



# City of **Stoke-on-Trent**

## Outdoor Event Guide Version 2 – 25 February 2019



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# STOKE-ON-TRENT CITY COUNCIL OUTDOOR EVENT GUIDE

Version – 2 - 25/02/18



## PURPOSE OF THE MANUAL

The aim of this manual is to provide Event Organisers with all the information required for staging an event in a Stoke-on-Trent park or green space.

Please read all sections relevant to your venue and event requirements. Please note, following the guidance and terms and conditions stated within this manual will be a condition of your contract.

[www.stoke.gov.uk/parks](http://www.stoke.gov.uk/parks)

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## 1.0 INTRODUCTION

If you are planning to host or organise an outdoor public or private event in Stoke-on-Trent City Council parks or greenspaces, this guide will explain the procedures that you need to follow and the documents that you must have in place.

These guidelines are in place to protect the organisers, the general public and also to work within the law ensuring that you have all the correct licences, risk assessments, documents and emergency plans in place before planning, organising or hosting an outdoor event.

On the following pages, organisers will find a useful summary of the considerations you should take into account when planning any event. This guidance is not intended to be final nor exhaustive and is therefore provided for information purposes only. **Please remember that this is only a guide,** within this document is useful information, names and numbers you can contact for further advice.

Organisers may wish to refer to HSE website where there is full and comprehensive information on running events safely <http://www.hse.gov.uk/event-safety/>

Please read all sections of this guide relevant to your venue and event requirements.

If you or your organisation is considering holding an event please remember to start planning as early as you can. You will need to consult with others on your plans and you will require a budget to cover costs.

Please follow these guidance notes, if you do not understand anything please ask us to explain. We will need your completed event application form at least 8- 12 weeks prior to the event taking place depending on the anticipated attendance. This is to allow us enough time to assess your application.

When planning an event the following notice should be provided:

Event Type	Small	Medium	Large	Major
Event Size	0 – 500	500 - 1500	1500 – 6,000	6,000+
Refer to SAG	No	Yes	Yes	Yes
Notice Required	8 Weeks	3 Months	3 Months	6 Months

Please do not be put off by terms you may not have heard of before, most things require the application of common sense to prevent accidents happening.

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## 1.1 How we can help you with your event

- We will check venue availability and diarise your event to avoid you losing your preferred dates.
- We can put you in touch with the Safety Advisory Group (SAG) who can offer advice in running your event safely.
- We will be upfront about site hire fees and associated costs to let you assess the feasibility of your event and allow you to plan your budget.

## 1.2 Top Tips

- **Start your planning early!** We take bookings for our parks venues sometimes more than 18 months in advance, so it is advisable to get your application in as early as possible to give you the greatest chance of securing your preferred dates.
- **Where** - Visiting the site can really help you plan ahead and identify potential issues. Make sure the venue you have chosen, is suitable for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.
- **When** - Consider the time of year, including the consequences of extreme weather conditions at an outdoor event. (Holding an event between October and March may lead to ground reinstatement charges). The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.
- **Who** - Identify the aims of the event? Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
- **What** Decide on the type of activities to be held? Will there be any specific hazards? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.
- Don't take on all the organising - share out responsibility.
- Remember to include: an event plan, a risk assessment and emergency plan.



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- Think about how much time you will need to be in the park, pre-event for set up and deliveries and post event for clear up and collections (which may not happen at weekends), not just your event time.
- Establish effective communication channels so everyone is aware of site rules, constraints and quality expectations right through your team and supply / subcontractor chain.

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## 2.0 PLANNING AN EVENT

What type of Event are you planning?

Consider what the purpose of your event is and what you are trying to achieve by holding an event. Remember most parks still need to be open to members of the public.

### 2.1 Community / Charity Events

A community / charity event is an event organised by a charity, not-for-profit organisation, community or voluntary group that directly benefits local residents and stakeholders. The event does not make profit. However, if your event makes a 'surplus' and this is ring fenced to be invested in the following year's event, this will not normally be classed as a commercial event.

### 2.2 Commercial Events

A commercial event is one that is organised around an identifiable commercial business or group of businesses who will benefit from the event. It shall not be sufficient to claim an event organised around one business or a group of businesses is in some way of wider community benefit. Any event which makes a profit for an individual or a business, even if some of the profit is donated to a charity partner, is classified as a commercial event.

### 2.3 Small Events

A small event is one where the total number of attendees (including staff, exhibitors, participants and spectators) does not exceed 500 people. Alcohol Sales and/or amplified music may be covered with a Temporary Event Notice (TEN) See Section 7.1

### 2.4 Medium Events

A medium event is one where the total number of attendees (including staff, exhibitors, participants and spectators) does not exceed 1,500 people. Alcohol Sales and/or amplified music may be required to be covered with a Premises Licence, See Section 7.2

### 2.5 Large Events

A large event is one where the total number of attendees (including staff, exhibitors, participants and spectators) does not exceed 6,000 people, but which does not fall within the category of a "major event". Alcohol Sales and/or amplified music may be required to be covered with a Premises Licence.



Figure 1 Revellers enjoy 2010 Live in Hanley Park. Image by kind permission of Greig Photography.

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## 2.6 Major Events

A major event is an organised public activity that is held outdoors, which operates on a regular or one off basis, lasting more than 3 hours over one or more days, for 6000 or more people (including both participants and spectators); or if the risk/ nature of the activity warrants additional assistance and intervention above what is normally expected to ensure a safe and successful event. A major event will involve significant infrastructure and will require substantial forward planning and consultation with the Councils Safety Advisory Group. When planning an event for over 6,000 people a minimum of 6 months' notice is required. Alcohol Sales and/or amplified music may be required to be covered with a Premises Licence.

## 2.7 Event Feasibility – Testing an Idea

Most event planning would benefit from a brainstorming session where various ideas are suggested and discussed to see which is best and meets the event objective. It is useful to consider whether your idea is good enough? Will it work? And do you have or can you raise enough money to deliver it?

## 2.8 Event Theme

Open spaces are for the enjoyment of all, so event themes should take this into consideration so that all feel welcome. We will not approve events purely for political reasons.

## 2.9 Is your idea a good one?

Having identified a number of ideas or concepts for a possible event, there has to be a process whereby organisers can sort out what concepts are most suited to the target market.

- The type of people
- Their demographic or social profile
- Age group
- Familiar activities

This can be done in these ways:

1. The results of an initial brainstorming session can be cross referenced to the opinions of the organising committee as the committee need to be committed to an idea to make it a success.
2. Pilot research can be undertaken, this may be essential as the organising committee may not be representative of the target market. An initial pilot questionnaire could explore reactions to a range of ideas
3. It is also necessary to consider whether the idea is sufficiently different from or even similar to successfully competing events.

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### 2.10 Will the event work?

The event organiser also needs to consider what is achievable; all events have various resource needs based on how adventurous, ambitious or limited the ideas are.

- What expertise and staffing is available
- What locations or venues are available, with what capacity
- What timescale you are working to
- What technology or other equipment will be needed
- What legalities need to be considered, such as licences

For events organised by volunteers the matter of achievability is important, knowledge of previous activities is also important, is the event a regular one?

### 2.11 Do you have or can you raise enough money?

All events need a budget; this could be based on similar events. The costs will depend on the size of the event, theme and activities.

Not all events are cost only; there could be a financial reason for holding an event such as fund raising or regeneration of the park or green space.

There are even events that are expected to make sufficient money to cover costs and break even.

In order to determine whether the event is viable an event organiser needs to produce some basic financial information:

- How many people will attend?
- Can they be charged?
- How can income be raised during the event?
- What are the costs?

An outline budget should underestimate revenues and overestimate costs. In addition to these processes once an event has been agreed on, the first of many planning activities must begin; the first being the 'lead time' for the event or whether there is enough time to get everything booked and organised. It is important to ensure enough time is available to prevent potential problems surfacing later. Even initial ideas written into a few pages of notes is a useful tool or completing a form such as the ones below will help an event organiser fully consider the requirements of their event.

### 2.12 Conflicts with other events / venues

Before completing your event application, it is your responsibility as Event Organiser to research key events in the city which may have an impact on your event. Large city events could affect access to your venue, and so could events at either the Trentham Estate or the Bet 365 Stadium.

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## 3.0 STEP BY STEP GUIDE TO PUTTING ON YOUR EVENT IN STOKE-ON-TRENT CITY COUNCIL PARKS

### 3.1 STEP 1 – Read and Plan

Read the relevant sections of this guidance manual which relate to your event and check the proposed dates for your event do not conflict with other major events in the city which may have an impact on your event.

### 3.2 STEP 2 – Complete & Submit Application Form

Complete the event application form for use of the park or public open space. Submit the application form no later than the time scales outlined in Section 1.0 of this manual.

*Send by post:*

**Place - City Renewal**

Upper Admin Block

Weighbridge Site

Cromer Road

Stoke-on-Trent

ST1 6QN

*Send by e-mail:* [parksevents@stoke.gov.uk](mailto:parksevents@stoke.gov.uk)

Once we have received your application form, you will be sent an acknowledgement e-mail to let you know we have commenced processing it. Your application will then be circulated to other Council departments who may request further information from you. This initial process should take no longer than 4 weeks.

### 3.3 STEP 4 – Event Confirmation and Payments

Your letter of confirmation to hold your event will be issued stating any specific clauses required over and above the standard terms of hire operated by Stoke-On-Trent City Council. If there isn't the availability for the dates requested or the council have decided that the proposed event isn't suitable for the location requested, a letter will be sent detailing the reasons why the application has been declined.

Please fully read the terms and conditions/licence agreement before they are returned and the declaration page signed on behalf of your organisation.

You will be issued with an invoice for the hire fee if applicable. Payment must be made in accordance with the timescales stated in your contract and on the invoice; otherwise your event may be cancelled.

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## 3.4 STEP 5 –Submission of final information / supporting documentation

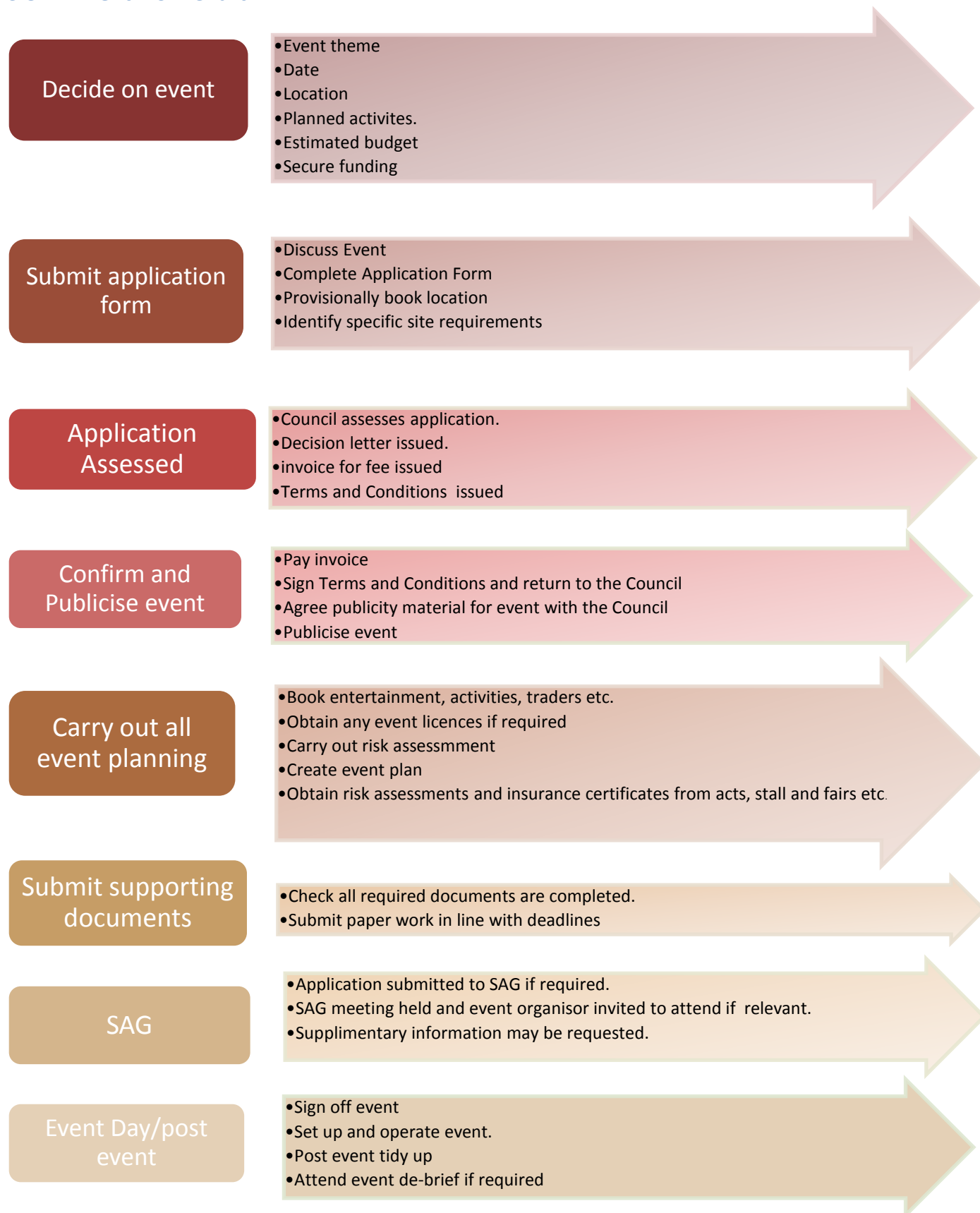
Depending how much time there is between your return of contract and the event, you may still have final information and supporting documentation to submit in order to allow your event to take place. If required you will be invited to the SAG, see section 5.

