant information
- Steward to communicate above information to event control and Child Safeguarding Co-ordinator.
- Child Safeguarding Co-ordinator to open an incident log.
- Event control to communicate details of child via radio and mobile phones to stewards in all zones/locations. (The name must not be passed by radio and must be communicated discretely if by phone).
- A member of staff should remain with the person reporting so that they are not distressed and are available to identify possible sightings of the child.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Announcement via radio "Attention please, attention please: Will staff be aware of a missing child in Zone or Area [specify]."

- A description of the child will be passed via radio and also sent via mobile phones. If a photograph of the child is available it will also be circulated via mobile phones.
- Briefed staff will then be deployed to prearranged locations within the relevant zone(s) as set out in the plan produced by the Safeguarding Co-ordinator in consultation with relevant event personnel.
- The last place sighted will be the starting point for stewards/officers to search.
- These staff will stand in the locations and observe persons coming and going from the area and try to locate the lost/missing child. Persons matching the description of the child must be stopped and spoken to, including children who appear to be with an adult. This is to check that the child belongs to that adult.
- Simultaneously other officers/stewards will conduct a sweep of other Zones to look for the missing person. The Zone supervisor will contact Event Control and the Safeguarding Co-ordinator via radio when the sweep is complete.
- If these initial reasonable enquiries fail to locate the child then the Police will be contacted at the earliest possible time. The question of reasonableness will be judged against the prevailing factors at the time that the child is lost and circumstances of the child.

Making sure food is safe

If you are a volunteer and want to provide or sell food at an event, here are some basic questions you need to be able to answer:

- Are the food preparation and serving facilities and equipment clean and in good repair
- Are they suitably situated so that the food does not become contaminated, for example from pests, animals or waste
- Are the washing facilities adequate
- Some people have food allergies; is there someone who can answer questions or is information available about the origin of the food and its ingredients

The Food Standards Agency has more information about food safety for voluntary and community events in Appendix 4.

Professional food and refreshment suppliers

Professionals supplying, storing and handling food should comply with all relevant health and safety legislation and in particular, food hygiene regulations issued under the Food Safety Act.

The use of any LPG equipment should be done in accordance with HSE guidance.

All relevant paperwork should be submitted to the event organiser in advance of the event, and be available upon request by an environmental health officer.

Relevant Paperwork includes:

- Public liability insurance
- Gas testing certification (Gas Safe Registered)
- Food hygiene certificates

First aid (medical assurance) plan

No event should run with less than 2 first-aiders. First-aid at work certificates are not an appropriate qualification in relation to first-aid at events as the holder isn't likely to have appropriate experience.

Think carefully about where first-aiders will be accommodated, for example their post should not be shared with 'found' children!

To assist you with your first aid planning and with the submission of your 'First-aid plan', an Event Medical Assurance form produced by the Yorkshire Ambulance Service is provided; please refer to the Council website - ['Event hosting and filming permissions'](#) page.

If you are in any doubt you should seek the advice of a competent, Care Quality Commission (CQC) registered, first-aid supplier.

Toilets

Event organisers are responsible for ensuring that adequate toilet provision is made and should seek appropriate advice as to the number and type of facilities required. Where events are being held on a Council managed site, event organisers are advised not to rely on the availability of any existing toilet facilities which are likely to be overwhelmed for anything over and above normal use.

Without getting too technical the capacity of a portable toilet is not limited by how quick the cistern will refill as in the case of a mains fed WC!



Unfortunately, due to circumstances beyond the Council's control existing public toilets can suffer from vandalism, or other maintenance work may be required which could result in them being removed from service at very short notice. Should existing facilities be available at the venue event, organisers are advised to include them within their own arrangements, i.e. replenishing toilet rolls, cleaning etc.

Temporary structures (gazebos, bouncy castles, marquees, etc.)

Wind is the enemy of temporary structures!

The weight of all these temporary structures is insignificant compared to the lift that a gentle breeze, wind, or gusts can generate against their surface area.



The failure of any temporary structure, no matter how small, can have devastating effects. As a result, their safe erection, use and deconstruction are important parts of event planning.

*Temporary structures **must** be properly anchored*

For example, a gazebo left unanchored or with insufficient anchorage will easily become airborne with little if any warning and the metal frame will cause injury or damage if it comes into contact with something or someone!

