

Guide to industry best practice for organizing outdoor events

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Foreword

This Publicly Available Specification, PAS 51, has been published to provide good practice guidance for the organizing of outdoor events.

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Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 23 and a back cover.

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Introduction

This Publicly Available Specification provides good practice guidance for the organizing of outdoor events by outdoor event organizers. It does not attempt to classify actual events, or to standardize the products or services provided by outdoor event suppliers. It is intended to be applicable to all outdoor events, which may range from one-day shows, to a short-term series of events or a festival.

The information contained in this Publicly Available Specification may also be of interest to outdoor event suppliers and inspecting officers, training bodies and members of outdoor event trade associations.

1 Scope

This Publicly Available Specification (PAS) is a good practice guide for organizing outdoor events. It is intended for use as a navigating tool, referencing current good practice guidance for the outdoor events industry.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS 8406, *Event stewarding and crowd safety services — Code of practice.*

Fairgrounds and amusement parks: guidance on safe practice — Practical guidance on the management of health and safety for those involved in the fairgrounds industry. HSE Books, 1997 (HSG 175).

Temporary demountable structures. Guidance on design, procurement and use (second edition). The Institution of Structural Engineers, 1999.

3 Terms and definitions

For the purposes of this PAS, the following terms and definitions apply.

3.1

competent person

someone (whether client, employee, self-employed person, contractor or subcontractor) who has necessary and sufficient training, knowledge, experience, expertise and other qualities to complete their allotted task safely

3.2

crowd management

systematic planning for, and supervision of, the orderly movement and assembly of people

NOTE Crowd management involves the assessment of the people-handling capabilities of a space prior to its use. It includes evaluation of projected levels of occupancy; adequacy of means of access and egress; processing procedures (such as ticket collection); and expected types of activities and group behaviour.

3.3

event

organized gathering of persons outdoors and/or within a temporary structure, not including purpose-designed event venues

3.4

risk assessment

systematic examination of all aspects of an event, in order to identify and assess potential threats or hazards that might arise

3.5

site

location of an event

NOTE This can be a venue with identifiable boundaries or a public space with no identifiable boundaries.

3.6

street event

organized gathering of persons taking place on a public highway

3.7

temporary demountable structure

non-permanent structure designed to be in place for part or all of the duration of an event

4 Risk management

4.1 General

To anticipate and manage the potential threats to outdoor events (including threats to the people present, assets and property, and the environment) a risk management strategy should be implemented to cover the project from its inception to its completion.

The risk management strategy will vary from event to event and should be customized by completing a risk evaluation (see 4.3.4).

A key aspect of risk management is the health and safety of all those involved in an event (see Clause 5).

4.2 Risk assessment

Risk assessments assist the event organizer in identifying the measures that need to be taken to control the risk of, and guard against, any potential hazards or threats.

NOTE Attention is drawn to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Risk assessments will assist the event organizer to identify priorities, to allocate resources and to compare and select from different alternatives (e.g. at which site to host the event, how to decide on a venue layout). It will also provide a record of the decision process and justifications for the actions taken should a dispute arise.

The measures identified in a risk assessment should be realistic and achievable.

4.3 Performing a risk assessment

4.3.1 General

A risk assessment should consist of the following steps:

- a) identifying the various hazards associated with the site and/or the event's activities, see 4.3.2;
- b) identifying who is at risk (who may be harmed and how), see 4.3.3;
- c) evaluating the extent of the risks and deciding whether the existing precautions are adequate or can be improved, see 4.3.4;
- d) identifying suitable measures to eliminate, minimize and control the risks, see 4.3.5;

NOTE 1 Attention is drawn to paragraph 3(2) of the Management of Health and Safety at Work Regulations 1999 (the Management Regulations), and paragraph 7 of the accompanying approved code of practice and guidance, which states that the purpose of a risk assessment is to help the employer or self-employed person to determine what measures should be taken to comply with the employer's or self-employed person's duties under the relevant statutory provisions.

- e) recording risk assessment findings, recommendations and remedial actions implemented, see 4.3.6;
- f) reviewing and revising the risk assessment, see 4.3.7.

The event organizer should ensure that risk assessment is arranged and coordinated by a competent person(s). Where other agencies are part of the overall operation (e.g. in major events), the event organizer should ensure that they are involved in the risk assessment.

NOTE 2 Attention is drawn to the following publications:

Five steps to risk assessment. HSE Books, 1998 (INDG163).

Practical risk assessments. PLASA, 2002.

NOTE 3 It can be beneficial to seek independent input from someone who is less involved in the design and planning of the event, who might be able to assess the risks in a more objective manner, without preconceptions or prejudice.

4.3.2 Identifying the hazards

The process of hazard identification should highlight any foreseeable incidents and disruptions to the event and hazards that could arise as a result. It should provide sufficient information to enable the event organizer to ensure that suitable arrangements are in place to deal with these hazards should they arise.