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## 3.5 Event Flow Chart



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### 4.0 VENUES FOR HIRE AND FACILITY FEES

#### 4.1 Facility Fees

There are a number of parks and outdoor event spaces in Stoke-On-Trent that are suitable for hosting events that are listed below. The standard fees and charges can be provided on request. The fees listed are only a guide to the actual fee charged which will be determined on the size, type and duration of the event including the set up/take down time. The impact that your event will have on the parks neighbours, local roads and businesses will also be taken into account when setting a fee for your event. You will be informed of the event fee required after the event application form has been submitted and assessed.

The fee is subsidised for charity and community events and waived for parks partnership /friends groups who are raising money for the park.

#### 4.2 What does my hire fee include and pay for?

- Your requested exclusive or non-exclusive use of the park or area of public open space, then depending on your event, including the set up and breakdown days required.
- Council officer time in administering your event application form, from enquiry to final contract and post-event conclusion stage, including attendance at a limited number of meetings as required.
- A contribution towards the overheads of managing and maintain the site e.g. proactive grounds maintenance, the cost of the premises licence, if one exists and the maintenance and servicing of the sites infrastructure – event water and power supplies etc.
- Attendance of a Site Supervisor to support you while you are on site (if deemed required) and to ensure the Terms & Conditions of hire are upheld.

#### 4.3 Outdoor Event Venues and Capacities

Park	Small Events	Medium Events	Large Events	Major Events
	0-500	500-1,500	1,500 – 6,000	6,000+
Hanley Park	Yes	Yes	Yes	Yes
Queen's Park Longton	Yes	Yes	Yes	No
Central Forest Park	Yes	Yes	Yes	No
Burslem Park	Yes	Yes	No	No
Fenton Park	Yes	Yes	Yes	No
Victoria Park Tunstall	Yes	Yes	No	No

#### 4.4 Hanley Park

Hanley Park is centrally located at the heart of Stoke-on-Trent. The park is within easy walking distance (1km) of, and midway between, the city's main railway station to the south, and the city's commercial center to the north. It is also located within the city's University Quarter (UniQ), home to Staffordshire University, Stoke-on-Trent College and Stoke-on-Trent Sixth Form College. These



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three educational establishments all have campuses within 0.6km of the park, and many of their 25,000 students and staff use the park regularly for recreational use.

Thanks to a large grant award (nearly £4.6 million) from the Heritage Lottery Fund's 'Parks for People' programme it is currently being regenerated through an exciting £6 million comprehensive restoration scheme of the park's historic core and infrastructure.



Such significant investment is enabling Hanley Park to re-establish itself as a successful, high quality visitor attraction of regional importance and the main City outdoor events venue, providing visitor facilities expected of such a city park. The comprehensive improvement scheme has commenced in 2016 and it is envisaged will be complete in summer 2019.

Hanley Park attracts over 1million visitors a year, it is expected that this figure will increase by 40% once the restoration is complete to 1.4million visitors annually.

Hanley Park can offer;

- Beautiful and historic grade 2\* listed park in an urban setting.
- Fantastic City Centre location just 10 minutes' walk from the main city railway station
- Excellent events field that can accommodate large and major events (over 6,000 visitors)
- Additional Services including electricity, water, Wi-Fi, and path lighting
- Beautifully restored historic grade 2\* listed bandstand with power for lighting and sound
- Skilled and experienced park liaison team on hand to ensure the smooth running of your event
- Onsite catering and leisure facilities
- Excellent play facilities
- Proven track record of hosting successful events including, high profile sporting events, The Olympic Torch Relay, Stoke Live Concerts, The Fire Garden, The Six Towns Carnival plus many charity and community events.

## 4.5 Queen's Park – Longton

Queen's Park is located on the South edge of Stoke-on-Trent. As the city's oldest historic park it is within easy walking distance (1m) of Longton railway station and Stoke City's Football stadium. It is also located a short distance from popular tourist attractions for the City including The Trentham Estate and Trentham Monkey Forest.

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With the beautiful surroundings, lake and paths the park attracts large numbers of families and walkers who make use of the excellent play facilities and picturesque walks. The park also plays host to many events during the year which can attract up to 6,000 additional people per day.

Currently Queen's Park is visited by in approx. **500,000** people per year. This information is obtained from automated people counters installed at all entrances to the park.



Queen's Park Longton can offer;

- Beautiful and historic grade 2\* listed park in an urban setting.
- Centrally located events field near to the play facilities that can accommodate medium and large events (up to 6,000 visitors)
- Beautiful historic grade 2\* listed bandstand.
- Excellent play facilities
- Committed local partnership who stages many events during the year including the Emergency Services Day, seasonal fetes and activities.

## 4.6 Central Forest Park

Central Forest Park is located in Hanley, in the centre of the city of Stoke-on-Trent. As the city's newest large park it is within easy walking distance of the City Centre and main bus station. It is also located a short distance from popular tourist attractions for the City including The Potteries Museum and Art Gallery, the Dudson Museum, Mitchel Arts Centre and city theatres

With the beautiful surroundings, lake and paths the park attracts a large numbers of families and walkers who make use of the excellent play facilities and picturesque walks. The park also plays host to many events during the year which attract an additional 47,000 people.



Currently Central Forest Park is visited by over 1million visitors per year. This information is obtained from using the gate figure data obtained from counters at Hanley Park plus observational data and figures from events. It is very popular with families and especially young people who use

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the fantastic skate park facility. Due to the size of the park it is also used by dog walkers throughout the year.

Central Forest Park can offer;

- Beautiful lakeside setting
- Fantastic central location just 10 minutes' walk from the City Centre
- Centrally located events field near to the play facilities and car park that can accommodate medium and large events (up to 6,000 visitors)
- A large hard standing car park with 176 formal marked bays and a capacity for an additional 60 cars (226 vehicles)
- Onsite catering kiosk serving drinks, ice creams and hot snacks
- Excellent play facilities and one of the largest skate parks in Europe
- Proven track record of hosting successful events including, motor shows, pet shows, large charity runs, outdoor theatre, plus annual funfairs, circus' and many charity/community events including a regular car boot sale

## 4.7 Burslem Park

Burslem Park is located in the North of Stoke-on-Trent, 5 minutes off the A500 and is served by a number of bus routes. It is located a 2 minute walk from Stoke on Trent college Burslem campus and opposite Port Vale football club which significant increases the footfall on match days. It covers approximately 9 hectares (22 acres) and is laid out on a number of terraces.

With the beautiful historic landscape, lake and accessible paths, the park attracts many dog walkers, students and families who make use of the facilities and picturesque walks. The park also plays host to several events and activities during the year.



In 2012 the park was completely restored thanks to a sizeable grant from the Heritage Lottery Fund increasing the annual footfall by 40% to 280,000 visitors and is now a popular local park.

Operating from the main pavilion is a community café which offers affordable meals to the local population.

The bandstand is licenced for wedding ceremonies and is the only licenced public bandstand in Staffordshire.



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Burslem Park can offer;

- Beautifully restored and historic grade 2\* listed park in an urban setting.
- Excellent events area that can accommodate small and medium events (up to 1,500 visitors)
- Beautifully restored historic grade 2\* listed bandstand with a licence for wedding ceremonies.
- Onsite catering and leisure facilities.
- Good play facilities

## 4.8 Fenton Park

Fenton Park is a local neighbourhood heritage park located in the South of Stoke-on-Trent and was opened in 1924 on the site of Broadfield Colliery at Fenton Low. It was extended in 1957 to make room for a sporting pavilion and four full size football pitches. The park is staffed during the week until 3:30pm and features a rockery garden, a sunken rose garden and children's play area.



The play area is very busy after school and at weekends and plays host to the cities bonfire and fireworks display attracting an additional 6,000.

Fenton Park can offer;

- Heritage Park in an urban setting.
- Centrally located events field near to the play facilities that can accommodate Medium and Large events (up to 6,000 visitors)
- Play facilities

## 4.9 Victoria Park – Tunstall

Victoria Park is located in the North of Stoke-on-Trent. The park is 5 minutes off the A500 and is served by a number of bus routes. It is also located a short distance from several local schools including 2 x secondary schools and 2 primary schools that are adjacent to the park boundary.

With the beautiful surroundings, central location in the town of Tunstall and accessible paths the park attracts a large numbers of families, school children and dog walkers.



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Visitor facilities include 3 tennis courts, children's play area, skate park, lake for fishing, football/sports area, clock tower and bowling green with bowls pavilion.

Also located within the park is the Floral Hall which is a popular café, wedding and function venue.

Victoria Park, Tunstall can offer;

- Beautiful and historic grade 2\* listed park in an urban setting.
- Excellent events area that can accommodate small and medium events (up to 1,500 visitors)
- Onsite catering and indoor facilities available for hire.
- Excellent play facilities

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## 5.0 SAFETY ADVISORY GROUP (SAG)

The membership of the Stoke Safety Advisory Group (SAG) comprises of internal and external officers from various agencies including the emergency services (Police, Fire and Rescue Services, West Midlands Ambulance Service).

A representative from the parks team may also attend and advise on site-specific issues at your chosen venue.

When dealing with operational issues the chair of the group may also invite persons who can contribute towards the discussion, e.g. event organiser, licence holder, Civil Contingencies Unit, public transport providers, other council staff, environmental health, Primary Care Trust. For more information on Safety Advisory Groups visit <http://www.hse.gov.uk/event-safety/safety-advisory-groups.htm>

## 5.1 What sort of events does the Safety Advisory Group consider?

In general, all events with over 500 visitors will be covered by the SAG.

When planning an event involving greater than 6,000 people a minimum of 6 months' notice to SAG should be provided. For an event involving between 500 – 6,000 people a minimum of 3 months' notice should be provided.

Usually an event held outdoors, possibly with marquees or other temporary buildings will be invited to the SAG. Typical examples of events would include:

- Fetes, fairs etc.
- Open air concerts and music festivals.
- Trade shows.
- Sporting events.
- Horse shows, agricultural shows, dog shows, car and caravan shows and similar.
- Open air entertainment including theatre, opera and historic re-enactments.
- Firework displays.
- Large scale company parties.
- Processions, marches and carnivals.
- Street parties.
- Religious events.