In relation to the use of gazebos on hard standing (where staking cannot be achieved), if manufacturers guidance is not available, a minimum of 25kg should be secured to each leg. Where weights are filled with water or sand to act as the ballast, as a guide, a litre of water weighs 1kg, 1 litre of dry sand weighs approximately 1.5kg.

A suitable risk assessment regarding the use of temporary structures will include the erection, use, adverse weather, dismantling and anchoring of the structure.

Manufacturers/suppliers guidance

So far as is reasonably practicable you should check with the manufacturers / suppliers guidance to ascertain the operational wind speed for the safe use of the temporary structure to be used. If the maximum safe wind speed is exceeded the use of the structure should cease and the area cleared. The structure should be dismantled, when safe to do so.

Bouncy castles (inflatables)

Serious incidents have occurred where inflatables have collapsed or blown away in wind conditions.

Simple precautions can help you avoid serious incidents whether you are allowing one to attend your event or are hiring one in and operating it yourselves.

Hazards relating to inflatable play equipment are significant and include them being blown over or away by the wind, splitting of the fabric, accidental spilling out of the

users, injury to users by themselves or other users, overcrowding, air loss due to blower disconnection, power supply failure etc.

Height and age restrictions are often necessary for the safe operation of these devices and such information should be visible to the audience wishing to take part. Inflatables are routinely considered as high risk activities by insurers.

Event organisers are strongly advised to refer to the following link

[HSE - Bouncy castles and inflatables: Safety advice](#)

Concessions in parks and open spaces

Within some of Calderdale's parks and open spaces concessions are granted for the operation of cafés, mobile refreshment, ice cream vendors and children's rides. As with other businesses that may be affected by organised events, whilst they may not have sole rights, you will need to liaise with the operators of these concessions and access will need to be arranged to allow them to trade. For further information/contact details please see Appendix 4.

Damage to the site (venue)

There are Terms & Conditions attached to the use of a Council owned site for an event and these include those relating to damage.

As appropriate to the scale and nature of your event you must take these into consideration and this should be reflected within your risk assessment and the plans for the event.



- Be honest about the intentions of your event and consult with the Events and Film Office on any issues that you are unsure about
- Give yourself a realistic 'build-up' and 'break-down' window taking into consideration potential delays, poor ground conditions
- Only use designated access points to the site unless special permissions have been given to the contrary
- Where the area is not hard standing (i.e. grass [turf] surface rather than tarmac) you are advised to consider installing a temporary road surface such as trackway. This is particularly important if heavy vehicles are to be brought onto site and is a specific requirement in Centre Vale Park at Todmorden

- Ground conditions and the weight bearing capacity of turf can change dramatically as the moisture content increases during or following wet weather – **have a contingency plan to prevent or minimise costly damage**
- Every effort should be made not to damage any trees or planted areas
- You should 'make good' your site before leaving. This should include seeing all suppliers off site, instigating a full and thorough litter pick, re-opening of roads etc.
- Anticipate that drivers entering the area you are responsible for may not treat the area with respect. Experience shows that once drivers leave the open road the application of due care and attention is far from guaranteed, vehicles including their speed and direction will need to be managed
- An inspection will be completed by the Council post event. If anything requires further attention or repair, costs will be identified and recharged to the event organiser
- Where minor rutting occurs or where paths need to be cleaned, the event organiser may be in a position to reduce their costs by carrying out some of the clear up work themselves (with the use of hand tools)
- Where there is a significant risk of damage to the site it is routine to take an appropriate bond against damage
- The costs associated with reinstatement can be significant and the financial risk should not be underestimated
- Give consideration to the fact that you may have to cancel the event
- Consideration should be given to event cancellation/abandonment insurance balanced against the potential costs of reinstatement

Regarding Centre Vale Park in Todmorden there are specific restrictions relating to the drainage system (it being a flood alleviation site). These apply across the majority of the event space and include:

- **4t per axle weight restriction unless ground protection used. During wet conditions vehicle access requires further control**
- **Limitations on the depth to which anything can be driven into the ground**

Reinstatement (repair) of grass areas

In respect of grass areas it should be noted that any measures that can be taken to mitigate damage are better than the cure. Alternatively reinstatement can carry significant costs for which the event organiser is accepting responsibility.