4.3.3 Attendance

The event organizer should establish a crowd profile to identify the age, gender, likely behaviour and expectations of the proposed audience, and to in turn inform a risk assessment of the kinds of hazards that will need to be tackled.

NOTE 1 The availability of alcohol is a key factor in determining likely audience behaviour and response to crowd management input.

Particular attention should be given to the potential number of attendees at an event and the safe capacity of the proposed venue in order to assess the required management resources for production of a safe event, or whether the event can be safely staged. The following should be assessed prior to the event:

- a) expected numbers for the event;
- b) crowd entry to the event;
- c) the type of event and likelihood of crowd movement, e.g. fairgrounds where crowds would be moving around;
- d) the dispersal of attendees and the possible requirement for emergency evacuation.

The maximum capacity for various parts of a site should be assessed.

NOTE 2 The number of emergency exits available can limit this.

Once the final capacity of a site or part of a site has been determined, the numbers should not be exceeded in any circumstances other than an emergency.

NOTE 3 Attention is drawn to:

Guide to fire precautions in existing places of entertainment and like premises. The Stationery Office, 1990.

Guide to safety at sports grounds. The Stationery Office, 1997.

Managing crowds safely. HSE Books, 2000 (HSG154).

4.3.4 Risk evaluation

To evaluate risk, the event organizer should ensure that an estimate is made of both the likelihood of the hazard occurring and the severity of the harm it would cause. Risk evaluation should not be based on personal experience alone; any accident records from previous events of a similar nature should be considered.

NOTE Other sources of information that may be useful for risk evaluation include the experience of organizers of other similar events, incident logs or injury figures, feedback from front line staff and customer services.

The event organizer should take into account any existing precautions that are already in place, and assess their viability.

A qualitative risk evaluation method should be used. This involves the use of ratings to estimate the likelihood and severity of hazards, e.g. high, medium and low risk. The risk posed by a hazard can then be expressed in terms of a combination of the likelihood rating and the severity rating using a risk classification matrix (see example in Table 1).

Table 1 — Example of a risk classification matrix

	Major	Significant	Minor
Likely	Very high	High	Medium
Possible	High	Medium	Low
Unlikely	Medium	Low	Very low

4.3.5 Risk minimization

When considering what measures need to be taken in order to minimize and control risks, priority should be given to the hazards that pose the highest risks.

Eliminating the risk altogether by removing the hazard should be the first strategy in trying to control risks. If the hazard cannot be eliminated entirely the following should be considered:

- a) choosing a lower risk option;
- b) making the hazard less likely to occur or to cause harm by preventing access to the hazard or by reducing exposure to it;
- c) reducing the severity of harm that may result from the hazard.

Proactive management to minimize and control risks should occur throughout the event management process, and should involve:

- 1) design – designing the risks out, or mitigating them wherever possible;
- 2) planning – ensuring that risks that cannot be designed out are controlled, and that there is coordination and cooperation between contractors;
- 3) information – ensuring all event personnel know site risks and limitations;
- 4) selection – appointing only competent contractors who use trained personnel;
- 5) methodology – obtaining and vetting method statements and risk assessments;
- 6) control – only allowing authorised persons on site; enforcing rules;
- 7) prioritization – concentrating on what could cause the most significant damage, particularly to people;
- 8) monitoring – ensuring that plans are implemented and that problems, accidents and incidents are reported;
- 9) reviewing and recording – ensuring that lessons are learnt for the next time.

4.3.6 Records

The event organizer should ensure documented risk assessments are carried out and made available at all times.

Records that should be kept include details of policy, plans, assessments, actions taken, review and details of any accidents and incidents.

Records should be kept for seven years.

NOTE Where records kept pertain to individuals, attention is drawn to The Data Protection Act 1998.

4.3.7 Reviewing and revising the risk assessment

Risk assessments should be continually reviewed and revised. Circumstances that can highlight the need for review are:

- a) significant changes to the event, the venue, or the attendees;
- b) the emergence of a new problem that was not previously detected;
- c) the occurrence or near occurrence of a significant incident;
- d) the occurrence of a serious incident at a similar event;
- e) changes to relevant legislation.

Reviews should be carried out as soon as possible after an event and involve as many staff as practicable, particularly those directly involved. Staff should be encouraged to discuss concerns, the causes of any accidents, incidents or problems and any identifiable means of improving the management of future events.

4.4 Third party risk assessments

The event organizer should request risk assessments for significant hazards and, where appropriate, method statements from contractors and participants.

NOTE This task may be delegated to the site manager.

Information about contractors should be kept with general event documentation. Significant risks should be noted and communicated to all relevant parties, including staff.

4.5 Audit of risk management systems

Audits of the risk management systems should be performed. These should:

- a) be carried out by a competent person(s);
- b) assess the elements of policy, organization, planning and implementation of the risk management system;
- c) measure the relevance and adequacy of the systems;
- d) assess the ability of the organization to learn from experience and improve performance.

