

Health & Safety
Pack for
Outdoor
Community
Events



This practical guide has been produced by Antrim and Newtownabbey Borough Council to assist those organising an outdoor community event. The guide provides advice on health & safety requirements and best practice advice for organisers of outdoor community events. It includes a useful checklist and risk assessment pro forma to help ensure you haven't forgotten any of those all-important details.

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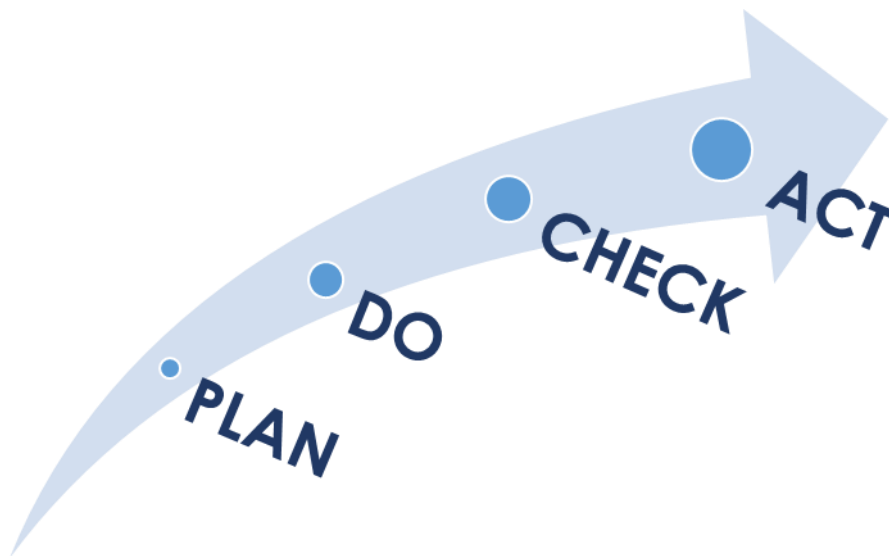
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Introduction

The information contained within this guide has primarily been written to provide advice on the application of the Health & Safety at Work (Northern Ireland) Order 1978, and associated regulations, aimed at small and medium sized community events.

The event organiser, whether an individual or community group, has prime responsibility and an obligation by law for protecting the health, safety and welfare of everyone working/volunteering at or attending the event.

This publication identifies some of the matters likely to require consideration and gives guidance on how to address them – this ensures people are not exposed to risks arising from the running of the event.



Good planning and management are fundamental to the success of any event. All organisers are recommended to use the section headings in this guide as a framework for planning the requirements of their particular event and to highlight the main areas for consideration in their risk assessment.

It is recommended that public liability insurance is obtained before an event takes place.

Risk Assessment

Risk assessments should be carried out for all phases of the event, including site preparation and site clear up. You are required to make a suitable and sufficient risk assessment of:

- The health and safety risks to which volunteers/workers are exposed
- The health and safety risks to everyone attending the event

The required elements of a risk assessment are:



Anyone supplying equipment and/or operating attractions/activities should be able to provide you with their own risk assessments. Ensure all attractions e.g. inflatables such as bouncy castles and sumo wrestling rings, have ground protection in the form of padding to protect users.

More information as well as an example risk assessment and a blank risk assessment are provided at the back of this publication.

Emergency Planning

Put plans in place for dealing with incidents and emergencies that can be managed effectively using the resources already on-site. Create an emergency plan that is proportional to the size of the event and the potential extent and severity of the incident.



Emergency procedures:

- Appoint people to be responsible for implementing the emergency procedures in the event of an accident or emergency situation.
- Ensure that a clear management structure is in place, identifying the key decision makers.
- Ensure that plans are discussed with the police, fire and rescue service and the ambulance service.
- Agree with the emergency services on issues such as access routes to the site, rendezvous points and transfer of authority for a major incident from the event organiser to the emergency services.