Physical reinstatement work aside the recovery period is reliant on nature and damaged areas can take a long time to fully recover. This can have a knock on effect with other events and in particular on sports fields, which may need to be removed from use and may lead to significant complaint. Event organisers should therefore aim (plan) to return the site in the same condition that it was found.

Contingency and emergency planning

Key Points:

- To emphasise, for all but the smallest, low risk events, the importance of having plans in place to effectively respond to disruptive influences, health and safety incidents and emergencies which might occur at, or impact upon an event
- To ensure that robust management arrangements are in place to implement these plans
- To recognise that all involved with the management of events (including volunteers) need to be briefed in emergency procedures, be assigned to, and understand, their specific roles, should an incident or emergency occur
- To be aware that the initial response to an emergency is likely to be the responsibility of the event safety management team
- To recognize the importance of testing these plans in the most practicable way

As part of the overall event planning process, it is important to understand the need to plan for health and safety related incidents and emergencies. It is also necessary to plan for disruptive influences which might occur during the various phases of an event for which contingency arrangements may be required.

Proportionate and adaptable

This contingency plan needs only to be in proportion to the level of risk presented by event activities and the potential extent and disruptive influence of the incident.

Given that incidents and emergencies may be unexpected or unplanned, the response needs to be flexible and adaptable, or you may have to respond to an incident that develops over a period of time and requires an escalating scale of response.

What do you need to do?

Draw up and discuss your plans with the eSAG, see <http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm> for further information.

After the event

Site clearance

The period after an event where everything is taken down and removed from the site and the grounds are restored back to their former state. Routinely this is quicker than the site preparation however, it can be affected by inclement weather, lack of help, and other factors

Pay particular attention to this phase. This is often the point when everyone is at the end of a long day, and the focus may slip.

Undertake a final inspection of the site after clean up to make sure nothing has been left and take this opportunity to identify any damage caused during the event. If any structures are left overnight, make sure they are left in a safe and secure condition. It is a legal requirement to record any accidents/incidents. Advise your insurer and the Council if any accidents have taken place, ensuring that you have acquired appropriate information.

Evaluation, debrief and review

To establish the success of your event you may have asked visitors to complete a short questionnaire or undertaken interviews to gather feedback.

At the very least you should follow the event with a debrief to assess what went well, what went less well and what lessons can be learned as this will help you to improve future events. Consider including other agencies such as the eSAG in the debrief process. You may find it useful have a form that volunteers etc., can complete. Include such detail/questions as follows:

Name and date of event
Name, organisation, responsibility

- List or describe what you thought was successful or worked well in the area you were responsible for or involved in
- List or describe what you thought was NOT successful or did not work well in the area you were responsible for or involved in
- List your actions/recommendations for improvement for future events for the area you were responsible for or involved in
- List or describe what you thought was successful or observed working well in the whole event
- List or describe what you thought was NOT successful or observed working well in the whole event
- Any further comments or suggestions for improvement for future events

Appendices

| | |
|--|------------|
| Basic Risk Assessment (example of layout) | Appendix 1 |
| Hirers Liability Insurance Request Form | Appendix 2 |
| Personal License Holder Consent Form | Appendix 3 |
| Sources of Information and Useful Contacts | Appendix 4 |
| List of Existing Premises Licenses | Appendix 5 |

For the following documents/information please refer to the Council website - 'Event hosting and filming permissions' page:

- Event Management Plan Template
- Traffic Management Plan example
- Yorkshire Ambulance Service Event Medical Assurance form
- Fees and charges

Basic Risk Assessment Template (please note: risk assessments should be revised annually as a minimum)

Event:..... Date of event:..... Assessor:.....

| List of Significant Hazards Identified | Persons At Risk | Risk Rating (A) | | | Control Measures | Action to be taken by (name) | Action by When? | Revised Risk Rating (B) |
|--|--|-----------------|----------|---------------|---|---|--|--|
| | | Likelihood | Severity | = Risk Rating | | | | |
| | <i>Who is at risk, public, volunteers, motorists, participants</i> | | | | <i>The measures that will be in place to control the risk including those you were already doing and those you are planning</i> | <i>Who is responsible for implementing the control measures</i> | <i>When the control measures will be put in place. This could be a specified 'time' on the 'date' of the event</i> | <i>Have the control measures reduced the risk rating in column A</i> |
| Dynamic Assessment | <i>To be completed on the day of the event should the original assessment be found to require additional controls during the event</i> | | | | | | | |
| | | | | | | | | |

