

# Event Application Form

## Guidance notes

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# Introduction

Portsmouth City Council seeks to attract local, regional, national and international events to the city, recognising the cultural, community and economic benefits that these events offer.

Before an event on City Council land can be permitted, it needs to be ensured that all legal and licensing requirements are adhered to, and that the possible impact the event can have on the city and its residents has been considered, so an Event Application form must be completed and submitted to Portsmouth City Council Events Team.

The Event Application process allows the City Council to assess all requests to hold events on its land, to ensure that appropriate measures have been put in place for the event to run safely, that the correct licences have been obtained and that all relevant documentation has been submitted.

The Council is committed to sustainability and recognises the important role it has to play in leading the way locally on the sustainability agenda. Consequently, these guidance notes include information on improving the sustainability of your event and the Event Application form asks you to provide us with information on how you will manage its impact on the environment.

These guidance notes have been designed to support your application by providing information to individuals and organisations wishing to hold an outdoor event in or around the city of Portsmouth.

The guidance notes give general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple car boot sale to a large national event, and therefore this guidance cannot be regarded as exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities, please contact the Events Team on 023 9283 4067 for advice.

# Portsmouth Events Safety Advisory Group (PESAG)

Portsmouth City Council recognise that whilst public events can enhance cultural, community and economic life in the City, there is the potential for risks to public safety and adverse environmental effects posed by staging events. This is particularly so with larger scale events where the potential number of people attending is significant, especially if proper event management measures are not in place. Input from relevant stakeholders and the emergency services are, therefore, vital, and in respect of this a Safety Advisory Group has been established.

Portsmouth Events Safety Advisory Group (PESAG) exists to consider plans presented by the organisers of events and to offer guidance on the contents and structure of the Event Plan. It is not the role of PESAG to assist in the planning of events or writing of plans. The purpose of the group is to offer guidance in order to help organisers discharge their responsibilities. The members of the Portsmouth Events Safety Advisory Group will not accept or adopt any of the responsibilities of the organiser.

# Stage 1: Pre-Planning

**Detailed pre-planning is essential to ensure the event is both safe and successful.**

**The following are the basics that need to be considered at this stage:**

## Where

Contact the Events Team to ensure your chosen venue is available and what the hire fee will be. Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community. Can the event be positioned to reduce noise levels? How easy will it be for people to get to the venue and are there any car parking requirements? Consider the suitability of the venue and any existing hazards that may already be on the site such as water hazards, overhead power cables etc. Consider whether or not emergency access routes will be adequate

Most public parks and spaces will have conditions attached to them when it comes to their use for events. You must make yourself fully aware of these during the planning stages and operate accordingly. These conditions are to protect all users of the spaces so it is imperative that you met these conditions.

Be honest about the intentions of your event and consult with the local authority/ site managers on any issues that you are unsure about.

Give yourself a realistic "get in" and setup window taking into consideration potential delays.

Only use designed access points to the site unless special permissions have been given to the contrary. These should be arranged through official channels and confirmed in writing/ email.

Where the site is not hard standing (i.e. it is a grass surface rather than tarmac) it may be necessary to install a temporary road surface such as trackway. This is particularly important if heavy vehicles are to be brought onsite or if the ground is soft following wet weather.

## When

Consider the time of year, including the consequences of extreme weather conditions at an outside event. 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, the Events Team can advise you of this.

## Who

Identify the aims of the event. Are particular groups or types of people to be targeted, such as children, young people, 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 such as animals or water sports? If possible, try also to establish the size of the proposed event and whether or not an entrance fee will be charged.

## Specialist equipment

Will the activities require the use of any specialist equipment such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers or other crowd control measures? Some equipment may require certificates of erection by a competent person.

## Codes of practices

For larger events there will be a need to comply with guidance particularly the Code of Practice for Outdoor Events published by the National Outdoor Events Association Tel: 01237 473113, which gives advice on structures, marquees, tents, electrical and other matters. The Health and Safety Executive publication 'The Event Safety Guide: A Guide to Health, Safety and Welfare at Music and Similar Events' (The Purple Guide) is also a very useful publication when planning an event.