5 Health and safety

Health and safety is fundamental to all aspects of running an event.

A document outlining the site rules should be presented to all staff and contractors outlining their health and safety roles and responsibilities while operating on site. This information should also indicate local medical and welfare facilities.

NOTE Attention is drawn to the following legislation, codes of practice and guidance:

General

The Health and Safety at Work Act 1974.

The Management of Health and Safety at Work Regulations 1999.

The Workplace (Health, Safety and Welfare) Regulations 1992.

A guide to managing health and safety in construction. HSC, Construction Industry Advisory Committee, 1995.

Successful health and safety management. HSE Books, 1997 (HSG65).

Managing contractors: a guide for employers. HSE Books, 1997 (HSG159).

The event safety guide: a guide to health, safety and welfare at music and similar events. HSE Books, 1999 (HSG195).

Guide to safety at sports grounds. The Stationery Office, 1997.

Selecting a health and safety consultancy. HSE Books, 1992 (INDG 133).

The Construction (Design and Management) Regulations 1994.

Installation

The Provision and Use of Work Equipment Regulations 1998.

The Manual Handling Operations Regulations 1992.

The Personal Protective Equipment at Work Regulations 1992.

The Control of Substances Hazardous to Health Regulations 2002.

The Lifting Operations and Lifting Equipment Regulations 1998.

Safe use of work equipment: Provision and Use of Work Equipment Regulations 1998: approved code of practice and guidance (second edition). HSE Books, 1998 (L22).

Manual handling: Manual Handling Operations Regulations 1992. HSE Books, 1998 (L23).

Manual handling: solutions you can handle. HSE Books, 1994 (HSG115).

A short guide to the Personal Protective Equipment at Work Regulations 1992. HSE Books, 1995 (INDG174).

Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998. Approved code of practice and guidance. HSE Books, 1998 (L113).

Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998. HSE Books, 1999 (INDG290).

Health and safety in roof work. HSE Books, 1998 (HSG33).

Managing construction for health and safety: Construction (Design and Management) Regulations 1994: approved code of practice. HSE Books, 1995 (L24).

Services

The Electricity at Work Regulations 1989.

The Noise at Work Regulations 1989.

Employment and Welfare

Management of health and safety at work: Management of Health and Safety at Work Regulations 1999: Approved code of practice and guidance (second edition). HSE Books, 2000 (L21).

The Health and Safety (First Aid) Regulations 1981.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Health and Safety (Consultation with Employees) Regulations 1996.

The Health and Safety Information for Employees Regulations 1989.

The Health and Safety (Display Screen Equipment) Regulations 1992.

Working with VDUs. HSE Books, 2003 (INDG36 [rev2]).

The guide to managing health and safety at exhibitions and events. Berkhamstead: Association of Exhibition Organisers, 2002.

Workplace transport safety, guidance for employers. HSE Books, 1995 (HS[G]136).

6 Licensing and local consultation

For some types of event the event organizer will need to consult with local authorities, emergency services and enforcement agencies.

NOTE 1 From early 2005 the main instrument for event licensing will be The Licensing Act 2003.

Organizers should ascertain local authorities' procedures at an early stage.

For a novel or substantial event the organizer should arrange for a pre-application meeting with the local authority in order to:

- a) determine what the local authority requires;
- b) determine how the local authority runs the licensing procedure;
- c) provide relevant details of the event to the local authority;
- d) ascertain who else needs to be contacted.

NOTE 2 Attention is drawn to The Licensing Act 2003.

NOTE 3 Attention is drawn to draft *Guidance issued under section 182 of The Licensing Act 2003*, Department for Culture, Media and Sport, 2003. Particular attention is drawn to:

Section 4, Personal licenses;

Section 5, Premises licenses;

Paragraph 5.1, which identifies licensable activities such as the sale of alcohol by retail; the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club; the provision of regulated entertainment; the provision of late night refreshment;

Section 7, Conditions attached to premises' licences and club premises' certificates;

Section 8, Temporary event notices;

Annex A, Schedule 1 to the Licensing Act 2003 (regulated entertainment).

NOTE 4 Attention is drawn to Explanatory notes to Licensing Act 2003. TSO, 2003.

7 Planning

7.1 General

Each event should be planned for, from its conception to its conclusion, and a process of monitoring and review should be established, with plans being updated as necessary.

NOTE Attention is drawn to *The event safety guide: A guide to health, safety and welfare at music and similar events*. HSE Books, 1999 (HSG195).

7.2 Feasibility study

A feasibility study should be undertaken to assess the financial and logistical viability of an event.

7.3 Preliminary planning

The preliminary planning phase should take into consideration the following:

- a) budget;
- b) venue;
- c) timescales;
- d) layout and design;
- e) logistics;
- f) infrastructure;
- g) legislation;
- h) suppliers;
- i) other events.

NOTE This list is not exhaustive.