Risk = Likelihood x Severity

| Likelihood | Severity |
|-----------------------------------|--|
| 1 = highly unlikely to ever occur | 1 = slight inconvenience |
| 2 = may occur but rarely | 2 = minor injury requiring first aid |
| 3 = may occur | 3 = medical attention required |
| 4 = may occur from time to time | 4 = major injury leading to hospitalisation |
| 5 = likely to occur often | 5 = fatality or serious injury leading to disability |

1 – 5 = low risk

risks controlled

6 – 12 = medium risk

further precautions required

15 – 25 = high risk

stop activities, immediate action required

Appendix 2 – Hirer’s Liability Insurance



Our Ref: Appendix_2_Hirer's Liability.doc
Please Contact: Mr P Vardy
Telephone: 01422 384796
E Mail: eventsandfilm@calderdale.gov.uk

Events and Film Office
Tourism
c/o Spring Hall
Huddersfield Road
Halifax
HX3 0AQ

Date: 2019

Dear Event Organiser

Hirer’s Liability Insurance Scheme

I would like to draw your attention to the above scheme, which can be made available to non-profit making event organisers and offers comprehensive **Public Liability Cover** for you and your volunteers for one-off events held on land or a highway ‘hired’ from Calderdale Council.

The scheme, which provides the £5 million minimum limit of indemnity required as a condition of holding an event, is underwritten by Zurich and can be offered at what you should find is a relatively reasonable cost.

To confirm, this cover can only be offered to those who meet both of the following criteria:

- Non-profit making individuals or organisations hiring land or a highway from and for events licensed by Calderdale Council.
- Those who either do not have their own insurance or who are not in a position (for other than financial reasons) to extend an existing policy.

A copy of the policy can be forwarded, if required, so that you can determine if the cover meets your requirements.

Please note: it is important to consider that this insurance does not cover every eventuality. For instance

Should you be interested in obtaining this cover for your event please confirm by completing the details at the bottom of this letter and return it to me at the above address. Following receipt of this and your application form, a cost (which covers our costs and administration) can be confirmed and would subsequently form part of any letter of confirmation for the event.

Within any letter of confirmation for the event you will be required to provide appropriate evidence of insurance (as per the Council’s “Terms and Conditions”). **For advice on insurance cover can we suggest you contact your insurance broker or: <http://www.mycommunitystarter.co.uk/insurance.htm> Minimum premium is usually about £80pa, the Limit of indemnity must be no less than £5m any one incident**

Yours faithfully

Peter Vardy
Licensing & Events Officer

Please note this needs to be completed and signed by hand and returned as a hard copy

On behalf of _____, I _____
confirm that I/we meet the above criteria and I request the insurance cover as outlined above for the period
_____ to _____ (dates must match those given on the application form).

Signed Dated

Appendix 3 - Personal Licence Holder Consent Form

**Consent of individual to being specified as
Personal Licence Holder**

I (name) _____

of (address) _____,

hereby confirm that I give my consent to be specified as the Personal Licence holder in relation to the authorisation of the sale or supply of alcohol at (name of event) _____

in (name of venue) _____ on (date of event) _____

I confirm that I hold a current Personal Licence, details of which are set out below

Personal Licence Number _____

Personal Licence issuing authority _____

Signed

Dated

Sources of Information and Useful Contacts/Sources of Advice

| Events and Film Office | | |
|--|--|--------------------------|
| Permission for Events on Calderdale Council managed land including parks, streets, roads, car parks, etc. | Peter Vardy - Events and Licensing Officer eventsandfilm@calderdale.gov.uk | Tel: 01422 384796 |

| Calderdale Council Emergency (out of hours number) |
|---|
| Tel: 01422 288000 |