## Sustainability

In addition to reducing the environmental impact of your event improved sustainability can also enhance your organisation's reputation and may improve cost efficiency, so it's worth thinking about how you can "green" your event. Key areas to consider are accessibility (e.g. can the venue be readily accessed by public transport?), waste management (e.g. can recycling facilities be provided?), sustainable food (e.g. can local suppliers be used?), marketing (e.g. can the use of paper in advertising the event be minimised?) and carbon offsetting. "A Guide to Greening your Event" produced by Manchester City Council ([www.manchester.gov.uk/downloads/download/2697/greenguide](http://www.manchester.gov.uk/downloads/download/2697/greenguide)) is a useful starting point for more information. For more information on making your event sustainable please contact [jasmine.fletcher@portsmouthcc.gov.uk](mailto:jasmine.fletcher@portsmouthcc.gov.uk)

## Welfare arrangements

Event organisers must estimate the number of attendees anticipated to attend the event and consider its duration. Toilet, security, stewarding, medical provision and other requirements should be based on these estimations.

Advice is given in the Code of Practice for Outdoor Events referred to above. Permanent toilets should be checked for adequacy and maintained during the event.

Depending upon the nature and scale of the event, refreshments and other facilities may be required, including the provision of drinking water. Provision also needs to be made for lost and found children and vulnerable adults, missing persons, baby changing and lost property.

## Premises licences and temporary event notices (TENs)

If the event is to include the provision of 'licensable activities' as defined in the Licensing Act 2003, a premises licence or a TEN will be required.

Licensable activities include:

- Sale or supply of alcohol
- Regulated Entertainment, which is:
  - Performance of a play
  - Film exhibitions
  - Indoor sporting events
  - Boxing or wrestling entertainment
  - Performance of live music
  - Playing of recorded music
  - Performance of dance or entertainment of a similar description

A fee will be charged for premises licences or TENs. Permission may not be granted for City Council owned sites. Further information is available by contacting the Licensing Section on 023 9283 4073 or the Council's website, [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk). Follow the links to Licensing. Please be aware that there are strict timescales for the grant of such licences, so applicants are strongly recommended to obtain early advice.

## Insurance

All events will require Public Liability Insurance with a minimum £5 million (five million pounds) Limit of Indemnity and with an Indemnity to Principal clause. All contractors and performers will also need their own Public Liability Cover with a minimum £5 million (five million pounds) Limit of Indemnity. Depending upon the nature of the organisation planning the event and the proposed event, other insurances may also be required. Quotations should be obtained from your insurance provider.

## Timescale

Set out the proposed timescale and milestones, giving you as much time as possible to organise the event (you may need as much as 12-18 months planning time). Some specialist advice may be required and special permission may take time. You will need to allow time for any licenses or permissions to be granted. Do not forget the summer can be a busy time, with hundreds of events taking place within your area.

## First aid and medical provision

The event organiser should carry out a medical risk assessment, taking into consideration such things as the activities involved within the event, the numbers, types and age groups attending, accesses and egress, the site and structures and Health, Safety and Welfare issues.

Provision of adequate numbers and types of resource (e.g. First-Aiders, Ambulances, Paramedics etc.) should be based upon published guidance, especially the Health and Safety Executive publication 'The Event Safety Guide: A Guide to Health, Safety and Welfare at Music and Similar Events' (the 'Purple Guide') and 'A Guide to Safety at Sports Grounds' (the 'Green Guide').

Many organisations provide medical services but you must ensure that the organisation you choose is competent, well trained and able to meet the demands of the event and approved by South Central Ambulance Service NHS Trust.

Medical provision for the event should not rely upon the 'normal' provision made by the statutory NHS Ambulance Service for use by the General Public (i.e. "999" system). Further advice can be sought from South Central Ambulance Service NHS Trust (Hampshire Division), see Appendix A of the Event Application Form for contact details.

## Event management plan

This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event, this will help you when carrying out your risk assessments.

Arrangements should also include how you plan to address sustainability issues.