Crowd Profile

As an event organiser, you should identify/anticipate the:

- scale, type and scope of the event
- type/age and size of the audience
- location
- duration of the event
- time of day and year the event will be held
- if alcohol will have been consumed

These factors will help you to determine what resources and facilities will be required.

Contractors

When you select and appoint contractors, consider their suitability and competence for providing a safe and reliable service.

Ask contractors to:

- Demonstrate knowledge and understanding of their work and the health and safety hazards involved.
- Provide evidence of a trained workforce and the competencies of key staff for the project.
- Confirm that they have sufficient resource levels to do the work.
- Provide evidence of previous successful work that shows they can adopt and develop safe systems of working.

Transport Management

Traffic Routes

- Where possible, vehicles and pedestrians should have separate routes. If this is not possible, the route should be clearly segregated to ensure the safety of all users.
- Traffic routes should be located far enough from pedestrian doors or gates to avoid risk to pedestrians.
- Traffic routes should have a suitable surface and be well-drained.



Safety Barriers

Barriers at events serve to line routes, manage and influence the behaviour of the public and to prevent the audience from getting injured. In order to determine the appropriate barrier arrangement, it is essential that a full risk assessment is carried out.

Simple barriers like rope and posts may be suitable, however for particular events, it may be necessary to use more complex barrier arrangements like stage barriers.

Matters to consider:

- the planned use of barriers
- layout
- ground conditions and topography
- weather
- load on the barrier – wind and/or crowd pressure
- attendee numbers and behaviour

Signage

Safety signs and information notices are important for successful communication at an event. Organisers may need to provide signage on the approach to the event and in and around the venue. This should take into account:

- Information points
- First aid station
- Meeting place for lost children
- Lost/found property; toilets and exits
- Consideration should be given to multi-lingual notices

Temporary Structures

Temporary structures should be treated to ensure they are flame resistant and erected by a competent person to withstand all foreseeable conditions - written confirmation from the contractor should be obtained stating this. They should be positioned so as not to obstruct any entrances or exits from the site.

Stages

- The edge of the stage, edges by gaps and stair nosings should be clearly marked with white, luminous or reflective tape.
- All staging should be free from trip hazards and any other hazards i.e. sharp edges, points and protrusions.

Marquees

If marquees are to be erected advice should be sought from the Fire & Rescue Service on safety aspects.

- Flooring may be placed in the marquee, such as a wooden flooring system.
- To help prevent slips, use a weather proof surface for paths.
- Strong winds can cause the marquee to lift or collapse.
- Ensure the marquee has been staked and weighted sufficiently.
- Your risk assessment should identify what is a safe distance between marquees and vehicles, as well as other structures.
- Access routes for emergency services should be maintained behind marquees.
- In case of severe or dangerous weather, e.g. lightning storms, consider cancelling your outdoor event.
- Smoking should be prohibited in the marquee.





Fire Safety

Consult with Northern Ireland Fire and Rescue Service and Antrim and Newtownabbey Borough Council Environmental Health department regarding fire safety and control arrangements necessary for your event.

A fire risk assessment must be undertaken.

Matters to consider:

- Agree a means of raising an alarm or otherwise communicating the warning in the event of a fire and check it is working properly.
- Provide appropriate equipment around the site for putting out fires.
- Make sure the stewards know where the equipment is and how to use it. They should be instructed not to attempt to fight major fires.
- Provide appropriate separation distances between individual marquees to prevent the spread of fire.
- Consider diesel generators instead of petrol as diesel is less flammable.

EXTINGUISHER		TYPE OF FIRE				
Colour	Type	Solids (wood, paper, cloth etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

Electrical Safety and Lighting

Installation of electrics should be completed in a safe manner by a competent person as well as inspected/tested in accordance with British Standards.



