



Event Safety Guide

A practical guide to health and safety requirements and best practice advice for organisers of events

Health and Safety
Environmental Health
Public Protection Service
Newport City Council

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1. Introduction

This guide is based on the principles of health and safety management and risk assessment. These acknowledge that each event will be different and will require a particular configuration of elements, management, services and provisions. All event organisers are advised to use the information contained in this guide as a basis for planning the requirements for their event.

In the case of employers or self-employed persons, compliance with health and safety legislation and fire precautions legislation are legal requirements. It is not possible in this guide to be prescriptive about specific requirements for individual events as these need to be determined by risk assessment.

Appropriate precautionary and preventive (or control) measures in each case will depend on a host of factors such as:

- the size, location and nature of the event,
- whether the event is indoors or outdoors,
- the audience/crowd profile and dynamics,
- whether contractors undertake certain tasks,
- presence of traders, use of special effects,
- accessibility for emergency services etc.

It is the responsibility of the person(s) having the duty to comply with the law (often referred to as a 'dutyholder') to determine and implement suitable and sufficient precautions.

This publication identifies some of the hazards likely to require consideration and gives guidance on how to address them (some or all may be relevant to your event). The 'matters organisers should consider' sections give advice on suggested actions to help you with hazard control measures and comply with the law. It is likely that many of the actions listed will be considered to be required precautions, depending on the findings and outcome of your risk assessments. Applying a risk assessment approach to the characteristics of any event enables dutyholders to decide which elements are relevant and to assess the level and type of provision needed for that event.

The information contained in this guide has primarily been written to provide advice on the application of the Health and Safety at Work etc. Act 1974 (HASWA) and associated Regulations at small and medium sized events of various types.

Whether you are proposing to run a fun day, fete, festival, fancy dress street party, small gig, concert, carnival, local show or barn dance there should be some useful advice for you included in this guide.

Even with small indoor events it is worth remembering that you and your fellow organisers are legally responsible for the health & safety of your staff, volunteers, helpers and the public. This would include events such as jumble sales, presentations and exhibitions held in village, school or church halls and fund raising events organised by groups like school PTA's, church, community and voluntary groups and charitable societies etc.

This guide aims to help those who organise events so that the event runs safely. The event organiser, whether an individual, charity or community group, has prime responsibility, and an obligation in law, for protecting the health, safety and welfare of everyone working at, or attending, 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 or checklist for planning the requirements for their particular event and to highlight the main areas for consideration in their risk assessment.

This guide does not replace the need for event organisers to seek advice from other sources and particularly for consultation with relevant Local Authority officers and the emergency services. These officers will be prepared to offer advice and assistance including whether a Premises Licence is required or not. More detailed guidance can be found in the HSE publication, [HSG195, "The event safety guide: a guide to health, safety and welfare at music and similar events"](#) and on the HSE website under their [events section](#), (opens new website).

Larger events such as rock concerts in sports stadiums are not catered for in this guide and more specific, detailed guidance should be sought.

2. Responsibility for the event and planning

When planning any event (sporting or otherwise) there should be a named organiser identified at the earliest opportunity (see 3.1 general legal considerations).

For larger events, good practice indicates that a detailed management structure should be drawn up formally identifying who is responsible, for what along with an event safety plan.

Planning for safety:

Effective planning is concerned with prevention through identifying, eliminating and controlling hazards and risks. The amount of time that needs to be set aside for planning will be very much dependent upon the size, type and duration of the event. The planning issues for an event can be considered in separate parts.

The phases of event planning for an example site or venue:

Preparation / 'build up' may include planning the venue design, selection of competent workers, selection of contractors and subcontractors, construction of stages/temporary roadways/ marquees/fencing etc.



'Load in' may include planning for the safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting, public address



The Actual Event (e.g. duration fete/show/concert/gig is open to the public). This may include planning effective crowd management strategies, transport management strategies and welfare arrangements. Planning strategies for dealing with fire, first aid, contingencies and major incidents etc.



'Load out' & 'Breakdown' requires planning for safe removal of equipment, vehicles and services and will include planning to control risks once the event is over and the infrastructure is being dismantled. Collection of rubbish and wastewater disposal present risks which also need to be planned and managed.

Public and Employer's Liability Insurance

It is strongly recommended that public liability insurance be obtained before an event takes place. The absence of such insurance may lead to the event not being supported by the public authorities and emergency services.

If you are employing people directly then you are reminded that employer's liability insurance is a legal requirement.