## 5.2 SAG Roles and Responsibilities

SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. They are non-statutory bodies and so do not have legal

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powers or responsibilities, and are not empowered to approve or prohibit events from taking place. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.

**Stoke SAG is not responsible for giving permission to use council land or granting licenses for events. If any organisation or community group wishes to use any park or open space that is owned/managed by the council they should request permission and obtain approval from the Parks Department. Where a licence is required an application must be submitted separately to the licensing authority.**

Health & Safety remains at all times the responsibility of the Event Organiser; Stoke-on-Trent City Council may provide advice but accept no responsibility or liability for risks and outcomes as a result of your event.

If you need further information about the work of Stoke SAG please telephone 01782 234234 or email [safetyadvisorygroup@stoke.gov.uk](mailto:safetyadvisorygroup@stoke.gov.uk)

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### 6.0 EVENT STAFF

#### 6.1 Responsibility of the Event Organiser

Everyone organising or running an event of any kind has a “duty of care” under Health & Safety Legislation. This duty runs through Common and Criminal Law and you must demonstrate awareness of these duties throughout the planning and licensing processes. This will normally be done through the Risk Assessment process. See section 12.2

All events must comply with these standards even if it is a free event or in aid of charity and you must follow this guidance when planning and staging your event. There is full and comprehensive information on the responsibilities of the event organiser and running events safely on the HSE website <http://www.hse.gov.uk/event-safety/>

To meet your responsibilities you must be able to demonstrate that you have taken all reasonable measures to protect the public from risk to their health & safety. The Event Organisers responsibilities include:

- **Leadership** - Assume the lead role in planning, organising, staging, post event breakdown and re-instatement of site to its original condition.
- **Permission for land use** - That permission to use the site has been sought and agreed with the City Council well in advance of the event.
- **Emergency Services** - Consult with emergency services (fire, police and ambulance) and depending on scale of event, either seek advice or their involvement in the event.
- **Licences** - Obtain the required licences for the activities planned for the event ( see section 7.0 )
- **Insurance** – ensure Public Liability insurance cover to minimum level of £5m is in place. (For Funfair and other similar operators the insurance is £10m) See section 8
- **Event Plan** (see section 13) – draft a plan for the event to include;
  - A detailed site plan showing the positions of stalls, marquees, arena, exhibition units stages, toilets, facilities etc.
  - A Traffic Management Plan including the traffic measures in place, on site traffic movement and car parking facilities.
  - The programme of entertainment and/or activities including the times and locations.
  - The emergency plan including the first aid provision, the location of firefighting equipment, the event security, the lost child policy, the evacuation procedures for fire and a detailed terror plan.
  - In respect of race, parades etc. a detailed route plan that identifies any locations of route marshals, road closures and traffic diversions.
  - Staffing plan which details the number and location of staff, their duties and responsibilities, the reporting structure and the communication procedures in place.



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- The licensable activities (if required)
  - The schedule for the event including the set up and take down times.
  - The details on exhibitor's traders and caterers, their location and the booking procedures.
  - The details on all other event activities and policies in place including the health and safety policy, safeguarding policy, electrical equipment, gas and fuel storage, reporting and recording of incidents, waste management, noise, communications, structures, etc.
- **Health & Safety** - ensure all measures are put in place to comply with current health & safety legislation with regards to electricity, temporary structures, fire safety, food hygiene, noise, pollution etc.
  - **Welfare** – ensure adequate facilities are arranged for staff and guest toilets, disabled facilities and drinking water.
  - **Site Care** - ensure you have adequate controls and measures in place to minimise impact on the site where you are holding your event e.g. ground protection, traffic management and waste management.

### 6.2 Organising Team

In general events require a large amount of organising therefore developing a task team or a committee can be a way of dividing out the tasks in order to share the responsibility of organising and knowledge. The event task team should develop objectives and rules to which they operate and each member should agree to these. The team should meet regularly to discuss progress on the event organisation and agree and report on actions. These meetings should be recorded and kept on file. This will enable a clear record of all agreements and actions agreed within the team to be kept and referred back to if needed.

Some questions to consider when setting up an organising team from scratch:

1. How much time will organising the event need from each person – can they spare this time to do the job properly?
2. Have they any background of doing it before?
3. Have they a reputation for good work in an activity you might need such as a good organiser or good at finding resources?
4. Do they have good relationships with other people – will they pull their weight and do they get on well with others?
5. If they have a particular weakness in organisation has another member of the committee got that as strength so that a committee has a balance of expertise?

In addition to the above you should do the following within your team:

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- Appoint a person to lead and have overall charge of the event this person should be the main contact with the Council and the emergency services and be present throughout the event from start to finish.
- Appoint a person to lead and have responsibility for Event Safety this should be a suitably competent person for the scale of the event, taking into consideration the possible level of risk.
- Everyone assisting during the event should be properly instructed and briefed of their role including what action to take in the event of an emergency.
- Ensure all your planning is written down in order for you to have a clear record of all decisions made.
- If you are applying for money or you are collecting money at the event you should set up a bank account with two signatories in order for the money to be controlled and accounted for.
- A long term project may be better developed around an in house set of rules and a formal constitution developed.

Within the team complete the event application form if required, risk assessment and event plan.

### 6.3 Event Stewards

As an organiser it is your responsibility to provide enough stewards to cater for the site, size and nature of your event.

It is imperative that stewards are adequately briefed as to their roles and responsibilities. It is not the role of the police to provide stewarding at events, nor to provide training to steward personnel. The number of staff needed may be calculated by considering each of the separate tasks to be covered (i.e., staffing entrances and exits; controlling access to attractions/activities; general crowd control; patrolling public areas; securing unauthorised areas; securing hazards; bars; car parking duties; etc.).

If the event is to last several hours, extra stewards should be available to allow others to take meal breaks, etc.

If many people are expected at the event, crowd control procedures will need to be documented in the event plan (See section 13) Points to take into account are listed below

- Ensure the pedestrian routes are clearly signed
- Ensure that traffic and pedestrians are kept apart
- Ensure access at all time for emergency vehicles
- Ensure there is a disabled access policy
- Ensure all backstage areas are cordoned off.

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- Ensure the maximum capacity is not exceeded and there is a procedure in place to prevent this from happening.
- Ensure there are enough emergency exits off the event site that are signed and lit (If required)
- Ensure there is enough crowd control barriers in place where required to separate crowds and pedestrians from traffic and nonpublic areas.

For more information on controlling crowds at events the HSE has compiled a comprehensive guide 'Managing Crowds Safely' available on the HSE website

<http://www.hse.gov.uk/pubns/books/hsg154.htm>



Stewards and marshals do not require an SIA license as long as their function is merely to check tickets and/or guide public. It would be helpful if you can indicate the steward numbers and locations on your site plan. If at any time your staff/volunteers are required to control access or undertake bag searches then they will require an SIA licensed badge.

## 6.4 Security and SIA staff

Where an event is required to hold and operate a premises licence or temporary event notice under the Licensing Act 2003 (see sections 2.2) and a person's responsibilities include controlling access, evicting people or bag searches, then they will need them to hold a minimum of a Front Line

Door Supervisor Badge issued by the Security Industry Authority (SIA). Even if an event does not involve any licensable activity, but a person's responsibilities involve security type tasks then security staff are still required to hold an SIA badge.

All SIA staff are required to wear their badge at all times. It is the responsibility of the Event Organiser to ensure SIA badges held by staff are valid and in date. For further guidance

[http://www.sia.homeoffice.gov.uk/Documents/licensing/sia\\_security\\_at\\_events.pdf](http://www.sia.homeoffice.gov.uk/Documents/licensing/sia_security_at_events.pdf)

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## 7.0 LICENCES

It is absolutely essential that as an organiser you must ensure that you have the correct licence in place to host or put on an event.

Licensable activities include:

- Selling alcohol
- Serving hot food and drinks between 11pm and 5am

You'll also need a license if you provide the following types of entertainment:

- Theatrical Performance
- Showing A Film
- Indoor Sporting Event
- Boxing or Wrestling (Indoor or Outdoor)
- Amplified Live Music
- Amplified Recorded Music

You'll still need a licence even if the activities are for charity. The penalties are harsh and as an organiser if you fail to produce your license when asked, you can be fined up to £1,000 and if you carry out any licensable activities without a suitable license you can be fined £20,000, sent to prison for up to 6 months, or both.

There are 2 different licenses that you can apply for depending on the size of your event

- Temporary Event Notice (TEN)
- Premises Licence

### 7.1 Temporary Event Notice

This is suitable for small scales one off events such as school fetes etc. that have no more than 499 people including staff, exhibitors and entertainers.

You can only apply for a TEN as an individual not an organisation. You must do this at least 10 working days before your event. You can apply for a 'late TEN' up to 5 working days before the event.

You will have to pay a fee of £21.00 to apply for a TEN.

The council can't refuse a notice unless the police or Environmental Health objects to it. They must do this within 3 working days of receiving it. They can only object if they think your event could;

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- lead to crime and disorder
- cause a public nuisance
- be a threat to public safety
- put children at risk of harm

You must keep your TEN in a safe place where the event is held, you must also display a copy of the notice where it can be easily seen.

You can find out more online at [www.gov.uk/temporary-events-notice](http://www.gov.uk/temporary-events-notice) or by contacting Licensing Services <https://www.stoke.gov.uk/info/20057/licensing>

## 7.2 Premises Licence

A Premises Licence is necessary for any event for which a TEN is unsuitable and can be permanent or time limited.

Premises Licence applications must be advertised and time is allowed for local residents and responsible authorities (e.g. the Police, Fire Brigade and Trading Standards) to make representations. If representations are made, the Licensing Sub-Committee will determine the application. The application process is substantially more complex than that of a TEN and takes a minimum of two months.

Any premises where alcohol is supplied under a premises licence must have a Designated Premises Supervisor (DPS) named on the Licence. They will be named in the operating schedule for any premises with a premises licence.

The DPS will not necessarily be the premises licence holder, although this may sometimes be the case. It is expected that they will be the point of contact for the premises at all times for licensing authorities, or the police or fire services if problems occur at the premises, however if the DPS is not in attendance at the events, it is recommended that responsibility is delegated to a personal licence holder.

Personal licences are needed to supervise the sale of alcohol in premises including at events. An applicant can apply for a personal licence for the area in which they live. If the applicant moves area the licence is "portable" which means the personal licence will 'travel' with the applicant. The personal licence holder is obliged to notify the issuing authority of any changes in their circumstances. It is an offence not to do so.

There will be various duties on holders of personal licences and a court can seek forfeiture of a licence if the licensee is convicted of various relevant offences listed in the Licensing Act 2003.

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## **To apply for a licence you must:**

- be over 18 years of age
- possess an approved licensing qualification
- pay the required fee

## **Application forms and fees need to be submitted by post or appointment to:**

Licensing Services  
Stoke-on-Trent City Council  
Hanley Town Hall  
Albion Street  
Stoke-on-Trent  
ST1 1XP

**To book an appointment Call 01782 232774**

You can find out more online at <https://www.gov.uk/premises-licence> or by contacting Licensing Services <https://www.stoke.gov.uk/info/20057/licensing>

## **7.3 Music Licence**

You'll need a licence from The Performing Rights Society (PRS) if you use any sort of music at your event (Live or recorded)

PRS for Music administers the rights of composers, lyricists and music publishers in relation to songs, instrumentals, etc.

There are certain circumstances under which you will not need to obtain or pay for a music licence. These are:

- When there is an exemption in the Copyright, Designs and Patents Act 1988 that means you do not need one, such as when you play music as part of the curriculum in schools.
- When your music use is covered by a *PRS for Music* Charging Policy and they have decided, at their discretion, not to charge for their licence in specific circumstances.
- If you never play music, or in the unlikely event that all the music you play is out of copyright or is not controlled by *PRS for Music*.