Matters to consider:

- Protect all electrical equipment from exposure to weather by means of suitable and sufficient covers, enclosures or shelters.
- Ensure cables are not damaged or frayed and do not pose a tripping risk.
- Where possible provide sufficient fixed socket outlets to avoid the use of multi-adaptor plugs, ideally locate these within two metres of a fixed socket outlet (permanent or temporary) to avoid the need for long trailing leads.
- Ensure any person bringing portable electrical equipment onto the site can demonstrate it is maintained correctly and has been subjected to routine inspection/testing by a competent person.
- Provide suitable levels of artificial light to all parts of an outdoor venue when there is an absence of adequate daylight.
- Provide emergency lighting as determined by the risk assessment and fire risk assessment.
- If a generator is used, check it has been inspected/tested by a competent person.

Gas Safety

- All gas installations should be undertaken by registered Gas Safe engineers. This is a legal requirement and protects the safety of those working at and attending your event.
- All gas consumers are advised to have appliances checked for safety at least every 12 months by a Gas Safe registered engineer.
- All registered engineers carry a Gas Safe Register ID card with their own unique licence number. Before you have any gas work carried out, always ask to see the card. Check both sides of the card to make sure the engineer is qualified for the work and that their qualifications are in date.



- You can check if an engineer is registered 24 hours a day, 7 days a week at www.gassaferegister.co.uk or by calling **0800 408 5500**.
- If you smell gas or suspect a gas leak IMMEDIATELY call the free 24-hour National Grid Gas Emergency Helpline on **0800 002 001** or in an emergency **999**.

Noise

High sound levels present a risk to hearing, both for those working at an event and for the attendees.



Matters to consider:

- Make one person responsible for noise compliance at the event.
- Consider supplying volunteers with ear protectors if you think they will be exposed to high levels of noise.
- Be respectful of noise sensitive properties in the locality. Take into consideration the nature and duration of the event.
- Quite often people are more willing to tolerate noise from an event when they have been informed.
- Noise is directional, so face stages away from residential properties where possible.
- The hours between 11pm and 7am are considered “night hours” and it is especially important to consider the impact that noise levels from your event may have during these hours.

First Aid

The level of first aid provision needs to be suitable for:

1. The number of people expected to attend
2. The type of event/entertainment provided

This should be determined via a risk assessment. An example risk assessment, as well as a template can be found at the back of this guide.



It is the responsibility of the event organiser to provide basic services for first aid. Matters to consider include:

- A qualified first aider should be present along with a suitable area for first aid treatment.
- Water must be available for first aid treatment
- First aid stations should be clearly signposted with easy access.
- Records of any treatments carried out should be kept.
- Record any accidents to members of the public, employees or volunteers - the organisers may have a duty to report accidents and injuries under the Reporting of Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997.

A voluntary first aid service could be contacted to provide a First Aid Station at the event.

Stewarding

As an organiser you must so far as reasonably practicable ensure the safety of the volunteers, the public and the site.

Matters you should consider:

- Ensure stewards are competent.
- Ensure stewards are aware of the location of entrances and exits, first aid station, evacuation arrangements and understand their duties in an emergency situation.
- Ensure stewards are aware of their role in regards to 'missing children' and are aware of Child Protection arrangements i.e. 2 adults with 1 child at any given time.
- Provide 'High Visibility' clothing for stewards as well as other equipment which may be needed i.e. torches.

Security

Depending on the nature of your event it may be necessary to have security. Security staff at any event are required to register with the Security Industry Authority (SIA). All security staff must wear their SIA badges at all times.



Organisers should take account of any special security measures needed for the event i.e. the attendance of VIPs or the presence of large amounts of money.

Communication

- Ensure there is an adequate contingency arrangement in place which is communicated to all volunteers.
- Provide a radio or a mobile phone for contact between safety officers and senior stewards for activating the contingency arrangements.
- Consider providing a public address (PA) system for announcements and instructions to both volunteers and public. A portable loudhailer may be sufficient for smaller events.



Welfare Facilities

For the comfort and welfare of anyone at your event it is important to:

- Provide a supply of drinking water.
- Provide an adequate number of toilets for those expected, including provision for people with disabilities and baby changing facilities.
- Provision for lost and found children, missing persons and lost property.
- Provide an adequate number of rubbish bins around the site and ensure they are emptied appropriately.