3. Health and Safety

3.1 General legal considerations:

Most events covered by this publication will involve a work activity (i.e. at least one person will be employed for example during preparation, the actual event or the post-event breakdown/clear-up) and therefore be subject to the [Health and Safety at Work etc. Act 1974 \(HASWA\)](#) (opens new website) and subsidiary legislation.

This legislation imposes duties in respect of the health and safety of everyone involved in managing the event. Legal relationships between promoters, event organisers, contractors, exhibitors/ traders, performers, land/property owners etc. can be a very complex area of law so it is important to establish clear health and safety responsibilities. It is therefore appropriate to identify all those with health and safety responsibilities that are involved in the event. In the majority of cases the main responsibility rests with the event organiser. Experience suggests it is advisable to agree contractual responsibilities in writing.

It is considered good practice for a group or organisation with volunteer workers to provide the same level of health and safety protection as they would in an employee/employer relationship irrespective of whether there are strict legal duties.

The three requirements below, coupled with the requirements for risk assessment, are closely related and can be considered together:

- Section 2(1) of the HASWA requires that employers ensure the health, safety and welfare of their employees so far as is reasonably practicable;
- Section 2 (2)(a) of the HASWA requires employers to provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- Section 3 of the HASWA requires employers to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that people who are not their employees (e.g. guests, members of the public and contractors) are not exposed to risks to their health and safety. (This Section also imposes a similar duty on the self employed towards themselves and other people).

3.2 Risk assessment requirement:

[The Management of Health and Safety at Work Regulations 1999](#) (opens new website) require employers to make a suitable and sufficient risk assessment of:

- The health and safety risks to which their employees are exposed while at work; and
- The health and safety risks to other people resulting from or in connection with the employers' work, in order to identify the measures needed to comply with health and safety legislation.

The same duty is placed on self-employed people in respect of their own health and safety and that of other people.

Risk assessment should be carried out for all phases of the event including the site/venue preparation, the event and the site/venue breakdown or clear-up. (See flow diagram on previous page).

The required elements of risk assessment are:

- Identify the hazards associated with the event i.e. anything that can cause harm. This may be achieved by researching specific publications, visiting the site or venue and obtaining details of specific hazards from contractors, catering outlets and suppliers of special effects etc.
- Decide who may be harmed and how
- Assess the level of risk
- Identify appropriate and adequate precautions; and
- Record your findings. (If you have fewer than five employees you do not need to write anything down, though it is useful to keep a written record of what you have done). (If applying for a premises licence under the Licensing Act 2003, relevant precautions should be listed within the 'public safety' part of the licensing objectives).

The overall event risk assessment will help to determine what controls or precautions you need to put into place to manage the event safely. This should include planning, communicating and practicing your emergency procedures.

For further information see the [Risk Management](#) section of the HSE website which includes example risk assessments. (opens new website)

3.3 The venue/site:

For all events there must be adequate space for the public to move around stalls, rides, performance/stage, arena/exhibition areas etc. and to have unobstructed routes to exits. It is especially important at indoor events to prevent stalls/goods obstructing exit routes and doors.

Outdoor sites including the car park, footpaths and any staging/structures should be suitable for use in bad weather conditions and this should be built into contingency arrangements.

Identify and control obvious hazards on both the site and surrounding areas, such as stored chemicals or machinery, unfenced holes, steep drops between different ground levels, ponds/ water and unsafe or other structures that the public should be kept away from by means of barrier/fencing. Overhead power lines may pose a risk particularly during construction. Consideration should also be made in relation to structures and how they may be affected by inclement weather. Height restrictions should be identified and also notified at the access to the site. Where overhead cables are a problem you should liaise with the local power distribution company.

Presence of any underground services or pipelines will also need to be taken into account.

Slip, trip, fall or other similar hazards should be considered and addressed as part of the risk assessment as should the suitability of the ground for stages, heavy plant and tethered structures.

Workplace transport risks / vehicle safety issues should be considered.

Ensure suitable lighting throughout the site/venue, including adequate temporary emergency lighting (if the event goes on after dark).

When selecting the site/venue, consider the nearby community with respect to noise nuisance (see section 4).

Consider suitable arrangements to enable people of different abilities to attend/access the event and use the facilities provided.