You can apply for a licence on the PRS for Music website. [www.prsformusic.com](http://www.prsformusic.com)

A licence fee is payable, but this varies depending on the type of music that will be played at the venue and the number of people it is played to.

You can find more information about the type of licence you need, as well as application forms and fees, on the PRS for Music website.

You may be infringing copyright and could be sued for damages if you stage live music events in public without obtaining a licence.

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### 7.4 Film Licence – Showing Films in Public

If you plan to show a film or TV at your event you will need a 'non-theatrical' film licence

The type of licence you need depends on how you'll use the films.

You can either:

- get an individual licence for each film you want to show, e.g. at a film club (covers paid for or free events)
- get an annual licence for unlimited screenings of films covered by your licence (covers free events only)

Different licences - e.g. annual and one-off - are available from companies such as:

- Filmbank <https://www.filmbankmedia.com/>
- Motion Picture Licensing Corporation (MPLC) <https://www.themplc.co.uk/>

These companies represent different film studios so you'll need to make sure they cover the films you want.

A film may also be available direct from distributors such as the British Film Institute (BFI)

<https://www.bfi.org.uk/> or the copyright owner. Search the British Board of Film Classification

(BBFC) <http://www.bbfc.co.uk/> to register and find a distributor.

For more information contact the Independent Cinema Office for help with deciding on the right licence.

#### **Independent Cinema Office**

[enquiries@independentcinemaoffice.org.uk](mailto:enquiries@independentcinemaoffice.org.uk)

Telephone: 020 7636 7120

You could be sued for damages if you show a film under copyright in public without being licenced.

This includes DVD, Blu-Ray and video formats.

### 7.5 Other Licences

There are many other activities that require a licence these include

- Animal Movement
- Hypnotism
- Caravan Site
- Firework Displays
- Charitable Collections

If you think you may be undertaking a licencable activity, please contact Licensing Services for advice. <https://www.stoke.gov.uk/info/20057/licensing>

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## 8.0 INSURANCE REQUIREMENTS

### 8.1 Public Liability Insurance

Public liability insurance cover is a critical pre-requisite for ALL events. Your event will not be permitted to take place unless documentary evidence of this has been provided and confirmed by the Council. The minimum cover required by Stoke-On-Trent City Council is £5,000,000. Stoke-on-Trent City Council will reserve the right to cancel an event; no matter how far along the booking process is, if sufficient public liability insurance cover is not provided.

Separate public liability insurance cover should also be held by any performer, trader, contractor, supplier, caterer, staffing company or anyone else contracted by the Event Organiser as part of their event.

### 8.2 Employer's Liability

If you are employing anyone in relation to your event (including volunteers working on your event) you must hold Employer's Liability insurance. The minimum cover required by the Council is £5,000,000.

### 8.3 Stoke-On-Trent City Council Limitation of Liability/Indemnity

The Council accepts no responsibility or liability for the loss, damage or theft of any equipment or other affects associated with your event.

Stoke-on-Trent City Council accepts no responsibility or liability whatsoever for the cancellation, delay, closure or loss of earnings of the event, or any other losses or damages brought about by circumstances outside of the Council's control.

Stoke-on-Trent City Council accepts no liability for the cancellation of an event due to extreme weather conditions or any Force Majeure. **We would advise all event organisers to take out separate cancellation insurance.**



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## 9 EXHIBITORS, CATERERS AND AMUSEMENTS

### 9.1 Traders

If having traders at your event it is essential that they provide the following in order to exhibit.

- A Risk Assessment
- A copy of their public liability insurance

It is also advisable that they complete and sign a booking form which details the terms and conditions for trading at the event. You may also wish to charge a fee to trade at the event.

Terms and Conditions of trading could include;

- Duration of event, arrival times & vehicles
- The policy around other similar trade stand at the event
- Erection of stands supplied by traders
- Allocation and position of space
- Cancellation of space.
- Reduction of space.
- Relocation.
- Event cancelation/refunds
- Insurance
- Health and safety and all legislation and regulations relevant to the event.
- Security
- Litter
- Liability

### 9.2 Caterers

If having external caterers at your event it is essential that they provide the following in order to exhibit.

- A Description of their Food Management System
- A Risk Assessment
- A copy of their public liability insurance
- Details of which local authority (LA) the food business is registered with
- Details of the last food hygiene rating score (FHRS) i.e. what the FHRS was; date of issue and by which LA.

It is also advisable that they complete and sign a booking form which details the terms and conditions for trading at the event. You may also wish to charge a fee to trade at the event.

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Terms and Conditions of trading could include;

- Duration of event, arrival times & vehicles
- The policy around other similar trade stand at the event
- Erection of stands supplied by traders
- Allocation and position of space
- Cancellation of space.
- Reduction of space.
- Relocation.
- Event cancelation/refunds
- Insurance
- Health and safety and all legislation and regulations relevant to the event.
- Security
- Litter
- Liability

Caterers who are not registered with a local authority and have a food hygiene rating of 2 or below are not allowed to cater for the general public at Stoke-on-Trent City Council venues. You can cross reference their details at the Food Standards Agency website <http://ratings.food.gov.uk/> which lists all food businesses along with their star rating of 0-5, 5 being the highest rating. Staffordshire also lists all caterers registered with their local authority; you can find the reports and more details at <http://www.ratemyplace.org.uk/>

For more information and advice on catering at events contact Environmental Health;

Hanley Town Hall, Albion Street, Stoke-on-Trent, ST1 1QL

Telephone: 01782 237788

E-mail: [publicprotection@stoke.gov.uk](mailto:publicprotection@stoke.gov.uk)

## 9.3 Siting of Stalls

There are many considerations to take into account when siting stalls at your event these include

### Ground

The ground should be flat and if sited on grass should be firm. If using fields where livestock have been it is essential that the ground has been free of livestock at least 4 weeks prior to an event setting up, reducing the risk of E.coli. All animal droppings should be removed from the event site and the grass should also be mowed prior to an event taking place.

### Lay out of the pitches

When siting the pitches it is essential that you consider the following

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- To leave enough space for emergency vehicles to get access to all structures
- To ensure walkways are wide enough for the amount of visitors anticipated
- To ensure the public are not be able to get easy access to the rear of the units and marquees
- If the stalls are in a marquee is there enough space for visitors more to move around easily and browse
- Is there power available? If there isn't where will the generators and gas bottles be sited out of the way of the general public
- To ensure that traders of the same type of product are not sited near to each other and there is not too much of the same type of stall
- There is water available on the event site and the location of the water supply
- To ensure that tented structures are at least 5m apart
- To ensure that there is sufficient rubbish disposal facilities
- If facilities are not provided, traders are responsible for their waste water and fat/oil. At no time should waste water be drained into the ground.

There are more details available on the Chartered Institute of Environmental Health (CIEH) website [www.cieh.org](http://www.cieh.org) The CIEH have also wrote a comprehensive guide 'CIEH National Guidance for Outdoor and Mobile Catering' <https://www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf>

## 9.4 Trading Standards

If the proposed event involves shops or stalls trading in food, drink or goods, then it may be referred to Trading Standards. Environmental Health will also want further information. Trading Standards officers may attend the event to carry out inspections to ensure fair trading in accordance with the following legislation:

- a) Weights and Measures Act 1985, which makes it a criminal offence to give short weights or measures to customers
- b) Sale of Goods Act 1979 and Supply of Goods and Services Act 1982, which require that goods correspond with any description given, are of satisfactory quality and are fit for purpose.
- c) Copyright, Design and Patents Act 1988 and Trade Marks Act 1974 which impose severe penalties for those convicted of selling counterfeit goods
- d) Licensing Act 2003, which prohibits the sale of alcohol to persons under the age of 18.

Although individual traders will be subject to enforcement action if they operate illegally, the Event Organiser has overall responsibility for ensuring that all activities taking place at the event are run in compliance with the law.

For further information and advice, contact the Council's Trading Standards Dept.

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Hanley Town Hall, Albion Street, Stoke-on-Trent, ST1 1QL

Telephone: 01782 237788

E-mail: [publicprotection@stoke.gov.uk](mailto:publicprotection@stoke.gov.uk)

## 9.5 Market Stalls

The definition of a market is a “concourse of buyers and sellers”. A concourse is referred to as comprising not less than five stalls, stands, vehicles (whether moveable or not) or pitches from which articles or services are sold.

Stoke-on-Trent City council holds the franchise rights in respect of retail markets held within the city. No-one may therefore hold a rival market without the consent of the authority. This includes car boot sales or table top sales which are legally markets.



Applications to hold a market or car boot sale for charitable or community benefit should be made to Markets Management:

The Regent Centre, Regent Road, Hanley, Stoke-on-Trent, ST1 3EG

Telephone 01782 232716

E-mail to [markets@stoke.gov.uk](mailto:markets@stoke.gov.uk)

## 9.6 Funfair Rides and Amusements

The Event Organiser must obtain permission from the City Council as part of the booking process to use funfair rides or amusements in any park or open space. Any funfair ride must carry a current valid ADIPS (Amusement Device Inspection Procedures Scheme) certificate (or HSE approved equivalent) which is in date at the time of the event along with adequate Public Liability Insurance and a site based risk assessment.

Attractions like fairground rides, inflatable bouncy castles and bungee jumping are usually supplied by specialist contractors. You will need to be satisfied that the contractors are competent, comply with any safety requirements for their attractions and have the appropriate insurance, licenses and



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certification. You may also want to check whether the operator is a member of a relevant trade organisation.

If having a fun fair, rides or inflatables at your event it is essential that they provide the following in order to exhibit.

- A Risk Assessment
- A copy of their public liability insurance
- A Ride Test Certificate
- Pre-arranged fee (If required)

## **Guidance on the layout and inspection of funfair rides**

### **LAYOUT**

- Entrances and exits to rides shall be kept clear at all times
- There shall be a minimum of 6 metres between any moving part of a ride and any moving part of an adjacent ride, or greater if specified in the rides instructions
- There shall be a minimum of 3 metres between any unprotected moving part of a ride and any static part of an adjacent ride, or greater if specified in the rides instructions
- Rides with moving parts shall be securely fenced so that no part of the ride can be touched from outside
- The boundaries of rides where passenger carrying units move in an eccentric path shall be securely fenced beyond the extreme points made by the path
- Rides shall be sited so that there is no dangerous uplift caused by wind forces or the rides themselves
- Trailing cables between generators and rides must be covered or buried to prevent trip hazards

### **Inspection**

The inspection certificate for all funfair rides shall confirm that the following points have been included in the inspection:

- Visual checks for obvious areas of structural weakness
- Check correctness of assembly, chocking, packing, barriers, guides, walkways, restraining devices, locking devices and pins
- Check of safety devices, emergency stops, safety trips etc.
- Check passenger restraints for wear, adjustment and operation

Check for defects likely to cause cuts and or torn clothing.

- Inspection of electrical systems to determine earth points, provision of RCD's etc.
- Operation of each ride through one cycle

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Unless the Event Organiser is employing a competent electrician, (NICEIC registered or ECA member), then the power supply to funfair rides will remain the responsibility of the funfair operator. Power should not be taken from a funfair ride to supply other stands/stalls/stages etc. on site. Any plan to use mains power from the park to supply a funfair ride, requires advance approval by the City Council and may levy an additional fee.

If you are planning to have a fairground or individual rides at your event, you need to make sure that you follow the Health and Safety Executive's Guidance on safe practice for fairgrounds and amusement parks. You can download the HSE guide 'Fairgrounds and amusement parks; Guidance on safe practice' via the HSE website <http://www.hse.gov.uk/pubns/books/hsg175.htm>

## 9.7 Inflatable Amusements



Inflatables such as bouncy castles or bouncy sides can cause death if not operated or erected correctly. It is essential that if there are inflatables at your event, that the correct procedures and guidelines are followed. Inflatable structures must be adequately secured or ballasted and supervised when in use.