Stalls

All goods supplied for sale must be:

- As described
- Of satisfactory quality
- Fit for purpose



In addition to the above general points, toys must:

- Have all necessary instructions and warnings either attached or on the packaging. This information must be in English.
- Bear the CE mark

Anyone providing food should be registered with their local Environmental Health Department. All food business operators attending your event should be able to supply a copy of their Food Hygiene Rating.

Mobile Farms

Animal Management:

- Animals should be penned securely, whilst meeting animal welfare conditions.

Animal Contact Area:

- Animals should be located well away from eating areas.
- Contact with animals should be closely supervised by trained staff at all times. If it is likely that the animal will bite, appropriate signage should be displayed.
- Hand washing facilities should be easily accessible (near animal area, lower level sinks for children) with running water, soap and paper towels available.
- Signage should be displayed advising members of the public to wash their hands.

Further Information

1. Antrim & Newtownabbey Borough Council
Tel: 028 9034 0000 or 028 9446 3113
<http://www.antrimandnewtownabbey.gov.uk/>
2. Security Industry Authority (SIA) PO Box 1293, Liverpool, L69 1AX
Telephone: 0844 892 1025 www.the-sia.org.uk
3. The Event Safety Guide: A Guide to health, safety and welfare at music and similar events HSG195 (1999) HSE Books ISBN 71762453 6.
4. Managing Crowds Safely HSG 154. HSE Books 2000, ISBN 071761834X.
5. Protecting the public: Your next move HSG 151, HSE Books 1997, ISBN 0717611485.
6. Code of practice for outdoor events, National Outdoor Events Association 1993 plus amendments 1997.
7. The Northern Ireland Guide to Safety at Sports Grounds, First Edition, H M Stationery Office 2007
8. Temporary Demountable Structures (Guidance on procurement, design and use) Third edition April 2007
9. The amusement devices inspection procedures scheme (ADIPS). Health & Safety Executive.
10. Charity and volunteer workers. A guide to health and safety at work, HSE ISBN: 0717661857.
11. COSHH: A brief guide to the regulations. INDG 136, HSE Books. ISBN: 0717692821.
12. Avoiding ill health at open farms. HSE Agricultural Information, Sheet 23 (revision 1). HSE Books, <http://www.hse.gov.uk/pubns/ais23.pdf>
13. Risk Management section of the HSE website which includes example risk assessments at www.hse.gov.uk/risk
14. For further guidance on security at events visit: www.the-sia.org.uk
15. For further details on sanitary facility provisions see BS 6465: Part 1 2006
16. Visit www.gassaferregister.co.uk for info on safe gas.

Top Hints for a Safe Event

1. Plan well ahead

Thoroughly prepare and rehearse for safety and welfare. Know your site.

2. Appoint a Safety Officer

Choose an experienced person to be the Safety Officer. Make sure their only job is safety.

3. Contact Agencies

Contact Police, Fire and Ambulance Services. Contact Antrim and Newtownabbey Borough Council (Health and Safety, Food Control, Licensing and Emergency Planning). Make sure each agency knows your plans and get their advice at an early stage.

4. Write a Risk Assessment

Draw up a proper risk assessment. An example risk assessment can be found in this document.

5. Plan for Traffic

Consider traffic movement before, during and after the event. Take advice from the Police and the Council about traffic flow in, out and through the site.

6. Plan for Emergencies

Draw up evacuation plans. Make sure the emergency services can get on, through and off the site. Take account of extreme circumstances like unexpectedly high numbers of people, heavy rain and high winds.

7. Appoint Stewards

Make sure stewards are well briefed, easily identified, have good communications and are focused on their individual tasks.

8. Respect your Neighbours

Plan from the outset to make sure your event causes the least possible impact to those living in the area. Pay special attention to noise and car parking.