## Animal involvement at Events

The City Council does not permit mobile petting zoos, static exhibitions or the sale of animals (which includes invertebrates, reptiles and fish, excluding working animals) at any events on City Council land, or on any sites where a venue is operated on behalf of the City Council, irrespective of whether appropriate documentation is available or not.

Organisers are therefore advised not to include animals at their event. Should animals be found to be part of an event, whether on display or an attraction, without the express permission of the council, the event could be closed down with immediate effect.

## Stage 2: Organising the Event

**Once you have decided on the fundamental objectives behind the activities involved in the event, you can start to organise the event in detail. Remember to record / write things down as you go and to keep the event plan up to date.**

### Responsibilities

Identify specific responsibilities for the event. One person should be identified as the event manager and be responsible for liaison with the Council, Hampshire Constabulary and other emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards.

### Liaison

Initially, contact should be made with the Portsmouth City Council Events Team, informing them about the event and using them for advice if required (see Appendix A of the Event Application Form for contact details). Decide what additional information is required regarding specific activities and make contact with other relevant organisations. The Emergency Services may also be able to offer additional advice.

### Site plan

Draw a site plan identifying the position of all of the intended attractions and facilities. Plan-out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths. Please submit your site plan with your completed Event Application Form.

### Emergency plan

A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will reflect the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. If your event is large in nature, you will have to liaise with the emergency services, local hospitals and the local authority Civil Contingencies Manager, 023 9268 8052 and consider all potential major incidents and how you would deal with them. Organisers of larger events should contact the Council's Events Team for further information.

### Fire safety

The expectations of the Fire Authority are that all events comply with the Fire Safety Order, in that the organiser has the following:

- an evacuation procedure
- there are suitable escape routes and fire exits
- suitable fire fighting equipment is provided
- there is a means of raising the alarm in case of fire
- a fire risk assessment is carried out identifying people at risk and hazards and suitable control measures are put in place.

Emergency Services will require access to events, this will mean a width of at least 3.7m for emergency vehicles.

Your fire risk assessment should be based on the HM Government Guidance document, "Fire Safety Risk Assessment, Open Air Events and Venues".

[ISBN 13.978.1.851128235].

Your detailed control measures should include training for relevant personnel, fire fighting equipment, access for emergency services, adequate escape routes, signage, raising the alarm in case of fire, emergency lighting and measures to control hazards such as cooking, electrical items, gas cylinders, combustible items and arson.

### Temporary structures

Events requiring temporary structures such as staging, tents, marquees, stalls etc, need to decide where this equipment is to be obtained, who will erect it and what safety checks will be required. Ensure you obtain copies of any safety certificates, method statements, risk assessments, insurance certificates, training and instruction on their use/operation etc. The location of any such structures should be identified on the site plan.

### Toilet facilities

Ensure that adequate sanitary provision is made for the number of people expected to attend your event. Where possible, locate toilets at different points around the venue rather than in just one area to minimise crowding and queuing problems. The Health and Safety Executive publication 'The Event Safety Guide: A Guide to Health, Safety and Welfare at Music and Similar Events' (The Purple Guide) offers further guidance on sanitary provision.

General guidelines for toilet provision (taken from the Purple Guide) are as follows, but will vary depending on the type of event and the levels of fluid consumption:

For an event with an opening time of more than 6 hours:	
Female	Male
1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males
For an event with an opening time of less than 6 hours	
Female	Male
1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males

## Barriers

Barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety-loading dependant upon the number of people likely to attend and the nature of the task the barriers are being used for. Temporary structures should only be obtained from experienced and professional suppliers.

## Catering

Ensure that all caterers are registered with a Local Authority as a Food Business Operator and obtain copies of caterers' food hygiene certificates. Units should be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread.

To improve sustainability, consider using local catering companies – especially those that use locally sourced products.

## Stewarding

Stewards at all events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that the public can easily identify stewards by wearing high visibility jackets and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the overall event manager.

All stewards should be properly trained and competent, as they will need to be aware of potential hazards that can develop during an event. They may also be required to guide vehicles, clear emergency

exits and answer questions from members of the public. Specific training should be provided for basic first aid assistance and fire fighting.

Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events they need to be issued with torches. At all-day events, duty rotas will be required.

## Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight.

Personnel operating in a security role need to be Security Industry Authority registered if their work brings them into contact with members of the public.

Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities and should not operate alone. Counting and banking arrangements should be given extra careful consideration.

## Crowd control

The type of event and the numbers attending will determine the measures needed. Consideration will need to be given, amongst other things, to the number and positioning of barriers and the provision of a public address system. This information must be included in your risk assessment.

## Numbers attending

The maximum number of people the event can safely hold, including both those visiting the event and those working at the event, must be established in accordance with the Venues' capacity stipulated on the Premises Licence, the Events Team can advise you of this. This may be reduced, dependent upon the activities being planned and the number of people attending the event may have to be counted to prevent overcrowding. Please remember that particular attractions may draw large numbers of visitors.

## Lost and found children and vulnerable adults

It will be necessary to establish a lost and found children and vulnerable adults point. Appropriately trained and Criminal Records Bureau, (CRB) checked personnel should supervise this area and the relevant paperwork completed for safety purposes. An example of a 'Lost

Children and Vulnerable Adults Procedure' and 'Reporting Form' are contained towards the back of this information pack.

## Provision for those with special needs

Specific arrangements should be made to ensure disabled visitors have access to adequate facilities, accessible parking, wheelchair accessible seating, adapted toilets and viewing areas and can safely enjoy the event. A range of services or 'accommodations' may be required at public events, including large-print or Braille versions of written materials; assistive listening devices; a sign language interpreter; open/closed captioning and audio description.

## On-site traffic

Contractors and / or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to permit vehicular access only at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians, with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.

## Off-site traffic

Unplanned and uncontrolled access and egress to a site can result in serious traffic congestion and possibly accidents. Traffic control, both inside and outside the site, should be discussed with the Local Authority (Highways) and the Police. Adequate signs and directions should be provided in prominent positions on the approaches to the venue.

If road closures, signs on the highway, traffic diversions and / or the placement of cones are required, an application must be made for a traffic regulation order and / or approval from the Local Authority (Highways).

Issues related to off-site traffic can be further reduced by encouraging attendees to use public transport (see also "Transportation") or promoting other means of sustainable transport such as walking or cycling.

## Road closures / diversions

Any event that requires a road closure or diversion will require a Road Closure Order from the Local Authority. Please contact the Traffic department of Portsmouth City Council on 023 9284 4067. You will need to allow at least 12 weeks before your event

for this to be in place if the closure is agreed.

There will be a fee charged for this service by the Transport department for which the event organiser is liable.

## Transportation

In conjunction with the Traffic department, the local rail and bus companies should be advised of larger events to establish if existing services will be adequate. This is particularly important if you are promoting the use of public transport in your marketing material with a view to reducing the environmental impact of your event. You will need to liaise with the Traffic Management department if road closures or diversions are intended or you wish to consider offering a Park and Ride service.

## Contractors

Ask contractors for a copy of their health and safety policy, method statements and risk assessments, and satisfy yourself that they will perform the task safely.

To improve sustainability, consider using local contractors and encourage them to apply the waste mantra known as the 3Rs "Reduce, Re-use, Re-cycle".

Always ask to see their public liability insurance certificate, which should provide a minimum limit of indemnity of £5 million (five million pounds). Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

## Performers

All performers should have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and the event plan.

## Noise Management

To ensure noise levels are not excessive adjacent to residential and other noise sensitive areas you must demonstrate how you will manage and monitor this in accordance with PCC's Noise from Open Air Events Guidance for Applicants (see Appendix 2). Noise levels must be reduced to a level that does not cause excessive disturbance. Noise complaints must be investigated immediately and appropriately acted upon.

In addition, you will need to ensure that the health and well-being of all staff and contractors at the event are considered, so you will need to demonstrate how they will be protected from excessive noise levels.

## Facilities and utilities

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety. Consider using energy meters to monitor usage and encourage everyone involved to use energy and water in an efficient manner.

Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110 volts. All cables will have to be safely positioned, channeled or covered to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public.