Matters organisers should consider:

- Prepare a sketch plan of the site, (preferably to scale) showing the position of all the activities/attractions, circulation routes, amenities, location of stewards and first aid posts, exits etc.
- Seek early approval from local highway authority if road closures or special traffic management arrangements are required on the highway.
- Have enough exits for a mass orderly evacuation of the site and the occupant capacity agreed with the emergency services.
- Have entrances and exits identified for emergency vehicle access. These should be agreed with the emergency services. Emergency exits and routes should be clear of obstructions at all times and should be clearly indicated by suitable signs which are illuminated if necessary.
- Make sure that construction work and vehicle movements that may take place during site preparation are supervised and/or protected by suitable barriers.
- Arrange separate vehicle and pedestrian entrances/exits to the site and arrange entrance queues that do not obstruct vehicle access or nearby road junctions.
- Site any car parking well away from the pedestrian areas of the site. Clearly signpost the parking area and do not allow cars to be parked anywhere else.
- Design and provide stewarded car parking areas to manage the risk from hazards to pedestrians such as reversing vehicles. Organisers should also consider the topography of the parking areas. Have cars facing down or across a slope as it can be difficult to drive up a slope if ground is soft or it rains during the event and there are lots of cars trying to get off the car park in the same direction.
- Consider not permitting vehicle movements in the public areas of the site during the event, unless for emergency purposes.
- Make sure the entrance is well stewarded (especially when there is a limit on the number of people that can be accommodated at the event) and that an accurate form of 'head counting' is operated to prevent overcrowding on site and at exits.

3.4 Crowd Profile:

Risk associated with some hazards may increase or decrease given different crowd profiles. ([See Managing Crowds Safely HSG 154](#)). (opens pdf)

Matters organisers should consider:

- Ensure risk assessments take into account the particular needs of young children, teenagers, disabled and elderly people.
- Make "reasonable adjustments" for disabled people, such as providing extra help at an event and/or making reasonable adjustments to the physical features of any premises used for events to overcome physical barriers to access.
- Consider whether your event policy and promotional material reflects an inclusive approach (e.g. could you provide material in larger print/alternative languages etc).

3.5 Safety barriers:

Barriers serve several different purposes. They can provide physical security or be used to prevent the audience accessing equipment, displays, moving machines etc. They may also be used to relieve and prevent the build up of audience pressures, e.g. a properly constructed front of stage barrier.

Barriers will always be subject to loading and should therefore be designed to withstand right angle and parallel loads in line with the probable pressures. Checks should be made by a competent person to ensure that, when erected, the barrier meets the design criteria.

For further specific information on barriers see [The Event Safety Guide \(HSG195\)](#) and the Institute of [Structural Engineers publication Temporary Demountable Structures Guidance on procurement, design and use. \(Third Edition\) \(2007\)](#). (opens new websites)

3.6 Information notices and signage:

Safety signs (compliant with the Health and Safety (Safety Signs and Signals) Regulations 1996) and information notices are important to successful communication at an event. (See recommended reading). Internationally recognised logos are helpful to non-English speaking/ reading individuals.

(Note: If the signs are on the highway they must comply with the Traffic Signs Regulations and General Directions 2002).

Matters organisers should consider:

- Consider multilingual signs/notices.
- Provide sufficient signage/notices of suitable size around the venue, for example lost property, lost children, safety signage (as appropriate).

3.7 Temporary Structures:

Staging/Lighting Towers:

- If staging, lighting/sound towers etc are to be erected this must be done by a competent person. Written confirmation should be obtained from them to say that the structures are safe in all foreseeable conditions.
- All staging and/or structures should be positioned so as not to obstruct any entrances or exits from the site.
- Fall protection for the edge of the stage facing the audience is not normally provided but the edge should be clearly marked. Other physical obstructions, unprotected edges, edges by gaps and stair nosings should all be marked with white, luminous or reflective tape (guidance suggests such markings should be a minimum of 25mm wide to be visible, but 50mm is preferable).
- All staging and structures should be free from trip hazards and other physical hazards (i.e. sharp edges/points/protruding support members).

(For further information see the [Institute of Structural Engineers publication Temporary Demountable Structures. Guidance on procurement, design and use. \(Third Edition\) \(2007\)](#) and the [HSE website](#). (opens new website)).

Marquees/Tents:

- If marquees and tents are to be erected then advice should be sought from the Fire Service on safety aspects including their siting, construction, flame retardancy and the provision of exits, emergency lighting etc.
- Arrangements should be made to stop unauthorised persons gaining access to or interfering with equipment etc when the event is open to the public.
- The wind loading specification for each marquee should be obtained for use when planning for possible emergencies.
- Your risk assessment should identify what is a safe distance between marquees, caravans, vehicles and other structures.
- Access routes for emergency services should be maintained behind marquees, tents and other structures

(For further information see the Performance Textiles Association Publication – the MUTAmarq Best Practice Guide [for the Safe Use and Operation of Marquees and Temporary Structures](#) (opens new website)).