Check List

Area/Topic	Completed	Notes & Comments
Risk Assessments		
Event set-up		
Event & all associated activities		
Site Dismantling & Clean-up		
Emergency Planning		
Key persons of responsibility identified		
Plans developed		
Plans agreed with emergency services		
Access routes and meeting points identified		
Crowd		
Crowd Profile considered		
Contractors		
Competent in the work they will be carrying out		
Transport Management		
Separate or segregated routes for traffic and pedestrians		
Traffic routes located well away from pedestrian doors/gates		
Routes have suitable surfaces		
Safety Barriers		
Placed where necessary		
Signage		
Information point		
Meeting Point		
Toilets		
First Aid		
Exit		

Area/Topic	Completed	Notes & Comments
Temporary Structures - Stages		
Edges marked with reflective or luminous tape		
Free from hazards		
Temporary Structures - Marquees		
Suitable flooring		
Weather-proof walkways		
Consider windy conditions		
Weighted sufficiently		
Safe distance from vehicles & other structures		
Emergency access & exits		
Fire Safety		
Method of raising alarm		
Provision of suitable fire-fighting equipment		
Stewards aware of their role & responsibilities		
Appropriate segregation distances between temporary structures to prevent spread of fire		
Electrical Safety		
Protect electrical equipment from weather with suitable covering		
Avoidance of the use of multi adaptors		
Use of properly maintained portable electrical equipment		
Sufficient lighting supplied (if required)		
Consider emergency lighting		
If generator is provided, has this been installed/maintained by a qualified person		

Area/Topic	Completed	Notes & Comments
Gas Safety		
Appliances installed by Gas Safe Registered engineer and have received annual check		
Noise		
Ear protection		
Consider neighbouring properties when drawing up site plan		
Consider night-time noise and its impact		
First Aid		
Sufficient number of qualified First Aiders available		
Signage		
Water available		
Stewards		
Suitable age		
Aware of role and responsibilities		
Aware of emergency procedures		
Missing Children & Child Protection Procedures		
Supplied with appropriate Personal Protective Equipment		
Security		
Registered with SIA		
Communication		
Arrange radio/mobile phone contact for stewards, organisers, etc.		
PA/Loud speaker (if required)		

Area/Topic	Completed	Notes & Comments
Welfare Facilities		
Potable water available		
Adequate number of toilets available, including provision for disabled access and baby changing facilities		
Lost and found children arrangements		
Stalls		
Toys must have CE mark		
Food stalls must be registered with local Environmental Health department		
Mobile Farms		
Animals are securely penned		
Hand washing facilities available		

Risk Assessment

Identify the hazards and complete the table

Date of Risk Assessment: 12th Nov 2015

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary to control the risk?	Action by who?	Action by when?	Done
Slips and trips	Volunteers and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit. There are no trailing leads or cables. Volunteers keep work areas clear, e.g. no boxes left in walkways	Better housekeeping is needed in marquee, e.g. on spills	All volunteers to monitor	12/12/2015	10/12/2015
Falls	The public may be injured if they fall off attractions e.g. bouncy castle	Padding is in place around all attractions where there is a risk of falling, we / contractors ensure padding is in good condition	Provide head guards for activities such as 'gladiator duels'	All volunteers to monitor and check provisions from suppliers	26/11/2015	26/11/2015
Fall from raised stage area	Volunteers and performers may be injured if they fall off the stage	The edge of the stage, edges by gaps and stair nosings are clearly marked with luminous tape	Briefing to warn volunteers and performers of the hazard	Event organiser and volunteers responsible for stage area	26/11/2015	20/11/2015

- It is important you discuss your risk assessment and proposed actions with volunteers.
- You should review your risk assessment if you think it might no longer be valid, e.g. if there are any significant changes to the hazards, such as new equipment or work activities

Sample Risk Assessment Pro forma

Blank Risk Assessment Pro forma

Risk Assessment

Identify the hazards and complete the table

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Notes

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