7.4 Emergency and contingency planning

The event organizer(s) should ensure that emergency and contingency plans are prepared, where necessary in conjunction with the emergency services and statutory bodies, for any incidents that might arise.

NOTE 1 See the publication *Football club contingency planning* on the Football Licensing Authority website (www.flaweb.org.uk) for examples of possible contingencies that may need to be considered.

NOTE 2 See also *Dealing with disaster* (revised third edition), Civil Contingencies Secretariat, Cabinet Office. Brodie Publishing, 1997.

7.5 Detailed planning

The event organizer should consider and construct an event management plan and design for the provision and location of the following:

- a) access and security (including barriers and fencing);
- b) communications, including:
 - 1) media operations;
 - 2) public address;
 - 3) safety information;
 - 4) sound systems;
 - 5) customer information;

- c) health, safety and welfare at work, including:
 - 1) fire safety and emergency services;
 - 2) first aid and emergency medical facilities;
 - 3) food and hygiene controls;
 - 4) inspections and tests;
 - 5) noise;
 - 6) persons with special needs;
 - 7) toilets;
 - 8) welfare facilities;
 - 9) care of children;
- d) infrastructure, including:
 - 1) boundaries;
 - 2) lighting;
 - 3) structures;
 - 4) temporary marquees and tents;
 - 5) temporary roadway;
 - 6) equipment;
 - 7) parking;
 - 8) special effects;
 - 9) stage technology;
- e) site management, including:
 - 1) crowd management;
 - 2) staffing;
 - 3) site supervision;
 - 4) incident reporting and investigation procedures;
 - 5) traffic management;
 - 6) entry procedures;
 - 7) alcohol;
 - 8) licensing requirements;
 - 9) production of detailed site plan;
 - 10) production of site rules;
 - 11) production of procedures for dealing with the media;
 - 12) production of sign off procedures;
 - 13) production of policies for child protection, disabled access, confidentiality, data protection and equal opportunities;
- f) services, including:
 - 1) corporate hospitality;
 - 2) insurance;
 - 3) site services;
 - 4) supply of services;
 - 5) waste disposal and litter collection.

NOTE This list is not exhaustive.

8 Crowd management

All event organizers should provide stewarding services in accordance with BS 8406.

NOTE 1 BS 8406 gives recommendations for the infrastructure, staffing, operation and management of organizations providing stewarding and safety personnel at either indoor or outdoor events.

The numbers and positions of event stewards to be employed should be determined from the risk assessment. Adequate provision should be made for communicating with and between event stewards. Particular attention should be paid to crowd monitoring, entry and egress and ticketing arrangements.

NOTE 2 Attention is drawn to the following HSE guidance on crowd management: *Managing crowds safely*. HSE Books, 2000 (HSG154).

9 Staffing

9.1 General

The event organizer should appoint competent specialist staff as appropriate.

All staff should be given a job description clearly identifying their role(s) and responsibilities.

All staff should undertake regular training in order to enable them to fulfil their role(s) effectively.

All staff should receive formal basic safety awareness training.

An appropriate number of staff should be engaged such that all necessary roles are adequately covered.

Provision should be made to fulfil the following key roles (9.2, 9.3 and 9.4) at an event.

NOTE Attention is drawn to The Working Time Regulations 1998.

9.2 Site manager

A site manager should be appointed for the operational management of the event prior to the commencement of any work on the site and should be responsible for managing site operations until the site has been fully cleared.

The site manager should be responsible for the planning and coordination of all site activities, and ensure that there is adequate communication and cooperation between contractors.

9.3 Safety coordinator

Safety coordinators should not be given any other roles or duties that would interfere with their effectiveness in their principal role.

Safety coordinators should have the authority to make safety related decisions without reference to other management where necessary. Because of the key role played by the safety coordinator, a suitably trained and competent deputy should be available.

The safety coordinator should have human, material and financial resources available to address key safety issues.

9.4 Crowd manager

The crowd manager should be responsible for the systematic planning and supervision of orderly movement and assembly of people.

10 Communications

Communication is key to event organization. Particular areas to be considered are: pre-event communications with the public, providers of services, the emergency services and regulatory bodies; communications with staff and others during the event; and communications with members of the public during the event. Consideration should be given to communication with special needs groups and foreign language groups where appropriate.

Control points should be provided at all events to facilitate lines of communication, to monitor safety and to coordinate responses to incidents and emergencies. The use of telephone land lines, two-way radios and mobile phones should be considered.

NOTE Attention is drawn to *Managing crowds safely*. HSE Books, 2000 (HSG154).

11 Site management

Site management should involve the supervision of contractors, staff and visitors to the site for the duration of the event including the build-up, show period and break-down. A site manager should be appointed for the operational management of the event throughout this period (see 9.2). An event log should be kept to provide a full record of all activities or incidents on site.

NOTE It is essential that only competent contractors are appointed.