(Also see [The Work at Height Regulations 2005](#) and [Falls From Height section](#) of the HSE website (opens new websites).

3.8 Fire safety:

Fire safety law changed in October 2006 with the introduction of the [Regulatory Reform \(Fire Safety\) Order 2005](#). (opens new website)

A set of fire safety guides have been developed to help explain what you have to do to comply with fire safety law, help you to carry out a fire risk assessment and identify the general fire precautions you need to have in place.

Matters organisers should consider:

- Carry out a Fire Risk Assessment as required by law.
- Contact your local Fire Prevention Officer for advice. (Contact details for the Fire Service in South Wales are given in the 'Sources of Further Information and Guidance' section).
- Agree a means of raising an alarm or otherwise communicating the warning in the event of a fire and check it is working effectively.
- Provide appropriate equipment around the site/venue for putting out fires (e.g. fire extinguishers, fire blankets).
- Make sure that stewards know where the equipment is and how to use it. They should be told not to attempt to fight major fires.
- The Fire Brigade should be called at once to any fire, suspected or real.
- Provide appropriate separation distances between individual marquees/tents/stalls to prevent the spread of fire.
- Consider diesel generators instead of petrol as diesel is less flammable.

3.9 Electrical installations and lighting:

Electricity can cause death or serious injury to performers, workers or members of the public. Faults, damage, misuse or poor maintenance can result in an appliance or part of an installation becoming unsafe, posing a risk of electric shock or fire. In many circumstances the electrical supply may be of a temporary nature, but this does not mean that it can be substandard or of an inferior quality to a permanent installation.

The whole installation, including wiring, switchgear and any generator should be installed in a safe manner by a competent person (i.e. trained, suitably qualified electrician).

All electrical installations and equipment must comply with the general requirements of the [Electricity at Work Regulations 1989](#) (opens new website).

The electrical installation (temporary or permanent) should be inspected/tested by a competent person in accordance with the procedures laid down in relevant British Standards.

Matters organisers should consider:

- Protect the supply by suitable earth leakage device or Residual Current Device having a maximum tripping current rating of 30mA and suitable overload protection.
- Locate the main electrical intake and/or generator enclosure, where possible, where it is accessible for normal operations or emergencies, but segregated from public areas of the venue. Display warning signs around the intake or enclosure. Any generator and/or electrical equipment, including switchgear, should be satisfactorily protected to prevent unauthorised access and/or interference.
- Consider the location of generators and accessibility for refuelling purposes. Also consider a site rule requiring that only one container of fuel is stored by the generator and the rest is to be kept in a safe, securely fenced, signed storage area in a suitable location. Fuel should be stored in a safe manner in suitable containers. If the venue

is located close to a residential area consider the noise nuisance factor. If this is excessive, silenced generators may be a suitable means of reducing it.

- Protect all electrical equipment, which could be exposed to the weather, by means of suitable and sufficient covers, enclosures or shelters.
- Ensure cables are used which are of the correct rating for the load. There should be no damage to the cables and ensure use of the correct type of connectors which are suitable for external use (where necessary).
- Securely fix cables or provide support by catenary wire overhead, or bury underground. Cables run on the surface /ground should be protected against sharp edges or crushing by heavy loads and should be positioned so as not to cause trip or other hazard (e.g. by covering with ramps or rubber mats).
- Provide sufficient fixed sockets outlets, where possible, to avoid the use of flexible extension leads and multisocket outlets. Fixed socket outlets can be either permanent or on properly mounted temporary distribution boards. Ideally, equipment should be located within 2m of a fixed socket outlet, to avoid the need for long trailing leads.
- Ensure that any person bringing portable electrical equipment onto the site can demonstrate that the electrical equipment is maintained correctly and the equipment has been subjected to routine inspection and/or testing (as appropriate) by a competent person.
- Specialist advice should be sought from HSE in relation to guidance on the electrical safety of fairground equipment.
- Provide suitable levels of artificial light to all parts of an outdoor venue when there is an absence of adequate daylight. Consider the lighting of the first aid post, information area/ marquees, pedestrian access to car parks, car park areas, toilets and access routes to public highways.
- Provide emergency lighting as determined by the risk assessment and fire risk assessment.

Further information can also be found by following [this link](#) to the HSE website. Information regarding electrical safety for entertainers can be found [here](#), (opens new website).