| Calderdale Council Contact Centre |
|--|
| Tel: 01422 288002 |

| eSAG: Calderdale's event Safety Advisory Group | | |
|---|--|--------------------------|
| Events on Calderdale Council managed land including parks, streets, roads, car parks, etc. | Peter Vardy (Chair) Events and Licensing Officer eventsandfilm@calderdale.gov.uk | Tel: 01422 384796 |
| West Yorkshire Police 1st Point of contact regarding Events | Force Planning Unit (Western Region) Force Planner, Simon Hardy xa.fpu@westyorkshire.pnn.police.uk | Tel: 01133 859546 |
| Yorkshire Ambulance Service | Resilience Manager Mick Lindley m.lindley@nhs.net yas.events@nhs.net | Tel: 01924 584337 |
| West Yorkshire Fire & Rescue Service | Calderdale District Support Officer Oliver Crosland Oliver.crosland@westyorksfire.gov.uk Oliver.crosland@calderdale.gov.uk | Tel: 01422 393115 |
| West Yorkshire Combined Authority (Public Transport) | Highway Liaison Alex Barlow Alex.barlow@westyorks-ca.gov.uk | Tel: 01132 517299 |

Appendix 4

| Useful Contacts within Calderdale Council | | |
|---|--|-------------------|
| Specific advice on events affecting on or off street parking | Parking services parking@calderdale.gov.uk | Tel: 01422 288002 |
| Applications for street collections, lotteries, hypnotism, TEN's, street trading (where applicable) | Licensing Services Licensing@calderdale.gov.uk | Tel: 01422 288002 |
| Temporary markets and hire of stalls. | Markets Manager John Walker John.walker@calderdale.gov.uk | Tel: 01422 393583 |
| Loan of event Waste Bins | Waste & Recycling Manager Martin Winter Martin.Winter@calderdale.gov.uk | |
| Noise nuisance (prevention) Calderdale Council | Environmental Health, Pollution Control | Tel: 01422 288002 |
| Food Hygiene Regulations, Calderdale Council | Environmental Health, Food team | Tel: 01422 288002 |
| Event entry on 'Visit Calderdale' | Tourism Officer Christopher Evans Chris.evans@calderdale.gov.uk | |
| Catering and/or ride concessions in Parks, Calderdale Council | Safer, Cleaner, Greener | Tel: 01422 284428 |

| Useful Contacts outside the Council | | |
|-------------------------------------|---|-------------------|
| Health & Safety Executive (HSE) | Health & Safety Executive (HSE) Marshalls Mill, Marshalls Street, Leeds, LS11 9YJ | Tel: 01132 834200 |
| Fairgrounds/Rides | The Showman's Guild of Great Britain Secretary | Tel: 01132 853341 |
| Insurance | http://www.mycommunitystarter.co.uk/insurance.htm | |

| Traffic Management Companies (advice, planning, support, supply and deployment of temporary traffic management measures for events) | |
|--|-------------------|
| Streetwise | Tel: 01924 444824 |
| Total Closure | Tel: 01924 498238 |
| Direct Traffic | Tel: 01405 817733 |
| Kays Traffic | Tel: 01254 877787 |
| Centurion (Event Specific Contact) | Tel: 07970 367630 |

Appendix 4

| Useful Reference Material | |
|--|---|
| Organising a voluntary event: 'Can do' guide | Gov.UK Can-do Guide |
| Advice for Event Organisers | Running an event safely |
| The Purple Guide (Lite), Guide to Health, Safety and Welfare at Music and Other Events. | Purple Guide Lite Covering a wide range of general and specific event management aspects (£10 annual subscription applies). Alternatively make an appointment to view at the Events & Film Office |
| National Counter Terrorism Security Office – Crowded Places Guidance | Crowded Places Guidance |
| Fairground and amusement parks HSG 175 | http://www.hse.gov.uk/pubns/books/hsg175.htm |
| Organising firework displays | http://www.hse.gov.uk/explosives/fireworks/using.htm |
| Working together on firework displays | http://www.hse.gov.uk/pubns/books/fireworks1.htm |
| Giving your own firework display | http://www.hse.gov.uk/pubns/books/fireworks2.htm |
| Performing Rights Society | http://www.prsformusic.com/Pages/default.aspx |
| Phonographic Performance Limited (PPL Licence) Is PPL still relevant or should it be PRS? | http://www.ppluk.com/ |
| Information and advice relating to bouncy castles and other inflatable play. | https://www.pipa.org.uk/ http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm https://www.rosipa.com/leisure-safety/advice/bouncy-castles/ |
| Noise Control | www.hse.gov.uk/event-safety/noise.htm & http://www.cieh.org/policy/noise_council_environmental_noise.html |
| Safe Use and Operation of Marquees and Temporary Structures, Made Up Textile Association (MUTA) | www.hse.gov.uk/event-safety/temporary-demountable-structures.htm & http://www.muta.org.uk/default.aspx |
| ASAO, Guidance on agricultural show management | http://www.asao.co.uk/ |
| Electrical safety at places of entertainment | http://www.hse.gov.uk/pubns/gs50.htm |
| Civil Aviation Authority, Legislation relating to drones | CAA - Drones |