The organiser must ensure that any inflatable attractions brought into the park for use by the public have an Amusement Devices Inspection Procedures Scheme

(ADIPS) pre use and/or annual certificate or a PIPA pre-use and in-service annual inspection and certification. As with all event suppliers, you are required to obtain detailed risk assessments from providers on all their activities along with a copy of their emergency procedures. The operator must hold public liability insurance up to £5million as well as employer's liability insurance if employing staff.

For more information you can download the HSE guide 'Fairgrounds and amusement parks; Guidance on safe practice' via the HSE website <http://www.hse.gov.uk/pubns/books/hsg175.htm>



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## 10 FACILITIES

### 10.1 Toilets

Event organisers must ensure they provide sufficient toilets for the number of people attending the event, including provision for disabled and baby changing. The HSE recommendations are listed below however these can differ depending on the nature of your event, especially if visitors are drinking alcohol. A reputable toilet provider would also be able to offer advice on the number of toilets needed;

For Events with a gate opening time of 6 hours or less		For events with a gate opening time of more than 6 hours duration	
Female	Male	Female	Male
1 WC per 100 females	1 WC per 500 males, plus 1 Urinal per 150 males	1 WC per 85 females	1 WC per 425 males, plus 1 urinal per 125 males

#### DISABLED PROVISION

Provision should relate to expected numbers of people with special needs attending the event. 1 WC with hand-washing facilities per 75 people with special needs should be provided. Such toilet units should consider access for wheelchair users and supply fixed and stable ramps where appropriate.

#### BABY CHANGE FACILITIES

Where infants are expected at an event, adequate baby changing facilities including receptacles for hygienic disposal of nappies should be provided. Numbers of such units should be adequate to provide for the numbers of infants expected to attend.

#### IF ALCHOL IS SERVED AT AN EVENT

Female	Male
1 WC per 75 females	1 WC per 400 males, plus 1 Urinal per 100 males

Some sites have public toilets but as public toilets they will not be available exclusively for your event guests and you need to consider if your event will cause reasonable levels of use to be exceeded. **Where public toilets are solely used for your event this may incur an additional cost for cleaning.**

You should have an understanding of how busy any on-site toilets are at the times and dates you are proposing to hold your event and bring in additional provision if necessary. It is better to have too many than not enough toilets on site.

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### 10.2 Drinking Water

The provision of drinking water is important at all events, and provision should be made for the sale or free provision depending on the length/type of the event and time of year. Generally all water should be provided from a mains supply, but if this is not possible then bowzers are acceptable provided they are suitable for the purpose. Alternatively bottled drinking water is acceptable. It is good practice to make alternative/contingency plans in the event of a loss of the water supply, which could involve bowzers or bottled water. Failure to provide a safe source of drinking water in the appropriate volumes for an event can have significant consequences. Guidance for event organisers for the safe management and provision of temporary water can be found using BS 8551:2015 Provision and management of temporary water supplies and distribution networks (not including provisions for statutory emergencies) Code of Practice.

All water dispensing equipment should be clean, well maintained and suitable. Where a connection to mains water is to be undertaken, this connection, the pipes and water fittings must comply with the Water Supply (Water Fittings) Regulations 1999 and the Water Supply (Water Quality) Regulations 2010. It is good practice to disinfect and flush all pipe work and water fittings prior to sampling and testing temporary the water supply for bacteriological safety, especially those provided for outdoor events. Any event organiser wishing to utilise the existing water supplies in parks will be responsible for arranging testing of these supplies. Testing must be carried out a minimum of 2 **working** days before the event to allow for the return of test results and corrective actions, if necessary.

Event organisers are encouraged to contact Pollution Control and STWA for advice with a temporary water supply as soon as possible in the planning of an event.

### 10.3 Waste Management and Collection

The Event Organiser must ensure that there are sufficient bins and skips available for the event.



Existing bins are not to be used as part of the event. Catering units and traders often can increase waste disposal so extra bins will be required around these areas.

Waste can cause a fire risk, often when empty boxes are piled up behind catering units, therefore a skip should be provided for traders to dispose of their waste (depending of the size and nature of the event) It is important that catering units are checked for waste build up prior to an event opening to the public and throughout the event.



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You can discuss the delivery and collection of extra bins or skips with the Council's Commercial Waste Department. Please call us on 01782 234234 for a competitive quote. Payment for this type of collection is by invoice once we have carried out the collection for you.

All waste receptacles, including any skips, must be **covered** if left unattended to prevent attack by wildlife such as birds and squirrels.

Rubbish bags should not be left out in a park for collection the next day as they will be torn open by wildlife overnight and the contents scattered. The Event Organiser would be charged for any re-cleansing necessary in such a situation.

The Event Organiser should ensure that the maximum amount of waste material is recycled. Bins or skips can be hired from the Council's Commercial Waste Department for general waste, recycling and food waste

For more information on handling waste at events please visit the HSE website

<http://www.hse.gov.uk/event-safety/handling-waste.htm>

## 10.4 Lighting

If all or part of your event is at night you will require sufficient lighting in all areas. It is a good start to list all the areas that you need lighting including walk ways, car parks, toilets, public areas and choose the type of lighting you would like for each area. Tower lights are good for lighting a large area and festoon lighting is good for lighting paths and walk ways. You may also want to use theatrical or coloured lighting to create mood and atmosphere.

All lighting should be hired from a reputable company most companies can advise on what is required. As with all electrical equipment, lighting must be PAT tested and safe and all cables must be out of the way of the public so not to cause trip hazards.

Always ensure all public areas and entrance/exits are lit including emergency exits and if using large generators all equipment must be installed by a qualified electrician and generators are away from the general public. There is more information on electrical appliances at events on the HSE website <http://www.hse.gov.uk/event-safety/electrical-safety.htm>

## 10.5 Power

All electrical installations shall comply with the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 1994, and may be inspected at any time by the Council's Electrician.

The Event Organiser shall nominate a competent and qualified electrical person to be responsible for establishing the electrical installation at the event. Whilst the event is open, the Event Organiser

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should ensure there is always a competent person on site who can monitor the electrical installation, and call upon a qualified electrical person as required.

All generators, distribution boards and potentially dangerous installations shall be positioned away from flammable materials and be securely protected so as to deny access to all except competent and qualified employees or Agents.

All generators shall be diesel fuelled and properly maintained. No petrol generators are permitted to be used in any Stoke-on-Trent City Council Parks.

The Council reserves the right to shut down any generator in the interests of public safety or if the generator is causing unacceptable levels of noise or air pollution. Tree branches shall not be used to elevate or support cables. No electrical cables shall be dug into the ground unless with prior permission of the event manager or site supervisor and where permission is granted, the route of these cables should be marked with an easily identifiable coloured marker spray on the surface. Cabling that is surface laid shall be covered in such a way as not to constitute a tripping hazard.

### Items to consider

- All power cables must be out of the way of the public, paths or roads so not to cause a trip hazard
- All power cables that are used outside to be waterproof. Indoor equipment such as music systems, speakers, lighting, extension cables etc. must not be used outdoors although can be used inside temporary structures.
- All electrical equipment must have an up to date PAT test certificate.
- All generators used must have a certificate to show it is electrically safe and be provided by generator Hire Company.
- All generators must be out of the way from public access.
- Generators must be diesel powered.
- If a generator is to be used then suitable management for the refuelling of the generator and the storage of fuel will need to be made.
- A suitable fire extinguisher must be provided

**BS7909 2011** is the regulations that all electrical installations must comply with.

As an organiser you must be familiar with, or appoint someone who is, if you are going to have power of any form at an event.

The HSE state that event organisers, contractors and others using electrical equipment must do all that is reasonably practicable to ensure that electrical installations and equipment at an event are properly selected, installed and maintained so as not to cause death or injury.

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For more information please visit the HSE website [www.hse.gov.uk/event-safety/electrical-safety](http://www.hse.gov.uk/event-safety/electrical-safety)  
you can also download the **Electrical Safety for Entertainers** leaflet  
<http://www.hse.gov.uk/pubns/indg247.pdf>

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## 11 OPERATIONAL CONSIDERATIONS

### 11.1 Traffic Management

You are required to plan for the traffic management of internal and external traffic. If it is likely that the event may cause traffic disruption, you should inform the highways authority and the police. Items to consider when planning for traffic are listed below and more information is available on the HSE website <http://www.hse.gov.uk/event-safety/transport.htm>

It is essential that a Traffic Management plan which includes parking plan is drawn up for all events regardless of size and is included with the event plan. See Section 13.

#### **Traffic Levels and Expected Peaks**

Consider the time visitors are expected to arrive from and which direction, along with the number of visitors you expecting and when the peak arrival time will be.

#### **Emergency Access Route(S)**

Consider how the emergency vehicles enter/exit the event safely and quickly and communicate the designated route.

#### **Car Parking Areas and Vehicle Capacity**

See Section 11.2

#### **Traffic Lights**

If you are expecting heavy traffic arriving and leaving the event at the same time you may require traffic lights to aid entry/exit. Traffic lights can be ordered by a traffic management company such as TMS (Traffic Management Services) [www.traffic.org.uk](http://www.traffic.org.uk) or the AA <http://www.theaa.com/business/event-signage-and-traffic-management> they will contact the highways department for authorisation.

#### **Visitor Transport**

If your car park is situated a distance from your event you may require a vehicle/s to transport the visitors to the event site. You need to plan for what this is, how it will operate and how many people it can transport at any one time.

#### **Pedestrian Routes**

As far as reasonably possible pedestrian routes must be separated from vehicle routes. It is important that these routes are clearly signed so visitors can move about the event site easily and safely.

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## **Traffic Management Signage**

It is important to sign vehicle routes on/off the car parks and event site. If using roadside signage to direct the public, staff or traders to the events site, the signs must be provided by a traffic management company (See section 11.4) you must never place your own signs on the roadside to direct traffic.

## **Towing Facilities/Arrangements**

If the ground is soft due to heavy rain, you may need to put a procedure in place to tow vehicles if they get stuck. This must be done by a professional company or rescue service such as the 4x4 Response and never by a member of staff/volunteers in their own vehicle.

## **Exhibitor/Staff Vehicle Movement Policy and Parking**

Staff and exhibitors will most likely require access in their vehicles to the event site, prior to an event opening, it is important to consider and document the onsite vehicle movement. It is a good idea to issue passes to all staff and exhibitors that gives them access to the areas required. There should be no vehicle movement on the event site when it is open to the public apart from emergency vehicles, a procedure should be in place to prevent vehicles from moving or getting access to the site during public opening times. There are exceptions to this rule for parades, races etc.

## **Public Transport to the Event Site**

If you are expecting visitors to arrive using public transport, these are to be detailed and listed in the traffic management plan.

## **Motorbikes and Cycles**

Consider the parking of motorbikes and any facilities for cyclists including available bike racks etc.

## **Road Closures**

If you are holding a race, street party or parade that goes onto the highways a temporary road closure will be required which can only be granted with the agreement of the Police, Fire Department, Ambulance Service and County Council Highways Department. All costs involved for both the closure and diversion signing will have to be borne by the event organiser. At least four weeks' notice is required and for some events up to three months will be needed in order to organise them properly. Large events may require even longer. This can be done via your local authority; there is also more information on the County Council Website

<http://www.staffordshire.gov.uk/transport/staffshighways/licences/TempTraffic/TemporaryTrafficManagement.aspx>

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## 11.2 Car Parking

It is the event organiser's responsibility to arrange suitable parking for event visitors. If using the city public parking areas it is important that parking services are informed. When parking cars at your event it is important to consider the following;

### **Ground**

The ground should be firm and well drained and all objects such as tree branches etc. must be removed or sectioned off. If parking on a hill it is essential that cars are parked facing up or down the hill, never on the side. If there is bad weather you may have to provide towing facilities in case vehicles get stuck. See section 11.1

### **Staff**

The staff parking the cars should be trained and/or experienced in parking vehicles and all should be wearing high visibility tabards or coats. There should be enough staff to cope with the expected amount of vehicles.