3.10 Gas Safety:

The [HSE's Gas Safety website](#) explains the legal requirements in relation to gas safety. (opens new website)

The HSE leaflets available on their website which provide useful information and guidance include: [INDG238 \(rev3\) 'Gas appliances – Get them checked, keep them safe'](#), [Gas Safety in Catering and Hospitality – HSE Catering Information Sheet No. 23](#) and [Safe use of gas cylinders](#) (opens new website).

Gas Engineers/fitters must be registered with the Gas Safe Register. Further information can be found on their [website](#). (opens new website)

Matters organisers should consider:

- Use the risk assessment procedure to consider the fire, explosion and carbon monoxide risks posed by gas (mains or LPG). For example with regard to LPG, assess the risk posed by propane or butane cooking or heating appliances, pipework, hoses and cylinders (particularly if they are inside tents or similar structures).
- Consider contacting the Fire Service for advice in respect of fire prevention.
- Make sure outside caterers or other traders/suppliers/exhibitors attending the event, are aware of their responsibilities to comply with the law in relation to gas safety and are aware of the above guidance and any site/venue safety rules.

- Ask for proof that gas engineers used in connection with your event are Gas Safe registered. Properly registered gas engineers carry identification cards with a unique licence number. Different types of gas work requires different skills, so it's important that the back of the ID card is checked to make sure the engineer is qualified to carry out the type of work they are being asked to undertake.

3.11 First Aid management:

The first aid requirements for people who are 'at work' are specified in the [Health and Safety \(First Aid\) Regulations 1981](#) (opens new website). Beyond this, the level of first aid provision at any particular event needs to be suitable for the number of people expected to attend and for the type of event/entertainment provided and should be determined via risk assessment. Detailed advice can be found in "[The event safety guide: A guide to Health, Safety and Welfare at Music and Similar Events](#)" HSG195 (opens new website). Liaison should be carried out with your local Ambulance Trust with regard to advice and possible provision of services.

Matters organisers should consider:

- Make sure that the basic services for first aid are always available. At smaller events a qualified first aider should be present and an area suitable for first aid treatment (a supply of water should be available). No event should have less than 2 first aiders (if HSG195 guidance is followed – see above link for further information).
- A voluntary first aid society can be asked to provide a First Aid Post staffed by qualified first-aiders.
- Any first aid post should be clearly signposted and provided with easy access for the audience. Where an ambulance is required, a parking area should be provided close to the first aid post with a clear exit from the site.
- Make sure that all persons assisting at the event know where the first aid post is and where appropriate the identity of the first aider.
- Provide access to a telephone or provide mobile phones.
- A record must be maintained of all people seeking treatment. The record may be required to assist in the organisers statutory obligations to report accidents and injuries to workers and audience members under the [Reporting of Diseases and Dangerous Occurrences Regulations 1995 \(RIDDOR\)](#) (opens new website).
- First aid provision may be specified as a licence condition in the Premises Licence if your event has been issued with a licence.

3.12 Stewards:

An appropriate number of stewards and supervisors must be provided for the security and control of the site and the attending public. For licensed events the numbers and level of training should be agreed with the Licensing Authority/Police.

Matters organisers should consider:

- Ensure the number of stewards needed is calculated by considering each of the separate tasks to be covered (i.e. crowd control, staffing entrances and exits, controlling access to attractions/activities, patrolling public areas, securing unauthorised areas, securing hazards, car parking duties etc).
- Provide extra stewards, should the event last several hours, to allow others to take meal breaks etc.
- Consider, whether stewards may need to be licensed by the Security Industry Authority (the cost of which should be allowed for in your budget).
- Ensure stewards are fit, active and aged not less than 18.
- Ensure stewards are suitably trained and competent to carry out their duties effectively.

- Provide stewards with a written statement of their duties, and where appropriate a checklist and a layout plan showing the key features on site.
- Give stewards a final briefing of their duties on the day of the event, particularly about communicating with supervisors and others in the event of an emergency. Ensure stewards are easily identifiable i.e. wearing specific coloured or high visibility jackets or tabards.
- Ensure stewards know the layout of the site and are able to assist the public by giving information about the available facilities, remembering especially people with disabilities.
- Ensure stewards are aware of the location of the entrances and exits in use on the day, first aid arrangements and fire fighting equipment.
- Provide stewards with torches where the event is likely to go beyond dusk and test these and any other equipment (e.g. radios) issued to them prior to the event.
- Ensure stewards know, understand and have practised their specific duties in an emergency and are aware of the arrangements for evacuating the public from the site, including the use of coded messages.