The same should apply to any fuel supply items such as portable generators etc. Generators should be suitably fenced or barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

## Contingency plans

Consider the implications on the event of extreme weather conditions i.e. rain, wind, sun, cold etc. Will the event be cancelled? Or could the event be moved to an alternative inside venue.

This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

## First aid and medical provision

Medical Services are extremely busy and should be booked well in advance of the Event. Ensure that the Medical Services provider has a 'Duty Order' detailing the operation of services for the event and a

Contingency Plan for Major Incidents. These Plans may require validation and approval by South Central Ambulance Service NHS Trust (Hampshire Division).

## Clearing up

Litter from an event is not household waste and arrangements must be made for waste disposal and rubbish clearance both before, during and after the event. To reduce the environmental impact of your event, consider providing sustainable options for waste disposal.

This could include providing recycling bins, signposting attendees to the nearest bottle bank or simply encouraging attendees to take their recyclable rubbish home with them. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site, in a way that reflects the Council's policies on environmental protection. There may be hazardous waste that will need to be disposed of safely, requiring personnel with specialist training and equipment. For advice on waste disposal, contact the Council's Street Cleansing / Refuse Collection Officer. Contact Clive Rankin 023 9284 1428.

## Risk assessments

Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. Some guidance notes and a risk assessment example form are provided towards the back of this pack as a basic guide to undertaking risk assessments.

## Marketing

In marketing your event, think about using email or the Internet to communicate with your target audience. Producing less paper marketing material will improve the sustainability of your event and may reduce your costs. You may also want to promote sustainable transport options by providing information on local buses, pedestrian route maps from the nearest station and/or links to other websites that provide this information.

## Stage 3: Final Preparations

**Just prior to the event, a detailed safety check will have to be carried out by the designated person responsible for health and safety at your event. This should include the following:**

### Routes

Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.

### Inspections

A walk-through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference.

### Siting

Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and other important pieces of safety equipment are in place.

### Signage

Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, fire points, information and lost / found children points and other welfare facilities such as toilets and drinking water. Please note that temporary signs must not be nailed to trees.

### Vehicles

Check that all contractor's, performer's and exhibitor's vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

### Structures

Ensure all staging, seating, marquees, lighting and other temporary structures and equipment have been erected safely and that certification has been obtained from the relevant contractors as a record of this.

### Barriers

Check that all barriers and other protection against hazards are securely in place.

### Stewards

Make sure that all staff have arrived and are in their correct locations. Ensure all stewards are wearing the correct clothing for easy identification.

### Medical

Ensure that first aiders are present and that the location of medical facilities are clearly signed.

### Lighting

Check all lighting is working, including all emergency lighting.

### Public Information

Make sure the public address system is working and can be heard in all areas.

### Briefing

Check that all stewards and staff have been fully briefed and understand their responsibilities.

### Sound Check

A sound check must be undertaken to ensure noise levels are as expected and to enable adjustments that might be required to take account of the prevailing weather conditions on the day of the event.

### Land Usage

Give yourself a realistic "get in" and setup window taking into consideration potential delays.

Only use designed access points to the site unless special permissions have been given to the contrary. These should be arranged through official channels and confirmed in writing/ email.

Where the site is not hard standing (i.e. it is a grass surface rather than tarmac) it may be necessary to install a temporary road surface such as trackway. This is particularly important if heavy vehicles are to be brought onsite or if the ground is soft following wet weather.

Every effort should be made not to damage any trees or planted areas. Should any such damage be unavoidable then an agreement needs to be reached in advance and confirmed in writing/ email. You should present a proposal to put right any damage caused following the event.

# Stage 4: After the Event

## Site condition

After the event, another inspection should be carried out to make sure nothing has been left on the site. This inspection should also identify any damage, which may have been caused during the event. If any structures are left overnight, it must be ensured that they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements should be required.

You should "make good" your site before leaving. This should include seeing all suppliers and equipment off site and instigating a full and thorough litter pick. An inspection should be arranged before you leave and a sign off completed stating what if anything requires further attention.