12 Traffic management

A traffic management plan should be produced, showing traffic movement around and within the event/site area, identifying anticipated volumes of traffic and vehicle types and the impact upon the local community.

NOTE Attention is drawn to the following publications:

Great Britain Department of Transport. Traffic signs manual, Chapter 8: Traffic safety measures and signs for roadworks and temporary situations. The Stationery Office, 1991.

Traffic management. NOEA guidance note no. 2. National Outdoor Events Association.

The safe use of vehicles on construction sites. HSE Books, 1998 (HSG144).

Workplace transport safety: Guidance for employers. HSE Books, 1995 (HSG136).

BS 873-2, *Road traffic signs and internally illuminated bollards — Part 2: Specification for miscellaneous signs.*

BS 6571-4, *Vehicle parking control equipment — Part 4: Specification for barrier type parking control equipment.*

Draft BS EN 13422, *Vertical road signs — Portable road traffic signs — Cones and cylinders.*

CIE 115-1995, *Recommendations for the lighting of roads for motor and pedestrian traffic.*

Provision of temporary traffic signs to special events. Network management advisory leaflet, May 1993.

Reversing vehicles. HSE Books, 1993 (INDG 1408).

Safety in working lift trucks. HSE Books, 2000 (HSG6).

13 Security

For all major events the event organizer should employ a specialist event security firm to organize and maintain security of the site.

NOTE 1 The stewarding team will usually be a distinct entity from the security team.

Supervision of site surrounds and the monitoring of fences, gates and access points is an essential part of the overall security arrangements.

NOTE 2 Closed-circuit television (CCTV) might need to be considered.

NOTE 3 Attention is drawn to The Data Protection Act 1998.

NOTE 4 Attention is drawn to the following publications:

CCTV code of practice. The Information Commissioner, July 2000.

BS 7499, *Static site guarding and mobile patrol services — Code of practice.*

BS 7958, *Closed-circuit television (CCTV). Management and operation — Code of practice.*

14 Perimeter and external infrastructure

14.1 Site perimeter

All venues should take into consideration safe access and egress of staff, contractors and visitors.

NOTE 1 Additional entrances and exits might be required for emergency access or egress for staff, emergency services or people with special needs.

The site perimeter and means of access or egress should be protected against unauthorized entry.

NOTE 2 Attention is drawn to *Barriers, fencing and temporary roadways.* NOEA guidance note 1. National Outdoor Events Association.

14.2 External agencies and services

The event organizer should liaise with the relevant agencies regarding off-site arrangements, such as off-site parking, road traffic management, crowd management and pedestrian safety, emergency planning and transport provisions.

NOTE Attention is drawn to the following publications:

BS 5709, *Gaps, gates and stiles — Specification*.

Guide to safety at sports grounds. The Stationery Office, 1997.

Guide to fire precautions in existing places of entertainment and like premises. London: The Stationery Office, 1990.

15 Street events

It should be recognized that a street event has its own unique character, created by the location, the informal boundary or perimeter, interaction with members of the public and ongoing activities, as well as the type of event, and as such will require specific planning and coordination.

NOTE Attention is drawn to the Independent Street Arts Network publication *Safety guidance for street arts, carnivals, processions and large scale performances*, due for publication in 2004, for detailed guidance on carrying out street events.

16 Barriers and fencing

Barriers and fences can be used in order to manage the flow and activity of people at an event, to restrict unauthorized entry and ensure that accurate attendance numbers can be maintained.

NOTE 1 There is a significant difference in strength between crowd control barriers (which can resist crowd loadings), and vehicle and pedestrian demarcation and guiding barriers.

NOTE 2 Guidance on the use of barriers and fencing can be found in NOEA guidance note no.1, *Barriers, fencing and temporary roadways*.

NOTE 3 Attention is drawn to the following publications:

BS 1722 (all parts), *Fences*.

BS 6180, *Barriers in and about buildings — Code of practice*.

BS 6399-2, *Loading for buildings — Part 2: Code of practice for wind loads*.

Draft BS EN 1317-6, *Road restraint systems — Part 6: Pedestrian restraint systems, pedestrian parapet*.

NOTE 4 Attention is drawn to *Temporary demountable structures — Guidance on design, procurement and use* (second edition). The Institution of Structural Engineers, 1999.

17 Access (temporary roadways)

The event organizer should consider the need for a temporary roadway depending on the following factors:

- a) Type/weight of vehicles.
- b) Existing ground conditions.
- c) The need to reduce localized applied stress near inspection chambers or any services just below ground level.
- d) The need to provide a safe means of access for emergency vehicles.
- e) The need to protect existing surfaces.

NOTE Attention is drawn to NOEA guidance note no.1, *Barriers, fencing and temporary roadways*.

18 Emergency planning

Consultation and liaison should be maintained with the emergency services.