Security

Security staff at events are required to be registered with the Security Industry Authority (SIA). For guidance on security at events visit their [website](#). (opens new website)

Organisers must take account of any special security measures necessary including over night. These may arise out of circumstances such as the attendance of VIPs or the presence of large amounts of money at the event. All security staff must wear their SIA badges at all times.

Security is defined as:

- Guarding against unauthorised access, occupation or outbreaks of disorder.
- Guarding property against destruction and danger.
- Guarding individuals against assault.

Disclosure and Barring Service (formally CRB)

The Disclosure and Barring Service (DBS) (formally the Criminal Records Bureau) act as a one-stop shop for organisations checking police records and, in relevant cases, information held by the Department of Health and the Department for Education & Skills. There are two levels of DBS check currently available; standard disclosures and enhanced disclosures.

Part of the role of the DBS is to reduce the risk of abuse by ensuring that those who are unsuitable are not able to work with children and vulnerable adults. If you or your staff will be in direct contact with children or vulnerable adults at your event we recommend that you complete a disclosure application form.

For further information regarding DBS or to complete an application form, visit their [website](#). (opens new website)

3.13 Communications:

Matters organisers should consider:

- Ensure that you have adequate contingency arrangements in places, which are communicated to all stewards and other personnel, and, which are documented where necessary.
- Provide personal radio contact between the safety officer and senior stewards and any other people responsible for activating the contingency arrangements.
- If using mobile phones, consider network coverage/dead spots, network overload potential etc.

- Consider providing a public address (PA) system for announcements and instructions to staff and the public. For smaller events (or as a back up) a portable loudhailer may be sufficient.
- Ensure batteries are fully charged and stewards are trained on how to use communication equipment and advised where they are located.
- Ensure the public address system is fully tested before the event. It should have a back up power supply that allows it to continue to operate at full load in the event of an emergency. It should be able to be heard clearly in all parts of the venue.
- Consider background noise levels when determining methods of communication and if necessary issue full ear defending headsets.
- Consider setting up a control room on the site which is constantly staffed during the event and provided with a telephone to:
 - a. Monitor the event giving an early indication of any problems
 - b. Control any incidents
 - c. Act as a base for any communications system

3.14 Welfare Facilities:

Requirements for provision of welfare facilities (including toilets) for people who are ‘at work’ are specified in the [Workplace \(Health, Safety and Welfare\) Regulations 1992](#) (opens new website). Beyond this, clearly it is appropriate to provide an adequate number and type of toilets for the number of people expected to attend the event including provision for people with disabilities. For licensed events the numbers and locations of toilets should be agreed with the Licensing Authority.

The table below shows a general guideline for music events. Country fairs, garden parties and other short duration events would warrant less facilities but events where there is a high fluid consumption or with camping would warrant more facilities.

For events with a gate opening time of 6 hours or more	For events with a gate opening time of less than 6 hours duration
Females: 1 toilet per 100	Females: 1 toilet per 150
Males: 1 toilet per 500, plus 1 urinal per 150 males	Males: 1 toilet per 600, plus 1 urinal per 175 males

Matters organisers should consider:

- Ideally use toilets which are connected to mains services but temporary units may have to be provided. If no main units are to be used provision for safe and hygienic waste removal must be arranged.
- Consider the location, access, construction, type of temporary facilities, lighting and signage.
- Provide handwashing facilities (no less than 1 per 10 toilets) with warm water, soap and hand drying facilities. Antiseptic hand wipes or bacterial soap should be provided where warm water is not available. Antiseptic hand wipes and bacterial soap are not to be used as a substitute for water.
- Regularly maintain, repair and service toilets through out the event to ensure that they are safe, clean and hygienic.
- Ensure floors, ramps and steps of the units are stable and of a nonslip surface construction.
- Provide a location where enquiries can be made about lost children, lost property and for information about the event. This could be the Control Room.
- Provide a supply of drinking water within easy reach of the audience and all catering operations.
- Provide an adequate number of rubbish bins around the site where they will be most required.

- Make arrangements to regularly empty the bins, and to satisfactorily dispose of or recycle the waste at the end of the event.