## Accidents

If any accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the Event Organiser. An accident form should be completed and a copy sent to the Council (an example of an 'Injury / Incident Report Form' is included at the back of this information pack). You will also need to advise your own insurance company.

If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place. Advice can be sought from the Council's Health and Safety Officer.

## Claims

Should any person declare an intention to make a claim following an alleged incident associated with the event, the Event Organiser should contact their insurers immediately. They may also require a completed accident form.

## Evaluation

After the event an evaluation should be undertaken so that any lessons learnt can be noted for future events.

# Event risk assessment guidance

Risk assessment and method statements are a legal requirement and shall be carried out for each event, or for each part of an event if the overall event is large.

Risk assessment and method statements are nothing more than a careful examination of what, in your opinion, could cause harm to people, so that you can decide whether you have taken enough precautions or should do more to prevent possible harm. The aim is to eliminate, reduce, control or make safe any identified risk. When you are satisfied that you have identified all the relevant hazards associated with the event, decide what action must be taken to reduce or eliminate the risks, record it and ensure that the identified action is taken.

The following guidance should aid you in carrying out your risk assessments, but it is in no way a comprehensive guide to risk assessment. If you are at all unsure as to your ability in undertaking risk assessments, please seek professional advice and / or assistance.

A form to record your findings has also been provided, which can be photocopied as many times as is required.

## Identifying hazards – a hazard is something with the potential to cause harm

All hazards should be identified, including those relating to the individual activities, any equipment, any sideshow, franchise or contractor.

The following should be taken into account:

- Any slipping, tripping or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures.
- Any chemicals or other substances hazardous to health e.g. dust, gas or fumes.
- Moving parts of machinery.
- Vehicle movement.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities, lifting and carrying.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd control, crowd intensity and pinch points.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

## Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards
- Employees / Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Children and elderly persons
- Persons under the influence of alcohol
- Expectant mothers
- Local residents

## Areas to consider

- Type of event / facilities
- Potential major incidents
- Site hazards, including vehicles
- Crowd control, site capacity, audience profile
- Access and egress
- Stewarding
- Types of attendees such as children and the disabled
- Provision of first aid
- Provision for the emergency services i.e. clear access and egress to site at all times
- Health and safety issues
- Provision of appropriate facilities i.e. toilets public water points, information point etc.
- Amusements and attractions
- Fire, security and cash collection
- Waste management
- Exhibitors and demonstrations
- Electricity Use
- Structures
- Weather
- Residential and other noise sensitive neighbours

## Assessing the risk – a risk is the likelihood of harm being caused

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of harm arising from the hazard after control measures have been introduced. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- The competency of personnel and third party contractors.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

## Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

<b>High</b>	An unsecured inflatable being used in adverse weather conditions by young children.
<b>Medium</b>	A display of animals in roped off arena.
<b>Low</b>	A mime artist performing amongst the crowd.
<b>High</b>	A battle re-enactment in a crowded area.
<b>Medium</b>	A historical re-enactment in a roped off arena.
<b>Low</b>	A static display of costumes.

For each hazard, rate the risks in terms of the Likelihood to cause harm - i.e. if the harm is very likely it would score a risk rating of either high or medium. If it is very unlikely it would score a risk rating of low.

If harm is likely, decide what will the Severity be – i.e. worst case, a bad head injury is major, whereas a bruise means that it is minor.

Once the Likelihood and Severity factors have been established, the risk rating can then be decided upon, on the basis of the current controls that are in place.

Risks that score low do not require much intervention, however, don't be complacent, consider if further measures can be implemented to reduce the risk further. Those that score a high or medium rating

deserve to be treated with respect and steps need to be taken to avoid or minimise them.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level, by considering what additional control measures could be introduced to further reduce the risk rating.

Risk Evaluation			
Severity	Major (5)	Serious (3)	Minor (1)
Likelihood	High (5)	Medium (3)	Low (1)
	25 = High	9 = Medium	2 = Low
	<b>Risk Rating Score</b> High 15–25 Medium 5–10 Low 1–4		

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level.

Use personal protective equipment as a last resort when all else has been reasonably done to reduce the Risk-Rating.