The event management plan (see 7.5) produced by the event organizer should include details relating to:

- a) coordination of the emergency services;
- b) provision of effective means of communication;
- c) means of escape in case of an incident;
- d) evacuation procedures including the raising of the alarm and emergency response;
- e) access and egress routes, including those for emergency vehicles;
- f) control and coordination of minor and major incidents;
- g) provision of fire fighting equipment and other emergency equipment;
- h) provision of first aid and emergency medical facilities;
- i) management of special risks such as pyrotechnics;
- j) media and public information management.

NOTE 1 Attention is drawn to the following publications:

Guide to fire precautions in existing places of entertainment and like premises. The Stationery Office, 1990.

Fire precautions in the workplace: information for employers about the Fire Precautions (Workplaces) Regulations 1997. The Stationery Office, 1997.

Five steps to risk assessment. HSE Books, 1998 (INDG163).

BS 5306-3, *Fire extinguishing installations and equipment on premises — Part 3: Maintenance of portable fire extinguishers — Code of practice.*

BS 5306-8, *Fire extinguishing installations and equipment on premises — Part 8: Selection and installation of portable fire extinguishers — Code of practice.*

Working together on firework displays: a guide to safety for firework display organisers and operators. HSE Books, 1999.

Smoke and vapour effects used in entertainment for smoke production. Entertainment sheet no. 3. HSE Books, 1996.

NOTE 2 Attention is drawn to the following LP Gas Association codes of practice:

Code of Practice 7 — Storage of full and empty LPG cylinders and cartridges. LP Gas Association, July 1998.

Code of Practice 10 — Containers Attached to Mobile Gas-Fired Equipment. LP Gas Association, February 1998.

Code of practice 24 — Use of LPG cylinders: Part 3 — The Use of LPG in Mobile Catering Vehicles and Similar Commercial Vehicles. LP Gas Association, May 2000.

Code of practice 24 — Use of LPG cylinders: Part 4 — The Use of LPG for Catering and Outdoor Functions. LP Gas Association, March 1999.

Code of practice 24 — Use of LPG cylinders: Part 5 — The Storage and Use of LPG on Construction Sites. LP Gas Association, May 2000.

Code of Practice 27 — Carriage of LPG Cylinders by Road. LP Gas Association, October 1999.

NOTE 3 Attention is drawn to the following legislation:

The Fire Precautions (Workplace) (Amendment) Regulations 1999.

The Gas Safety (Installation and use) Regulations 1998.

The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.

The Petroleum-Spirit (Plastic Containers) Regulations 1982.

Pressure Systems and Transportable Gas Containers Regulations 1989.

19 Welfare

19.1 General

NOTE Attention is drawn to the Disability Discrimination Act 1995.

19.2 Welfare facilities

Various facilities should be provided including drinking water, toilets and provision for disposal of waste and sewage.

NOTE Attention is drawn to the following publications:

BS 2081-1, *Closets for use with chemicals — Part 1: Specification for portable closets.*

BS 6465-1, *Sanitary installations — Part 1: Code of practice for scale of provision, selection and installation of sanitary appliances.*

The Workplace (Health, Safety and Welfare) Regulations 1992.

Code of practice for outdoor events other than pop concerts and raves. National Outdoor Events Association, 1993.

19.3 Welfare services

Welfare arrangements should be made for staff, contractors and visitors.

The following welfare arrangements may need to be provided:

- a) information/meeting point;
- b) lost children's point;
- c) lost and found property facility;
- d) facilities for people with special needs;
- e) befriending service;
- f) health education;
- g) public telephones;
- h) property lock-ups or cloakrooms;
- i) banking facilities;
- j) chill out facility;
- k) emergency shelter;
- l) facilities for animals;
- m) pass-outs/readmission;
- n) child protection.

NOTE 1 Facilities for people with special needs includes access on and off site, emergency access and egress to facilities.

NOTE 2 Attention is drawn to the National Register of Access Consultants website at www.nrac.org.uk.

NOTE 3 Attention is drawn to *Safer clubbing*, Home Office Drug Strategy Directorate, Drug Prevention Advisory Service and London Drugs Policy Forum, 2002.

20 Electrical services

The event organizer should consider the provision of electrical services either by means of temporary generated power or connection to permanent installations. A safety certificate should be issued for fixed installations (temporary and permanent), which should be held on site. Electrical installations should be planned, assessed, installed and tested by competent electrical personnel. Necessary controls may include provision of residual current devices (RCDs), earthing, burying or protecting of cables or restricting voltages.

NOTE 1 Attention is drawn to The Electricity at Work Regulations 1989.

NOTE 2 Attention is drawn to the following publications:

Electrical installations at outdoor events. NOEA guidance note no. 3. National Outdoor Events Association.

BS 7671, *Requirements for electrical installations — IEE wiring regulations* — (sixteenth edition).

BS 7909, *Code of practice for design and installation of temporary distribution systems delivering a.c. electrical supplies for lighting, technical services and other entertainment related purposes*.