### **Vehicle Capacity**

It is important to ensure that there is enough room for the amount of expected vehicles in the parking areas. An overflow area should also be available in case the expected numbers are exceeded. You can park approx. 50-100 cars in 1 acre of land depending on how the cars are parked.

### **Placement of Vehicles**

Cars should be placed in marked bays if possible or if parking on grass in lines of 2 cars. It is important to leave enough space between the rows for vehicles to reverse and to never triple park cars. If parking for a medium, large or major event it is recommended that you use a professional company to park the vehicles.

### **Disabled/Staff Parking**

You would need to provide a designated disabled parking area near to the event site as well other specialist parking areas for staff or exhibitors. If possible disabled parking should be on hard standing and if not available must always be on flat ground.

### **On Street Parking**

Does on street parking need to be restricted to allow better access to the event site? If so this also needs to be applied for via the City Council.

### **Signage**

It is important to have internal car park signage to direct visitors in and out of the car parks as well as signage for disabled, exhibitor and staff parking. If using multiple car parks it also helps if car

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parks can be numbered and signed to make it easier for visitors when they are trying to find their cars later in the day or evening.

## **Lighting**

If parking in the dark sufficient lighting must be provided for all parking areas.

## **Pedestrians**

Although in a car park pedestrians and vehicles always mix, it is important to ensure that as far as possible pedestrians are able to exit the carpark safely and easily through designated pedestrian paths or gates. Pedestrians should not be using the same gate to leave/enter the car parks as the vehicles. Pedestrians should always be marshalled at peak points during the events on arrival and departure.

For more information on parking safely at events please visit the HSE website  
[www.hse.gov.uk/workplacetransport/parking](http://www.hse.gov.uk/workplacetransport/parking)

### **11.3 Ticket Sales & Cash Handling**

If charging for entry to an event you will need to draw up an entrance point procedure. Items to consider are;

- What do the advance tickets look like are there different types?
- Is there enough staff provided for the numbers expected?
- How do the public enter the event and what is the procedure for checking tickets?
- What is the re-entry policy, do you need a wrist band/handstamp?
- How do you count the number of people entering the event?
- If a queue builds up where will it be positioned?
- Are the cash points sufficiently lit (If required)

If tickets are being sold on the day you will also need to draw up a cash handling procedure and ensure the following

- That the staff are trained in handling cash and are briefed on the details of the event.
- That all staff know the price for adults, concessions, children, families and are aware of any discounts or offers.
- There are numbered tickets for all the different types of ticket (Including free tickets for children or BOGOF free offers)
- That there is a safe where you can keep your change, any cash collections during an event and the takings at the end of the day.
- That each ticket seller is provided with a float and a cash bag/tin.
- That all floats are signed out and double checked by the staff using the float.

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- That each member of staff has his/her own cash that they are responsible for (bags or tins are not handed around to other staff members)
- That cash handlers always work in twos and a member of security is present at any entrance/cash points.
- That there are regular cash collections throughout the event to ensure that staff are not carrying too much cash at any one time.
- That cash is bagged out of sight of the general public during an event.
- That there is sufficient change that can be exchanged for notes during an event.
- That ticket point staff are escorted back to a secure area where they can cash up at the end of an event.
- If possible a facility for paying with a card is available.

If transporting cash, ensure that you are not alone and use a vehicle if possible.

Selling tickets at events is not easy and can be made more difficult with large crowds, bad weather and bad light (If operating at night) large amounts of cash at events can be an additional risk and a risk assessment should be carried out or included within the event risk assessment.

## 11.4 Signage

Adequate signage around the event site for pedestrians, toilets, lost children, first aid, information points etc. is essential. If there is a pay point on entry it is also important to sign effectively including the entrance prices.

If your event is large it could be useful to also provide a visitor map that details the locations of exhibits, stages etc.

Signage in the car park for disabled parking, entrances, exits and signage for pedestrians to get them from the car park to the event site is also required. If it is a larger event it is advised that you draw up a signage plan to ensure that areas are not missed.

All signs that are placed on the roadside must be supplied by a temporary road sign company such as TMS (Traffic Management Services) [www.traffic.org.uk](http://www.traffic.org.uk) or the AA [www.theaa.com/aasigns/event-signage](http://www.theaa.com/aasigns/event-signage) and they will ensure they are sent for authorisation by the Highways Department. To ensure there is time for Highways to authorise the roadside signage it must be applied for at least 30 days prior to an event taking place.

At no time should any other signs be placed on the roadside to direct traffic or advertise events. It is prohibited to place any other signs on roundabouts, lampposts or other areas of land on the roadside. The City Council are very strict on illegal placing of signs and you could be fined £80.00 per sign that is removed and/or face a court appearance.



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## 11.5 Litter

The Event Organiser must ensure that the site is left clear of all litter and refuse on completion of the event and shall be responsible for the collection of any litter from both the venue and adjacent land, which is directly attributable to the event, e.g. flyers, plastic bottles, firework casings etc.

Glass bottles and glasses are not permitted because of the dangerous litter they can create.

You may consider recruiting volunteers or approaching local organisations to help you with your litter collection. In the past local scout groups and the Unpaid Work Team have assisted Event Organisers with litter collection. If you would like to consider this for your event please contact the organisations directly.



Note - a suitable and sufficient risk assessment should be prepared for this activity along with employer's liability insurance and appropriate Personal Protective Equipment (PPE) provided by the event team.

Alternatively, you can arrange for the Council's Parks Team or Waste Management Cleansing Team to provide litter collectors for you. There will be a charge but the Council have a pool of staff experienced in this task and the standards required. Contact your Park Liaison Officer for a quote.

**You will need to evidence a robust plan for litter collection as part of your detailed event plan** (see Section 13). If the Council incurs any costs collecting litter generated by your event these costs will be levied on to the event organiser.

## 11.6 Children

The Event Organiser should also make provision for a 'Lost Children Point' on the event site.

Any event employees, contractors or volunteers who will be in direct contact with children or vulnerable adults should be Disclosure and Barring Service (DBS) checked prior to the event for their suitability. The aim of these checks is to reduce the risk of abuse. It is the responsibility of the event organiser to ensure these checks are completed.

The Event Organiser must ensure that any event involving children, fully considers the welfare of those children taking part and that he/she complies with the provisions of the Children's Act 1989. It may be useful to indicate in any publicity material whether or not an event is suitable for children, if they are required to be accompanied by an adult, or if children under a certain age are not permitted entry.

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All volunteers/staff responsible for children must obtain a satisfactory basic disclosure certificate.

## 11.7 Weather

Weather is a hazard relevant for most events operating in parks and open spaces. It can impact on attendance figures, the stability of your structures (see section 8.4) the ground conditions, as well as the health and safety of your staff and guests.



Event Organisers should make it their responsibility to frequently check weather forecasts for the location of their event in the lead up to event day and make the necessary preparations to address both inclement weather and extreme conditions.

We would expect to see adverse weather contingency plans covered in your risk assessment and operational plans

## 11.8 Animals



You must obtain consent from the Council in writing before you may bring any animal's onsite for exhibition, performance or entertainment. The Authorised Officer may prohibit the use of any animal at the Event which they consider may pose a danger to the public.

Event Holders may use only the animals which are listed on the Event Application form and any updates to that list, which must be submitted to the Authorised Officer for approval at least 7 days before the animals are to be brought to the Site. Copies of all relevant licences / registration documentations for each animal must be provided with the application form.

The Hirer shall be responsible for the welfare of the animals, which are to be transported, housed, fed and displayed to the public in a manner suitable and appropriate to the animals' needs. The Hirer shall furthermore at all times abide by the obligations and the duty of care imposed on him by the Animal Welfare Act 2006. Your event risk assessment should cover these topics and the provision for hand washing is paramount when having animals as part of an event.

Please note there is a distinction between animals classed as pets and those classed as farm animals as these are subject to more stringent movement and disease control legislation. For more

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information on the different types of legislation required please seek advice from DEFRA or visit <https://www.gov.uk/keeping-farmed-animals/shows-fairs-markets>

### 11.9 Bonfires and Firework Displays

If holding a Bonfire or firework display you must be extra careful, Bonfire or firework events can be extremely dangerous if not managed properly due to the following;

- There is an increased fire risk due to the lit fire that forms part of your event.
- It is dark and therefore trips and falls are far more likely.
- The ground can be soft and wet in November when most events of this nature are held.
- You are using live explosives, which can add additional risk.
- Bonfire/firework events can prove to be popular, drawing large crowds that need to be managed safely.
- The weather can be bad and changeable.
- People can bring with them sparklers and naked flames which again cause an additional risk to the general public.

If you are planning to hold a bonfire/firework event it is important to ensure;

#### Bonfire Build & Burn

- The Bonfire is built with dry wood such as pallets and shouldn't be used as a place for people to burn their old rubbish.
- The structure is safe and built safely.
- There isn't tunnels in the bonfire that people go into to light the fire.
- There is one person responsible for lighting the fire.
- Accelerants such as petrol or paraffin are not be used to light the fire.
- The Bonfire is no more than 6m tall and 18m from any building, stall, vehicle etc.
- There is at least 3 fire points that are clearly visible. Each point to be sufficiently lit, have fire extinguishers, sand buckets, fire blankets and be signed 'Fire Point' above head height.
- There are several fire marshals on duty that are clearly identifiable and have with them some sort of firefighting equipment such as a fire fighting backpack (A water pack with a hose a bit like an industrial super soaker)
- There is sufficient lighting for the public to move safely around the site.
- There should be fencing or barriers to prevent the public getting too near to the bonfire site.
- A separate risk assessment is produced for the Bonfire build and burn.

#### Fireworks

- All Firework displays are provided by a professional company who need to provide copies of their Licence to fire, store and transport explosives (If using category 4

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- fireworks) Category 3 fireworks do not require a licence to fire but should still be fired by a professional fireworks company.
- All operators working for the company should have completed The British Fireworks Firers Course & Examination at level 1 as a minimum; the owners should have also completed level 2.
  - The firing Zone should be 25m from the general public.
  - The audience should be upwind from the firing zone. If the wind changes and starts blowing towards the audience the display should not go ahead.
  - The fall out zone should be downwind from the firing zone and should be between 50m and 100m away.
  - If the firework display is scheduled to start after the lighting of the bonfire, all fireworks are covered to ensure they are not set off by mistake from a falling ember.
  - Along with their licence, the firework company are also required to provide copies of their public /employee liability insurance, risk assessments and method statements.

It is also recommended that you get a hand held wind speed anemometer that records the wind speed and if the wind speed is over 10mph you should be looking to halt the display until it drops.

You can check if a display organiser has completed the required training on the British Pyrotechnics Association (BPA) website <http://www.pyro2.org.uk/> where you can also get more information.

For additional information and safety advice visit the HSE website <http://www.hse.gov.uk/explosives/fireworks/using.htm> or the RoSPA website <http://www.saferfireworks.com/>

### 11.10 Noise

If your event is a noisy event with loud PA's, fireworks, or other noises you are required to complete a noise risk assessment. Please visit the HSE website for more details on completing a noise risk assessment. <http://www.hse.gov.uk/noise/risks.htm>

You must ensure that all staff working in a noisy area have ear defenders or ear plugs.

It is also essential to ensure that you consider any local residents living nearby and the impact the event would have on them.

If required, further specialist advice may be sought from the Council's Regulatory Services Division, please contact [regulatory.services@stoke.gov.uk](mailto:regulatory.services@stoke.gov.uk) Tel: 01782 234234. It is recommended that you invite the local noise enforcement officer along to any sound checks so he/she can ensure that all sound is at an acceptable level.

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The level of acceptable noise differs depending on your location, the length of time the noise is expected to last and the time of day. As a general rule, the sound level shall not exceed 65 db. At the nearest residential property to the event site.