The residual risk rating is the remaining risk factor after all measures have been considered to avoid or minimize the risk.

## Consider the following:

- Elimination – do I really need this activity?
- Find a substitute for that activity/machine etc.
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.
- Introduce the use of personal protective equipment.

## Record the risk assessment findings

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks and the action required to control them. Keep this for future reference or use and refer to other documents you may have, such as manuals, codes of practice etc. Again, as stated earlier, if you are at all unsure about undertaking risk assessments, you must seek professional advice and/or help.

## Review and revise

Do remember that all risks can be subject to change and you will need to update your assessment of risk

during the planning of the event and possibly during and after the event. Control measures placed on you may be validated by the actions of others and the dynamics of your event may, in fact, alter the risks, reduce or eliminate existing risk or create new ones. If the nature of the risks changes during the planning of the event, the risk assessments will need to be reviewed and updated.

## Information

Where the risk assessment has identified significant risks, you must provide information to all those who may potentially be affected, regarding the nature of the risk and the control measures to be implemented. All companies providing a service to your event should provide their own risk assessment to you before the event takes place. They should also provide a copy of their Public Liability Insurance Certificate and Employer's Liability insurance Certificate.

Completed risk assessment forms should be retained for future reference and a copy returned to the City Council accompanying the completed Event Application form at least six weeks prior to the event.

If you require advice or assistance in completing a Method Statement for your event, please contact the City Council's Health and Safety department on 023 9283 4230.

Information on risk assessments and other issues regarding Health and Safety can be obtained from the Health and Safety Executive website:

Website: [www.hse.gov.uk](http://www.hse.gov.uk)

# Event risk assessment

<b>Event name</b>	
<b>Event organiser</b>	
<b>Event venue</b>	
<b>Event date</b>	

## Please fill in one form per risk

<b>Hazards identified</b>	
<b>Persons at risk</b>	
<b>Riskrating</b>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
<b>Measures required to control risks</b>	
<b>Residual risk rating</b>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
<b>Name of assessor</b>	
<b>Signature</b>	
<b>Position of assessor</b>	
<b>Date of assessment</b>	

# Lost child and vulnerable adults reporting procedure

1. Establish the location of the Lost Child and Vulnerable Adults Unit and responsible/trained team members.
2. All security officers or lost children and vulnerable adult officers who come into contact with, or are made aware of, a lost child or vulnerable adult must accept immediate responsibility and is to inform their **Head Security Officer** by radio immediately. This security officer should also inform other officers who are in the vicinity of the situation, including any Red Cross/St John's Ambulance staff and Police who are also in the vicinity. They must also inform **The Lost Children and Vulnerable Adults Unit** immediately, where the incident will be logged and where information about the child or vulnerable adult will be relayed to the Police Control Unit.
3. The Security Officer, and where possible the person finding the child or vulnerable adult, must remain in a safe place close to the location where the child or vulnerable adult was found for up to 5 minutes (own discretion) to allow for immediate recovery by parents/guardians/carers or alternatively the Security Officer have radio contact with event security to ensure two people in attendance at all times with the child or vulnerable adult. Make your position easily visible to aid parents/guardians/carers to find their child or vulnerable adult. If necessary, announcements to be made advising of lost child or vulnerable adult via event tannoy or PA system. If this is necessary, **do not give the child's or vulnerable adult's name**, only state that a child or vulnerable adult has been found and where to collect them.
4. The Head of Security Officer will contact the Lost Children and Vulnerable Adults Unit and the Police Unit, giving the child's or vulnerable adult's name and the location the child or vulnerable adult was found in (unless a parent/guardian/carer has picked up their child or vulnerable adult immediately).
5. If the child or vulnerable adult is **not** picked up within 5 minutes, the Security Officer accompanied by the person finding the child or vulnerable adult will proceed to **the Lost Children and Vulnerable Adult's Unit**.
6. The lost child or vulnerable adult will be handed over to the lost child and vulnerable adult officer, who will complete a lost child or vulnerable form and take care of the child or vulnerable adult until

collected by the parent/guardian/carer. The parent/guardian/carer will be required to show proof of identity and a signature must be obtained.