3.15 Catering, merchandising, attractions and special effects such as fireworks:

Matters organisers should consider:

- Obtain prior information about the particular hazards associated with the activity/special effect from the operator and ask them for copies of their own risk assessment and safety information. Liaise with the above persons on health and safety matters and arrange for effective communication and cooperation to take place with the aim of ensuring that the event runs safely. (Many of the same principals used in reputable, reliable, compliant contractor selection, vetting and management can be utilised to good effect here). Incorporate the information obtained into your overall risk assessment for the event. If this information cannot be provided, consider not engaging their services.
- Make checks on any public and product liability certificates and equipment safety reports. Any gas, electrical, or lifting equipment brought onto site should be accompanied by relevant inspection reports and have undergone the recommended inspection/testing. If this information cannot be provided consider not engaging their services (or banning the use of relevant equipment for which no safety report can be produced).
- Brief all operators about safety matters on site.
- Position stalls and amusements etc away from access routes and in less densely occupied areas of the site/venue. Some units will have highly flammable products such as LPG and require careful positioning.
- Consider circulation space and potential queuing arrangements, which should not obstruct pathways.
- Consider power supplies, if required, as part of the overall electrical supplies to the event.
- Properly erect any stalls or stands etc and ensure they satisfy any structural integrity requirements.
- Consider the specific guidance produced by HSE, in relation to [attractions](#), [fairground rides](#), amusements devices and on lasers, [fireworks etc](#). (opens pdf files)
- Consider any guidance notes and advice on all aspects of food hygiene at the event from the [Food Safety Section of Environmental Health](#) within the local council. Contact details can be found at the end of this leaflet. (opens new website)
- Be aware that Council Officers may wish to carry out an inspection of ancillary activities provided at the event and may require you to provide them with a list of the caterers/ operators attending the event at the planning stage.
- NCC operates a voluntary registration scheme for organised fireworks events. For further information on this scheme contact us on the details given at the end of the leaflet or visit our [website](#) where you can also download the application form. (opens new website).

3.16 Camping:

Any camping area should be provided within the defined event site and incorporated as part of the event planning.

Matters organisers should consider:

- The camping area will need to be reasonably well drained and level with grass cut short to minimise the risk of fire spread.
- Provide appropriate separation distances between individual tents to make the site safe from fire and trip hazards.
- Physically segregate camping areas from vehicle parking areas.
- Provide information on site safety to campers (e.g. no campfires, no BBQs, location of fire points, toilets etc) at strategic points.

- Provide a suitable number of fire points: as a minimum these should consist of a means of raising the alarm, such as a gong or triangle and supplies of water and buckets.
- Provide an appropriate number of sanitary facilities and wash hand basins.
- Provide drinking water.
- Provide refuse receptacles at strategic points.
- Provide adequate lighting to enable orientation at night, with higher levels of lighting at toilet areas, fire points etc.
- Provide both vehicular and pedestrian tracks to and through camping areas to ensure ready access for emergency vehicles and also to provide safe routes for pedestrians which are free of trip hazards such as guy ropes etc.
- Sites that are grazed will naturally be contaminated with animal droppings and may expose campers to health risks such as E. coli O157 infection. Exclude animals from all areas (other than car parks) for as long as possible before public access (minimum of 3 weeks).
- Plan for preventing or reducing the impact of noise from campsites on nearby domestic properties.

4. Noise Control

Health and safety requirements apply in relation to protecting workers from the potentially harmful effects of loud music.

There is also a wide variety of legislation available to help people affected by unwanted noise. The last thing you want is your event stopped or prevented from happening again because it is too noisy!

Matters organisers should consider:

- Make one person responsible for noise compliance at your event, and establish links with the Council's [Environmental Health Department](#) as early as possible before the event for advice and agreement on any necessary monitoring.
- Be respectful of noise sensitive properties in the locality and the impact the nature and duration of the event may have.
- Quite often people are more willing to tolerate noise from an event when they are well informed of what is happening, how long the event will last for etc. Consider contacting neighbours before the event, informing them of your plans and providing a contact number in case of problems. Be prepared to act responsibly on any complaints that are received though!
- Ensure that music noise levels are adequately monitored and controlled during the event to prevent nuisance, particularly the bass component and PA systems.
- Face stages away from residential properties as much as possible and use multiple smaller output speakers, spaced around the audience area, as opposed to stacked speakers.
- Consider the potential need for dealing with unauthorised sound systems on the site (i.e. equipment brought by those attending the event). This might include ticketing advice, checks on entry and advice to stewards. This is particularly important when there is overnight camping.
- If possible consult with competent Acoustic Engineers who may be able to offer advice as to how any potential noise nuisance might be minimised.

PRS Licence

The Performing Rights Society (PRS) is a non-profit making membership organisation of composers, songwriters, authors & publishers of music.