Appendix 4

| Town / Parish Councils (where contact needs to be made out of courtesy) | |
|--|--|
| Blackshaw Parish Council | info@blackshaw.net |
| Erringden Parish Council | alan.stuttardepc@yahoo.co.uk |
| Hebden Royd Town Council | info@hebdenroyd.org.uk |
| Heptonstall Parish Council | heptonstallpc@aol.co.uk |
| Ripponden Parish Council | clerk@rippondenparishcouncil.gov.uk |
| Todmorden Town Council | clerk@todmordencouncil.org.uk |
| Wadsworth Parish Council | wparish@hotmail.com |

While every effort has been made to ensure the accuracy of this document, if you do find any errors or broken links please make the Events and Film Office aware.

LIST/SUMMARY OF EXISTING PREMISES LICENCES

Akroyd Park, Boothtown Road, Halifax

PL No VEPREM0777 Granted 21 March 2006, summary - 1 page displayed adjacent to the toilet block. In respect of up to 4 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Bailiff Bridge Memorial Garden, Bradford Road, Brighouse

PL No VEPREM0797 Granted 9 April 2006, summary - 2 pages displayed on site. In respect of up to 4 events annually, possible Sale of Alcohol ON the premises only 12.00 – 20.00 and possible performances of Plays, Live Music, Recorded Music, Dance (displays, outdoors only), between 12.00 & 20.30,

Bramsche Square Car Park, School Lane, Todmorden

PL No VEPREM0778 Granted 9 April 2006, summary - 1 page displayed adjacent to Burnley Road. Up to 6 Sundays annually, possible performances of (in respect of events) Plays, Live Music, Recorded Music and Dance, between 10.00 & 18.00

Brighouse Town Centre (specific areas)

PL No VEPREM0915 Granted 29 April 2010, summary - 1 page displayed adjacent to Thornton Square. Performances of Plays, Live Music, Recorded Music, Dance (indoors and outdoors), between 10.00 & 21.30.

Beech Recreation Ground, Recreation Road, Sowerby Bridge

PL No VEPREM0916 Granted 29 April 2010, summary - 1 page displayed (TBC).?? Performances of Plays, Live Music, Recorded Music, Dance (indoors and outdoors), between 10.00 & 21.30.

Calder Holmes Park, Hebden Bridge

PL No VEPREM0779 Granted 12 April 2006, summary – 1 page displayed adjacent to the pedestrian ramp. In respect of up to 10 events annually, possible performances of Plays, Live Music, Recorded Music (indoors and outdoors), Dance (outdoors), between 10.00 & 21.30

Carr Green Recreation Ground, Rastrick, Brighouse

PL No VEPREM0917 Granted 29 April 2010, summary – 1 page displayed (TBC). Performances of Plays, Live Music, Recorded Music, Dance (indoors and outdoors), between 10.00 & 21.30.

Centre Vale Park, Todmorden

PL No VEPREM0832 Granted 11 June 2007, summary – 2 pages displayed at South Lodge Entrance. In respect of up to 20 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (indoors & outdoors), the Sale of Alcohol for consumption ON the premises only, between 10.00 & 21.30

Crow Wood Park, Upper Bolton Brow, Sowerby Bridge

PL No VEPREM0780 Granted 9 April 2006, summary 1 page displayed just inside main gate. In respect of up to 3 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Goldfields Recreation Ground, Rochdale Road, Greetland

PL No VEPRM0781 Granted 9 April 2006, summary – 1 page displayed at changing room entrance to field. In respect of up to 2 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays), 10.00 & 21.30

Hebden Bridge Marina, New Road, Hebden Bridge

PL No VEPREM0782 Granted 9 April 2006, summary – 1 page displayed to left of Marina. In respect of up to 3 events annually, possible performances of Plays, Live Music, Recorded Music (outdoors only), Dance (displays), between 10.00 & 21.30

Hebden Bridge Town Centre (specific areas)

PL No VEPREM0918 Granted 29 April 2010, summary – 1 page displayed (TBC). Performances of Plays, Live Music, Recorded Music, Dance (indoors and outdoors), between 10.00 & 21.30.