7. Once a child or vulnerable adult has been reunited with their parent/guardian/carer, the Lost Child and Vulnerable Adult Unit will notify all relevant personnel, i.e. Head of Security Officer and the Police Control Unit.

## How to deal with parents/guardians/carers of a lost child or vulnerable adult

If a parent/guardian/carer approaches you about their lost child or vulnerable adult, act calmly. Locate your Head Security Officer, either with your radio, or ask another officer with a radio to do this for you. Ask for a detailed description of the child or vulnerable adult and where and when the child or vulnerable adult was last seen. Security personnel in your vicinity are to be notified immediately to support a rapid search of the immediate area. The Lost Child or Vulnerable Adult Unit will notify the Police Control Unit, who will continue the search until the child or vulnerable adult has been found.

In the event of a lost child or vulnerable adult being reluctant to be handed over to an adult, you should request Police support. If for any reason there is concern that the parents/guardian/carer is not in a fit condition to resume care of the child the police should be contacted for advice.

**At no time should a child be escorted to the Lost Child and Vulnerable Unit by one member of staff.**

**If at the end of the event a child or vulnerable adult has not been reunited with parent/guardian/carer the Police should be contacted for advice.**

# Lost child and vulnerable adults reporting form

<b>Event name</b>	
<b>Event organiser</b>	
<b>Event venue</b>	
<b>Event date</b>	

## Person details

Child's or vulnerable adults name	
Age of child or vulnerable adult	
Male / female	
Eye colour	
Hair colour	
Ethnic classification	
Clothing (colour/pattern)	
Parent/guardian/carer name	
Has child or vulnerable adult any special medical requirements?	

## Lost/found details

Time lost / found	
Location lost / found	
Name of steward dealing with child	
Time child or vulnerable adult handed over to the lost children and vulnerable adult point	
Details of adult handing over child or vulnerable adult	
Time Police Control Unit informed	
Any other information	

## Reunion

Time child or vulnerable adult reunited with parent/guardian/carer:	
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Parent / guardian / carer details	
Name	
Address	
Postcode	
Telephone	
ID provided	
Signature	

Reunion witnessed by	
Name	
Address	
Postcode	
Telephone	
This is to certify that the child or vulnerable adult named above has been re-united with parent/guardian/carer in a safe manner.	
Signature	

Signature of steward/lost child and vulnerable adult officer:	
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# Injury / incident report form

Event name	
Event organiser	
Event venue	
Event date	

This form is only to be completed by the Event Organiser or their representative and could be required by your Public Liability Insurance Company if a claim against the event is made.

## Injured person (if any)

Name	
Address	
Postcode	
Telephone	
Date of birth	
The person is	<input type="checkbox"/> An employee <input type="checkbox"/> A volunteer <input type="checkbox"/> An exhibitor <input type="checkbox"/> A contractor <input type="checkbox"/> A member of the public <input type="checkbox"/> Other (please state)
Details of personal injury (if applicable, i.e. specify left or right side, loss, damage etc).	

## Details of accident/incident

Date / time of accident/incident (delete as necessary)	
Circumstances of accident/incident	
Location of accident/incident	
Date / time reported	
Person reported to	
Details recorded in accident/incident book?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Continued opposite*

**Details of remedial action taken**

Assisted by event representative (please give name)	
First-aid administered by (please give name)	
Ambulance called	<input type="checkbox"/> Yes <input type="checkbox"/> No
Taken to hospital	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name and address of hospital attended:	
Taken home	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Witness**

Name	
Address	
Telephone	
Signature	

**Person completing this form**

Name	
Address	
Telephone	
Signature	

Please send copies of any completed forms for accidents and incidents that occur at your event to the Events Team.



Portsmouth  
CITY COUNCIL

Seafront Services Office

Avenue de Caen

Southsea

PO5 3NS

Phone: 023 9284 1400

Fax: 023 9287 5311

Email: [events@portsmouthcc.gov.uk](mailto:events@portsmouthcc.gov.uk)



You can get this Portsmouth City Council information in large print, Braille, audio or in another language by calling 023 9283 4067.

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