The function of the PRS is to collect royalties on behalf of its members, from music users in the UK. A PRS music licence is required by anyone using or intending to perform music (live, DJ, TV, radio etc) in public and in venues.

It is the organiser's responsibility to obtain a PRS licence. Obtaining a PRS licence gives blanket coverage so that the licence holder does not have to seek individual clearance for every single piece of music used. For further information and an application form visit their [website](#) or telephone 0800 068 4828. (opens new website)

5. Basic Example of a Pre and During Event Checklist:

Appoint named persons to check these matters & address or report back comments.

	YES	NO
VENUE SAFETY		
Are premises free from hazards? (i.e. even ground/floor surfaces; no trip hazards)		
Are all attractions/activities/structures complete, checked and staffed?		
Are structures/seating sound & secure; stairways / platforms and equipment guarded; protective barriers/ fencing secure and not posing a hazard?		
ENTRANCES/EXITS		
Are adequate entrances & exits open, clearly marked & staffed to control admission where necessary?		
Are all circulation areas, staircases/escape routes/ exits unobstructed with all gates/doors unlocked?		
CROWD CONTROL		
Is the control room operational, with communications and PA systems working?		
Are the required number of stewards in their allotted positions; fully briefed on their duties and wearing jackets/tabards?		
ELECTRICS		
Is installation complete/inspected/tested/certified (as appropriate by competent person); is cabling / equipment checked by competent person, secure/ protected & clear of public circulation areas?		
LIGHTING		
Is normal and emergency lighting provided, in working order and lit where necessary?		
MEDICAL FACILITIES		
Are there adequate trained first aiders on site; is a suitable clearly marked room (provided with water) available as a first aid post?		
FIRE PRECAUTIONS		
Is fire fighting equipment in place; rubbish/combustible materials stored away from tents/structures? Stewards /staff briefed?		
TOILET ACCOMMODATION		
Is clearly marked toilet accommodation available (including disabled); have arrangements been made to service them throughout the event?		
RUBBISH		
Are sufficient bins provided around the site and arrangements made to empty them during the event?		

6. Sources of further information and guidance

This guide is not exhaustive and cannot cover every circumstance. If you require any further advice on the subject of this guide or have any questions please feel free to contact us, or alternatively you may find the following websites and documents helpful.

Sources of further information:

Wales Tourist Board - [Festival and Events Toolkit](#)

Health and Safety Executive – www.hse.gov.uk

Newport City Council

Health & Safety Team. “Short guide on the safe use of inflatables”.

Safety Advisory Group (SAG) - information can be found on the council’s [website](#)

Uklpg - [The trade association for the LPG industry in the UK](#)

Farming and Countryside Information - [Preventing or controlling ill health from animal contact at visitor attractions](#)

HM Government - [Fire Safety Risk Assessment Open Air Events and Venues](#).

ISBN 978 1 85112 823 5 (opens website)

Fire Safety Risk Assessment, Small and medium places of assembly Guide 6.

ISBN 0 7504 8969 3.

Home Office – [The Good Practice Safety Guide for small and sporting events taking place on the highway, roads and public places](#).

MUTA, [Performance Textile Association](#). The UK association for temporary structures and technical textiles.

Chartered of Institute of Environmental Health (CIEH). <http://www.cieh.org>
[National Guidance for outdoor and Mobile Catering](#).

7. Contact details

How to contact us:

Health & Safety Team, Environmental Health, Public Protection Service, Newport City Council, Telford Depot, Telford Street, Newport, South Wales, NP19 0ES

Phone: 01633 656656 (City Contact Centre)

Email: env.health@newport.gov.uk

Website: www.newport.gov.uk/healthandsafety

Other useful contacts:

Food Safety Team, Environmental Health, Public Protection Service, Newport City Council, Telford Depot, Telford Street, Newport, South Wales, NP19 0ES. Tel: 01633 656656, Email: env.health@newport.gov.uk

South Wales Fire & Rescue Service, Forest View Business Park, Llantrisant, CF72 8LX. Tel: 01443 232000, Fax: 01443 232180. Email: swfs@southwales-fire.gov.uk

Health and Safety Executive (HSE), Government Buildings, Phase 1, Ty Glas, Llanishan, Cardiff, CF14 5SH. Fax 029 2026 3120. Web: www.hse.gov.uk

Gas Safe Register, PO Box 6804, Basingstoke, RG24 4NB. Tel: 0800 408 5500. Web: <http://www.gassaferegister.co.uk>

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