Holmes Park, Luddendenfoot

PL No VEPREM0833 Granted 11 June 2007, summary – 2 pages displayed at main gate. In respect of up to 4 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (indoors & outdoors), the Sale of Alcohol for consumption ON the premises only, between 10.00 & 21.30

Hullen Edge Recreation Ground/Park, Hullen Edge Road, Elland

PL No VEPRM0784 Granted 9 April 2006, summary - 1 page displayed on gate adjacent Recreation Lane. In respect of up to 3 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Manor Heath Park, Skircoat Green Road, Halifax

PL No VPREM0785 Granted 4 April 2006, summary – 1 page displayed in notice board at lower entrance. In respect of up to 12 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Cont

Midgley Recreation Ground

PL No VEPREM0834 Granted 11 June 2007, summary – 2 pages displayed opposite main gate. In respect of up to 4 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (indoors & outdoors), the Sale of Alcohol for consumption ON the premises only, between 10.00 & 21.30

Mill Fold Recreation Ground, Mill Fold Way, Ripponden

PL No VPREM0786 Granted 9 April 2006, summary - 1 page displayed main gate to Rec. In respect of up to 3 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

New Road Memorial Garden, Hebden Bridge

PL No VPREM0783 Granted 9 April 2006, summary – 1 page displayed inside main entrance. In respect of up to 3 events annually, possible performances outdoors of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Norwood Green, ad Village Street, Norwood Green

PL No VEPREM0787 Granted 9 April 2006, summary - 1 page displayed adjacent to information panel. In respect of up to 2 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays, outdoors), between 10.00 & 19.30

Ogden Water, Ogden Lane, Causeway Foot, Halifax

PL No VEPREM0788 Granted 9 April 2006, summary – 2 pages displayed at the Information Centre. In respect of up to 4 events annually, possible Sale of Alcohol (ON premises only 18.00 – 21.00) and possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.00

People's Park, Park Road, Halifax

PL No VEPREM0789 Granted 12 April 2006, summary – 1 page displayed at the Information Centre. Possible performances of (in respect of up to 20 events annually) Plays, Live Music, Recorded Music, Dance (displays) between 10.00 & 20.30 and Provision of Facilities for Entertainment (bandstand) 10.00 – 20.30, 1 May – 30 Sept.

Savile Park, Halifax

PL No VEPREM0790 Granted 4 April 2006, summary - 2 pages displayed adjacent to horse trough. In respect of up to 4 events annually, possible Sale of Alcohol (Saturdays only 10.30 – 18.00) and possible performances of Plays, Live Music, Recorded Music, Dance (displays), Mon – Fri between 10.00 & 22.00, Sat & Sun between 10.00 & 21.30

Shibden Park, Godley Lane, Halifax

PL No VEPREM0792 Granted 9 April 2006, summary – In respect of up to 20 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Shelf Hall Park, Halifax Road, Shelf

PL No VEPREM 0791 Granted 9 April 2006, summary – 2 pages displayed at main entrance. In respect of up to 2 events annually, Possible Sale of Alcohol (Saturday only, between 10.00 – 18.00) and possible performances of Plays, Live Music, Recorded Music, Dance (displays outdoors only), between 10.00 & 21.30

Shroggs Park, Lee Mount Road, Halifax

PL No VEPREM0793 Granted 5 April 2006, summary – In respect of up to 2 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays outdoors only), between 10.00 & 21.30

Square Park, Ripon Terrace, Boothtown, Halifax

PL No VEPREM Granted 5 April 2006, summary – 1 page displayed at Salisbury Terrace entrance. In respect of up to 3 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 18.00

Walsden Recreation Ground, Scott Street, Todmorden

PL No VEPREM0795 Granted 9 April 2006, summary – 1 page displayed adjacent to Scott Street. In respect of up to 2 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Wellholme Park, Bradford Road, Brighouse

PL No VEPREM0796 Granted 9 April 2006, summary 1 page displayed at Bfd Road (Café) entrance. In respect of up to 10 events annually, possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30
1 May – 31 Aug, between 10.00 & 21.30