IEC 60364-7-711:1998, *Electrical installations of buildings — Part 7-711: Requirements for special installations or locations — Exhibitions, shows and stands*.

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IEC 60130-10, *Connectors for frequencies below 3 MHz — Part 10: Connectors for coupling an external low-voltage power supply to portable entertainment equipment*.

BS 6004, *Electric cables — PVC insulated, non-armoured cables for voltages up to and including 450/750 V, for electric power, lighting and internal wiring*.

BS 6346, *Specification for 600/1 000 V and 1 900/3 300 V armoured electric cables having PVC insulation*.

BS 6500, *Electric cables — Flexible cords rated up to 300/500 V, for use with appliances and equipment intended for domestic, office and similar environments*.

21 Lighting

Where events are planned to take place after dark, artificial lighting to a suitable level should be provided to all public areas, such as vehicle and pedestrian access, car parks, entry and exit points, refreshment tents, toilets, drinking water and stand pipes.

All exits and escape routes should be provided with illuminated directional signs. Some sites have particular hazards, which should be lit appropriately. Organizers should consider the need for emergency lighting to all exits and escape routes.

NOTE Attention is drawn to the following publications:

BS 5266-1, *Emergency lighting — Part 1: Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment*.

The event safety guide — A guide to health, safety and welfare at music and similar events, HSE Books, 1999 (HSG195).

BS 4533-102.17:1990, EN 60598-2-17:1989, *Luminaires — Part 102: Particular requirements — Section 102.17: Specification for luminaires for stage lighting, television, film and photographic studios (outside and indoor)*.

BS 6726, *Specification for festoon and temporary lighting cables and cords*.

CIE 112-1994, *Glare evaluation system for use within outdoor sports and area lighting*.

CIE 94-1993, *Guide for floodlighting*.

22 Sound systems and noise

Excessive sound levels can create a risk of hearing damage both to those working at events and audiences. It can also create a noise nuisance outside the venue, which could lead to restrictions or curtailment of the event.

The siting of a sound system for an event should be such as to gain maximum effect inside the site while ensuring minimum disruption outside.

NOTE 1 Failure to supply an appropriate system can result in noise injury, breach of licence conditions, complaints or crowding and dynamics problems if the system is inadequate.

NOTE 2 Attention is drawn to The Noise at Work Regulations 1989.

NOTE 3 Attention is drawn to the following publications:

BS ISO 13475-1:1999, *Acoustics — Part 1: Stationary audible warning devices used outdoors — Field measurements for determination of sound emission quantities.*

BS EN 60849, IEC 60849:1998, *Sound systems for emergency purposes — Specifies performance requirements for sound reinforcement systems used indoors or outdoors to broadcast information for the protection of lives within specified areas in an emergency.*

BS EN 60065, BS 415:1998, *Audio, video and similar electronic apparatus — Safety requirements.*

PD 60065:2001, *Interpretation sheets for BS EN 60065:1998 — Audio, video and similar electronic apparatus — Safety requirements.*

BS 6259, *Code of practice for the design, planning, installation, testing and maintenance of sound systems.*

BS 6840-4, IEC 60268-4:1997, *Sound system equipment — Part 4: Microphones.*

BS EN 60268-5, *Sound system equipment — Part 5: Loudspeakers.*

Sound systems and noise. NOEA guidance note no. 5. National Outdoor Events Association.

Code of practice on environmental noise control at concerts. Noise Council, 1993.

23 Special attractions and effects

23.1 Pyrotechnics

NOTE Attention is drawn to the HSE guides *Working together on firework displays. A guide to safety for firework display organisers and operators.* HSE Books, 1995 (HSG123) and *Smoke and vapour effects used in entertainment for smoke production.* HSE Books, 1999 (HSG124).

23.2 Lasers

The relevant authority should be notified of any use of laser display and precautions should be agreed.

NOTE Attention is drawn to the following publications:

Radiation safety of lasers used for display purposes. HELA Local Authority Circular, 2000 (60/4).

The radiation safety of lasers used for display purposes. HSE Books, 1996 (HSG 95).

23.3 Fairground attractions

NOTE For advice on fairground attractions, rides, amusement devices and stalls at a fairground associated with an event, attention is drawn to *Fairgrounds and amusement parks: guidance on safe practice. Practical guidance on the management of health and safety for those involved in the fairgrounds industry.* HSE Books, 1997 (HSG 175).

23.4 Water effects

All electrics in the vicinity of water effects should be earthed and supplied with water proof cabling junctions and sockets. RCDs should be fitted.

23.5 All night music events and pop concerts

NOTE Attention is drawn to *The event safety guide: A guide to health, safety and welfare at music and similar events.* HSE Books, 1999 (HSG195).

23.6 Working with animals

Animals can cause injuries such as bites, scratches or stings. They can also kick or crush and trigger allergies or phobias. Contact with animals can lead to infection or infestation from micro-organisms or parasites they carry.