If levels of noise continue to be a nuisance after the Event Organiser has been warned by the Site Supervisor or received a warning from the Council's Regulatory Services Division, then the source of the noise shall be shut down with the enforcement costs passed on to the event organiser.

In serious cases of noise nuisance, a notice may be served under the Environmental Protection Act 1990 on the Event Organiser. This can lead to a fine of up to £20,000 being levied by a court, following a successful prosecution.

The Council accepts no responsibility or liability for the cancellation or closure of an event due to unacceptable noise nuisance.

For more information on expectable noise levels please visit the HSE website

<http://www.hse.gov.uk/event-safety/noise.htm>

## 11.11 Temporary Structures

Events often involve the erection of temporary structures e.g. stage or marquee and these carry a risk and need to be managed by the Event Organiser appropriately.

All temporary structures must be properly designed, manufactured, erected and dismantled by competent and adequately resourced contractors/designers in accordance with the principles set out in the guidance document "Temporary Demountable Structures" Forth Edition published by the Institution of Structural Engineers. For more information please visit the HSE website

<http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

A signed safety (sign off) certificate must be provided for each temporary structure by the competent person responsible for the erection, stating that the structure/s have been built in accordance with the design and are safe and fit for purpose prior to the event. You must also obtain copies of risk assessments, public/employee liability insurance and method statements from the company erecting the structure. General common considerations include (This list is not exhaustive)

- Marquees should be situated at least 3 metres apart have adequate emergency lighting and escape routes.
- Marquee fabrics should be inherently or durably flame retardant (certificate of compliance may be required)

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- Regular site checks of supporting poles/frames/guys/stakes and anchorages should be undertaken by a competent person throughout the event.
- All marquees should have adequate emergency exits, firefighting equipment and emergency lighting if required.
- Arrangements should be made to stop unauthorised persons gaining access to/interfering with equipment and structures etc. when the event is open to the public.
- All staging and/or structures should be positioned so as not to obstruct any entrances or exits from the site.

All events should have wind management plan monitored by a competent person against the operating limits of each of the temporary structures. Effective action must be taken before any operating limits are exceeded.

The following list covers the information that will be required by the structural engineer who may form part of the SAG (see section 5). Detailed design drawings and calculations including any ballast / staking requirements and maximum allowable wind speeds shall be provided for the following temporary structures:

- Marquees – if greater than 25m<sup>2</sup>
- Stages – if greater than 25m<sup>2</sup>
- All Screens
- Barriers – Front of stage barriers, solid hording or mesh panels with scrim.
- Gantries and Rigging – Any structure designed to support lighting, speakers or other flown equipment.
- Scaffold structures e.g. race start/finish lines, signage and skate board ramps
- Audience Seating Stands and Platforms - All
- Staging/Lighting Towers – All
- Any other structure – on request

### 11.12 Small structures

Smaller structures including gazebos, covered stalls, umbrellas, signs etc. must be adequately secured or ballasted. The risk posed by these small structures should not be underestimated as they can be significantly affected by the wind (check forecasted average wind speeds *and* forecast gust speeds for the event day) Risk Assessments must be provided on the use of small smaller structures, if they are to be used as part of the event.

### 11.13 Barriers

Barriers must be fit for purpose and able to withstand the applied loading whether from wind or crowd loading.

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Where pressure from an audience is expected e.g. in front of the stage at pop concerts, a properly constructed front of stage barrier will be required.

(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. (Fourth Edition) (2017)

## **11.14 Chinese Lanterns**

Stoke-on-Trent City Council does not permit the use of Lanterns from our land or premises. These floating lanterns not only constitute a fire hazard but also pose a risk to livestock, agriculture, camping activities, thatched properties and hazardous material sites.

## **11.15 Entertainers, Contractors & Suppliers**

All companies or individuals providing entertainment, equipment or services for your event must provide you with copies of the following before undertaking work.

- A Risk assessment
- Public liability insurance
- Employer's liability insurance (If required)
- A Method statement (If required)



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## 12.0 HEALTH AND SAFETY CONSIDERATIONS

### 12.1 First Aid Provision



The Event Organiser shall ensure that they provide sufficient first aid cover for the number of people attending the event. There is more information in the **Purple Guide to Health, Safety and Welfare at Music and Other Events**

<http://www.thepurpleguide.co.uk/> including guidance as to the level of cover required, alternatively contact St John Ambulance or another professional event first aid supplier and they will be able to recommend the first aid cover required based on the size and nature of the event.

You are required by law to provide first aid provision for employed staff. Although there is no legal requirement to provide first aid cover for members of the public, it is essential to provide first aid cover at all events on Stoke-on-Trent City Council land or property.

**No event should have less than 2 first aiders.**

Always ensure the following for events that attract over 1000 additional people.

- There is a designated first aid area for treatment
- The first aid area is clearly signed
- There is at least 2 trained and qualified first aid staff on duty
- The first aid staff have communications either via a phone or radio communication system.
- There are clear exits on and off the event site from the first aid post for emergency vehicles.
- That all incidents are recorded in an incident report book.

If you are organising an event that attracts less than 1000 people, a first aider is still required to be in attendance. There must be a designated room/area that can be used in emergencies however a first aid post is not required providing there are clearly identified marshals around the event that have direct communication with a first aider.

If organising an event that has a high risk of casualties or a large number of people (Over 5,000 people) there may also be requirements for additional medical staff including paramedics, doctors and nurses.

For more information on first aid provision at events contact St John Ambulance or visit their website <http://www.sja.org.uk/sja/what-we-do/event-services.aspx>

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### 12.2 Risk Assessments

Risk assessments are a way of recording how risks to safety and health can be managed practically on a day-to-day basis. They are a legal requirement.

All event organisers are required to fully risk assess all events & activities that are taking place in the event. This could be as one large risk assessment that covers all the event activities or additional risk assessments for activities taking place during the event. These activities may include.

- Event area setup, during opening hours and take down
- Structural builds, i.e. marquees
- Electrical installations
- Car parking
- Traffic management
- Pay point procedure
- Waste collection
- Exhibitor stands
- Entertainment/displays
- Caterers
- Handling of Cash
- Fire

All traders, caterers, entertainers, staffing companies, suppliers, contractors and any other companies working on or for the event must also provide a copy of their risk assessments for the activity they are undertaking at the event. For more information on writing risk assessments, risk assessment guidelines and templates visit the HSE website <http://www.hse.gov.uk/simple-health-safety/manage.htm> all risk assessments must be a site based and must be signed and dated.

### 12.3 Terror

As part of the Event Plan (See Section 13) it is important that you compile a terror plan that details all the procedures in place to prevent terror attacks at the event as well as the procedures for responding to a terror attack.

The key message for the public is 'Run, Hide, Tell'

- **Run** - to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...
- **Hide** - it's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally, and only when it is safe to do so ...
- **Tell** - the police by calling 999

For all but the smallest events with low risk, draw up and discuss your plans with:

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- the police
- fire and rescue service
- ambulance service
- the city council

The detail and complexity of any discussions should be proportionate to the risks involved. You, as the organiser, and emergency services should be clear about who will do what if there is an emergency or major incident. The SAG (See section 5) will be able to give more advice on terror procedures depending on the size and nature of your event.

You can get more information on planning for terror attacks from the National Counter-Terrorism Security Office, that have produced the Crowded Place Guidance Document;

<https://www.gov.uk/government/publications/crowded-places-guidance>

## 12.4 Fire Safety



No fires shall be lit in the park without prior approval by the Park Liaison Officer. If permitted, the Event Organiser must ensure that no damage is caused to the ground or trees and that an appropriate means of fully extinguishing the fire is available at all times.

The Event Organiser will be required to provide suitable firefighting equipment for the size and nature of the event and have carried out a fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. For more information on fire safety at events and how to complete a fire risk assessment see the 'Fire Safety Risk Assessment: Open-air Events and Venues

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

If discovering a fire at your event it is important to stay calm, call the emergency services and evacuate the area. Use firefighting equipment if you need to, but never put yourself or anyone else at risk. Do not run and do not shout fire.

The fire emergency procedures should be documented in the event plan as part of the emergency plan. See section 13.14

## 12.5 Use of LPG Gas or Flammable Substances

The Event Organiser shall ensure that all flammable materials and other substances hazardous to health are controlled in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

The Event Organiser shall ensure that the storage and use of LPG complies with the LPG

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Association Code of Practice Part 7 – The storage of full and empty LPG cylinders and cartridges, and the Highly Flammable Liquids and LPG Regulations 1972.

All LPG cylinders and flammable material containers, full and empty, shall be stored in the open air, on firm level ground in a well-ventilated position, and securely protected so as to deny access to all except competent and qualified employees or Agents. Appliances specifically designed for indoor use with cylinders located on or in the appliance may be used, but shall comply with manufacturers operating procedures.

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### 13.0 EVENT PLANNING DOCUMENTATION

Each outdoor event regardless of size requires an event plan. This details the event and all operational plans, site plans, emergency procedures and schedules along with a clear description of the event.

The event plan should include the following sections although may differ depending on the size, scale and nature of the event.

#### 13.1 Event Brief

This section should include basic information about your event (the list of examples below is not exhaustive)

- Event Title:
- Event Description:
- Date:
- Times:
- Last Admission:
- Location:
- Maximum Capacity:
- Admission:
- Public Parking Areas:
- Staff Parking:
- Traders/Entertainers Parking:
- Event Attractions/Activities:
- Public Catering

#### 13.2 Licensable Activities

This section should list in detail all licensable activities, i.e., music/entertainment, sale of alcohol, etc. You should also outline the steps taken in order to promote the four licensing objectives listed below to comply with the Licensing Act 2003.

##### **Prevention of Crime and Disorder**

Will the event organiser be present during the event, and if not, who will? Will there be a presence of Security Industry Authority (SIA) security? If you are selling alcohol how will you handle any threatening or abusive visitors?

##### **Public Safety**

What steps will you take to ensure public safety, i.e. briefing staff, how will emergency announcements be made and what are your backup systems, what are your first aid provisions,

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how have you calculated your maximum capacity and how will you ensure this limit is not exceeded?

### **Prevention of Public Nuisance**

How will you control amplified sound to ensure reasonable levels are adhered to, location of generators/machinery etc. What actions will you take to ensure the event and the surrounding areas are litter controlled.

### **Protection of Children**

Is any of your staff Criminal Records Bureau (CRB) checked? Do children need to be accompanied by an adult? What are your procedures in the sale of alcohol, i.e., ID checks, notices, etc. What are your lost child procedures?

## **13.3 Event Layout and Operation**

This section should detail the content and operation of the event, to include (the list of examples below is not exhaustive)

- The Event Area
- Entertainers
- Entertainment Schedule
- Activities
- Traders
- Caterers
- Toilets
- Waste Disposal
- All other units and attractions
- Lighting and Sound If required
- Stages

## **13.4 Event Entry and Tickets**

This section should provide clear details of ticket information and how these can be purchased, for example (the list of examples below is not exhaustive)

- Types of tickets and prices.
- Terms and conditions of ticket sales.
- Images and/or descriptions of the event tickets.
- Locations where tickets can be purchased in advance and on the day.
- Details of staff/trade pass if applicable with images and/or descriptions.
- Details of any ticket discounts available for members/groups etc.
- Details of any discount vouchers printed for the event.

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- Details of event re-entry procedure – hand stamp?

### 13.5 Event Layout Plans

This section to include a detailed plan(s) for the event

A Site Plan to include; (the list of examples below is not exhaustive)

- Parking Areas
- Event Area
- Entrance/Exit Points
- First Aid Point
- Ticket sales Point
- Gates
- Taxi Pick-up and Drop offs
- Information Point
- Coach Parking Area
- Catering units
- Marques
- Attractions including fair rides etc.
- Stages
- Public Access Routes
- Toilet Facilities
- Information points

### 13.6 Staff

This Section includes the details of key members of staff/volunteers working on the event and includes their contact details including their position, telephone number and radio call signs.