NOTE Attention is drawn to *Working with animals in entertainment.* HSE entertainment information sheet no 4. HSE Books, 1996.

24 Temporary structures

Temporary demountable structures should comply with the guidance found in *Temporary demountable structures. Guidance on design, procurement and use* (second edition). The Institution of Structural Engineers, 1999.

The event organizer should ensure that competent persons are employed to design, supply, erect and inspect all temporary demountable structures and should obtain evidence of their competence.

NOTE 1 While most temporary structures do not come under the control of the Building Regulations, some do and it is advisable to contact the local authority building control or Environmental Health Office at the earliest opportunity to clarify from the outset what legislation applies for a particular structure in a particular locality.

Where structures might have been damaged by vehicle collision or vandalism, or have been used for a protracted period (longer than one week), structures should be re-inspected. Inspections should include checks of whether any significant movement or differential settling has occurred. Structures should also be checked after heavy weather, and should not be used if safe wind speeds are exceeded or likely to be approached.

NOTE 2 Attention is drawn to the following publications:

Temporary demountable structures, guidance on design, procurement and use (second edition). The Institution of Structural Engineers, 1999.

Code of practice for marquee hirers. Made-Up Textiles Association, 1998.

Code of public safety — Use and operation of marquees. Made-Up Textiles Association, 2001 (Rev 5.0).

Draft BS EN 13814, *Fairground and amusement park machinery and structures — Safety* (not yet published).

NOTE 3 Attention is drawn to the following legislation:

Construction (Design and Management) Regulations 1994.

Construction (Head Protection) Regulations 1989.

Construction (Health, Safety and Welfare) Regulations 1996.

NOTE 4 For advice on fairground attractions, rides, amusement devices and stalls at a fairground associated with an event see:

Fairgrounds and amusement parks: guidance on safe practice. Practical guidance on the management of health and safety for those involved in the fairgrounds industry. HSE Books, 1997 (HSG 175);

Technical standards for marquees and large tents. Home Office, 1995.

25 Waste disposal and litter picking

The event organizer(s) should ensure that adequate human resources and waste disposal facilities are available for solid and liquid waste disposal at all sites. Particular attention should be paid to recycling facilities. Recycling should be carried out wherever possible.

A specialist contractor should be appointed for the disposal of sewage and other waste products.

NOTE 1 New legislation and charging regimes for waste disposal will make it increasingly attractive to segregate waste, as unsegregated waste might attract a charge.

NOTE 2 Attention is drawn to The Environmental Protection Act 1990.

NOTE 3 Attention is drawn to BS EN 840-6:1997, *Mobile waste containers — Part 6: Safety and health requirements*.

26 Food and hygiene controls

The preparation and serving of food is a major area of risk in terms of health and safety and food related illnesses.

The organizer should ensure that food providers incorporate adequate controls and resources in order to safeguard the public and event personnel.

A food safety risk assessment should be performed.

Consideration should be given to the following:

- a) hygiene;
- b) cleaning;
- c) communal facilities;
- d) pest control;
- e) repairs and maintenance;
- f) water supply/drainage;
- g) temperature control;
- h) storage arrangements;
- i) waste arrangements;
- j) staff training;
- k) trading restrictions;
- l) role of local authority;
- m) on-site inspection;
- n) presentation of documents;
- o) registration as a food business;
- p) fire safety and precautions;
- q) siting of mobile catering units.

NOTE 1 Attention is drawn to the following legislation:

The Food Safety (General Food Hygiene) Regulations 1995.

The Food Safety (Temperature Control) Regulations 1995.

The Food Safety Act 1990.

The Food Safety (Northern Ireland) Order 1991.

NOTE 2 Attention is drawn to the following publication:

CAC/RCP 39-1993, *Code of hygienic practice for precooked and cooked foods in mass catering*.

27 Visitor information

The event organizer should provide staff, visitors and contractors with suitable, sufficient and up-to-date information about the event.

The following information should be communicated to the target audience in advance:

- a) date of the event;
- b) time of the event and any differential timing that can appeal to different audience profiles;
- c) time the audience needs to arrive for events, [if different to b)];
- d) directions to the event, travel information, public transport and parking;
- e) special provision for disabled persons, including differential routes to event, disabled parking and disabled viewing;
- f) details of any hazards to persons attending the event, e.g. noise at air shows;
- g) details of any restrictions on a ticket such as obstructed sight lines or partial weather protection;
- h) details of any possible health concerns such as the existence of strobe effects;
- i) details of any conditions of entry to the event and additional costs, e.g. car parking, shuttle bus fares, etc.;
- j) any intention to search visitors or staff on entry and any items prohibited from the event (if items are confiscated there should be efficient mechanisms for returning them to their owners);
- k) cost of admission.

Safety information and conditions of entry should be clearly stated on the back of any entry tickets. Event steward should be issued with maps indicating the facilities available on site.

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