### 13.7 Roles and Responsibilities

This section should outline the reporting structure and provide a description of the roles and responsibilities of the staff operationally involved in the set up and delivery of the event and who they report to; (the list of examples below is not exhaustive)

- Events Organiser
- Front of House Manager
- Stage Manager
- Head of Security
- Health and Safety Manager
- Car Park Security Coordinator
- AV Technician
- First Aid



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- Marshalls
- Ticket Staff
- Car Parking Staff
- Security Staff

### 13.8 Site and Security Policies

Site policies at venues can vary drastically so it is always useful to make a note of all venue policies relevant to your event; (the list of examples below is not exhaustive)

- Vehicle Free Policy
- Dog Access Policy
- Cycling Policy
- Visitor Photography Policy
- Smoking Policy
- Naked Flame Policy
- Alcohol Policy

### 13.9 Schedule

This section details the schedule for the event during the event set-up, and get-out.

### 13.10 Contractor, Caterers & Exhibitor Check in Procedures

This section should include details on your procedures for obtaining risk assessments, insurance documentation, health and hygiene certificates, fairground test certificates etc., from all contractors, and event concessions before the event.

It should also include your procedures for checking in exhibitors when they arrive on site. I.e. who they report to, trader access passes, etc.

### 13.11 Staff Briefing Information

This section should detail what the event staff be briefed on, how this will be presented and when this will take place in terms of their roles and responsibilities during the event and their roles in an emergency situation.

### 13.12 Health & Safety

This section should include details of your procedures for installing/providing the following; (the list of examples below is not exhaustive)

- Electrical Equipment
- Provisions for hand washing facilities for caterers
- Firefighting equipment
- Reporting and recording of accidents

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- Event incident log
- First Aid

## 13.13 Traffic Management Plan

A traffic management plan is an essential element of your operational plan (See section 11.1) Uncontrolled traffic arriving and leaving the event could result in a serious accident, therefore, your plan should include the following; (the list of examples below is not exhaustive)

- Traffic levels and expected peaks
- Emergency access route(s)
- Car parking areas and vehicle capacity
- Parking Plan (See Section 11.2)
- Disabled parking arrangements
- Traffic lights
- Visitor transport
- Pedestrian routes
- Traffic management signage
- Radio communication
- Towing facilities/arrangements
- Exhibitor vehicle movement policy

## 13.14 Emergency Plan

The emergency plan should detail all potential emergency situations and the procedures that are in place; there is a brief overview on what to include within your emergency plan below, more advice is available via the HSE website;

<http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm>

### Emergency Evacuation Key Personnel

Detail a list of key personnel and the tasks they are responsible for implementing in the event of any emergency evacuation. This list should also include their contact details whether they are using a radio (include call sign), telephone or mobile number. Example shown below:

Position	Responsibility in Emergency	Mobile Number	Radio Sign
Duty Events Officer and ELO	Contacting Emergency Services	07980 001001	Alpha 1
Car Parking Stewards	Evacuate visitors to assembly point	07968 002002	Alpha 2
Security Marshalls	Evacuate visitors to assembly point		Alpha 3-6
First Aid Services	Liaise with the ELO		Alpha 7

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## **Emergency Liaison Officer (ELO):**

Identify the Emergency Liaison Officer, who is responsible for co-ordinating all emergency situations along with their contact details for the event, the rendezvous point during an emergency and the event control point.

## **Hazard Identification:**

Detail the procedures for identifying a hazard and communicating this to staff. For example;

- Fire
- Suspicious Package
- Over Crowding
- Violence
- Terror Attacks
- Flood
- Unsafe structures
- Power Failure

## **Identification of Emergency Route and Emergency Rendezvous point:**

Attach a map/plan or layout diagram to the emergency plan that identifies;

- emergency evacuation area(s)
- main access/egress points
- any control points or incident rooms
- water services (hydrants) and electrical isolation points
- first aid points
- toilets
- emergency vehicle entrance route and emergency vehicle rendezvous point
- car parking areas
- fire points
- Any other relevant areas or facilities that may impact upon the implementation of the emergency plan
- Control room/area

## **Identification of Evacuation Areas:**

Identify what action is taken when an emergency situation occurs (i.e. that visitors are evacuated to the evacuation area by stewards/marshals). Identify what happens to visitors once at the emergency evacuation area. Refer to map/plan.

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## **First-Aid Facilities:**

Identify the provisions for first aid, giving the whereabouts of the first-aid point. Give details including the telephone number, distance and travelling time of the nearest accident and emergency unit. Refer to map/plan. See section 12.1.

## **Script Announcement to Visitors in the event of an Evacuation**

In some emergency situations visitors need to be provided with information, detail the announcement(s) that would be made to visitors in an emergency and how this will be made (Via a PA or via staff, for example;

- “Ladies and Gentlemen we are required to temporarily evacuate the arena”
- “Please make your way to the (*designated area*); the stewards/marshals will direct you”.
- “Please do not return to your vehicles”
- “Please remain with the stewards at the evacuation point, you will be informed when it is safe to return to the arena”
- “Thank you for your co-operation”.

## **Lost Child Procedure**

Detail the procedures and arrangements of the duties to be undertaken in the event of a lost child, for example;

- All car parking stewards are instructed to stop all vehicles from leaving site unless they have been searched.
- An announcement will be made to the public by the Emergency Liaison Officer or a designated member of staff to raise the notice of a missing child.
- All available staff will sweep the site to see if the child can be found, leaving a member of staff at all ticket points and in the car parking areas.
- In the event that the child is not found within 30 minutes (maybe less for smaller children); the Emergency Liaison Officer will notify the police via the 999 service.
- Any lost children found will be taken to a secure location to await collection and are accompanied by a designated member of staff (2 if possible).
- Children are not reunited with a parent or guardian until the staff responsible are satisfied that the name and description provided correctly identifies the child.
- All such incidents must be recorded in the incident book.
- **AT NO TIME SHOULD THE CHILD’S NAME OR DESCRIPTION BE BROADCAST ACROSS THE RADIO OR PUBLIC ADDRESS SYSTEM**

## **13.15 Terror Plan**

The terror plan should detail all the procedures in place to respond if there is a terror attack at the event (See section 12.3) There is a brief overview on what to include within your terror plan below, The National Counter Terrorism Security Office have compiled a Crowded Place Guidance that is available to download for more information on creating your terror plan.

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<https://www.gov.uk/government/publications/crowded-places-guidance>

- Improvised explosive devices (IEDs)
- Vehicle bombs
- Bomb threats
- Chemical, Biological, Radiological (CBR) attacks
- Armed person(s) RUN, HIDE, TELL
- Unmanned Aircraft Systems (UAS)
- Vehicle as a weapon

It is also important to list the procedures already in place to prevent such an attack such as: (the list of examples below is not exhaustive)

- CCVV
- Bag Searches
- Security Procedures
- Crowd barriers and bollards
- Vehicle access procedures

## 13.16 Security Plan

The security plan should detail the security procedures for the event including the Security Company on site and the position of the staff both during the event and in an emergency. It could be that the security plan is written with the professional security company who are providing the security staff for the event. It is not permitted for volunteers or event staff to carry out security duties and all security duties must be delivered by a professional and reputable security company, all security staff must carry SIA badges (see section 6.4) Staffordshire police are not responsible for policing any event in the city.

When compiling the security plan it is important to include a plan of the site that details the positions of security staff and the expected visitor numbers. There is a list of items to consider when compiling your security plan below, more information can be sought via the Home Office <http://www.sia.homeoffice.gov.uk/Documents/licensing/siasecurityatevents.pdf>

- Entrance/exit procedures
- Cash handling procedures
- Crowd control
- Walkways
- Boundary security
- Bar and Licence procedures

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- Stages
- Barriers and fencing
- Securing non-public areas
- Bag Searches
- Vehicle searches
- Overnight Security
- Traders
- Alcohol and Drugs policy
- Movement of vehicles
- Reporting structure
- Communications
- All event procedures and policies that would need policing
- All emergency procedures

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## 14.0 MARKETING AND PROMOTION OF YOUR EVENT

Organisers are not permitted to promote their event or sell tickets for an event until conformation of the booking has been approved, the terms and conditions/licence agreement has been signed and the fee has been paid.

Permission to erect advertising signs and banners must be obtained in advance from the City Council. The Event Organiser shall ensure that all advertising material complies with the Park's consent. The adverts must not be put up earlier than 28 days before the event and must be removed within 24 hours of the end of the event and comply with Advertising Regulations.

Failure to comply with the removal of banners / advertising in the specified period shall result in the immediate removal of said banners / advertising by Stoke-on-Trent City Council. In this instance the Council withholds the right to levy a minimum charge of £100 + VAT to the Event Organiser.

No signs / banners shall be erected for the advertising of any event or commercial concern or activity taking place outside of the park. No fly posters or stickers shall be attached to any part of the fabric of the Park. The Event Organiser shall be responsible for all costs incurred for the removal of any fly posters or stickers, which can be directly attributed to their event.

The Event Organiser shall ensure that any admission charges being levied are stated clearly in all publicity literature and at the main entrance to the event.

Temporary banners for commercial events require advertising consent, which can be obtained from the Local Planning Authority, via their standard application process.

The Event Organiser is not permitted to advertise other events or venues by giving out flyers inside any Council park or open space during their period of hire. If flyer litter is discovered within the period of hire the Event Organiser will be liable for the cost of clearing it up at the discretion of the City Council.

The Event Organiser is responsible for ensuring that all advertising material is promptly removed within 24hrs of the close of the event. Any costs incurred by the Council removing out of date banners will be charged to the Event Organiser's.



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## 15.0 RECOMMENDED READING

**Organising a Voluntary Event: A 'Can do Guide' - Website**

<https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>

**Running an Event Safely - Website**

Health & Safety Executive <http://www.hse.gov.uk/event-safety/running.htm>

**Managing Crowds Safely: A Guide for Organisers at Events and Venues (HSE 2000)**

Health & Safety Executive – ISBN 0-7176-1834-X – 2014 – *Free Download*

[www.hse.gov.uk/pubns/books/hsg154.htm](http://www.hse.gov.uk/pubns/books/hsg154.htm)

**Fire Safety Risk Assessment; Open Air Events and Venues**

Health & Safety Executive – ISBN – 1-8511-2823-5 – *Free Download*

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

**Security at Events Guide – June 2018 – Free Download**

[http://www.sia.homeoffice.gov.uk/Documents/licensing/sia\\_security\\_at\\_events.pdf](http://www.sia.homeoffice.gov.uk/Documents/licensing/sia_security_at_events.pdf)

**CIEH National Guidance for Outdoor and Mobile Catering – Free Download**

<https://www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf>

**Fairgrounds and Amusement Parks; Guidance on Safe Practice – Third Edition – Free Download**

<http://www.hse.gov.uk/pubns/books/hsg175.htm>

**BS 8551:2015 - Provision and Management of Temporary Water Supplies and Distribution Networks (Not Including Provisions for Statutory Emergencies). Code of practice 2015 – Paid for Publication**

<https://shop.bsigroup.com/ProductDetail/?pid=000000000030299655>

**Electrical Safety for Entertainers – Free Download**

<http://www.hse.gov.uk/pubns/indg247.pdf>

**Temporary demountable structures: Guidance on procurement, design and use (Fourth edition) 2017 – Paid for Publication**

<https://shop.istructe.org/temporary-demountable-structures-guidance-on-procurement-design-and-use-fourth-edition-pdf.html>

**The Purple Guide to Health, Safety and Welfare at Music and Other Events – Annual Paid for Website Subscription**

<http://www.thepurpleguide.co.uk/>

**National Counter Terrorism Security Office - Crowded Places Guidance 2017 – Free Download**

<https://www.gov.uk/government/publications/crowded-places-guidance>