

Event safety guidance

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1. Scope

This guidance note provides information on the health and safety aspects that must be considered when organising a University small or medium event. The advice is general as there are so many different types of events. This is only a guide and the event may be subject to inspection from the enforcement Authority. The information contained within this guide is intended to highlight the importance of making safety your priority in planning your event. The considerations are by no means exhaustive and should be supplemented by other reading as detailed in section 6.

2. Introduction

This guidance note has been developed to ensure that there are effective procedures in place so that health and safety is maintained at all events organised by or held on University of Bristol premises.

In order to protect the health, safety and welfare of members of the public, staff or students working at and attending an event, health and safety must be planned and well managed. If you are in any doubt about the safety of an event, do not hold it.

As organisers you are encouraged to consult with Safety and Health Services for support and specialist advice. Please contact Safety and Health Services early in the planning of your event as advice can be critical in the first stages of arranging any event.

A list of useful contacts and further information is also contained in this document.

3. Event approval process

The University has a process in place to control events held on University premises. This is to ensure that each event is properly planned and managed by ensuring that a risk assessment is completed and suitable control measures are in place by the organiser.

The University has a process in place to control these types of event on University premises. The process is in place to ensure that each event is properly planned, managed and risk assessed. The process is applicable to any barbeque planned to be held in University gardens or on University grounds. The only exception to this is within University student accommodation grounds where activities are controlled by other local mechanisms.

The event approval process is managed by Security Services. Please email security-office@bristol.ac.uk. Applications for events must be received at least 3 weeks before the proposed date of the event.

4. Council licensing arrangements

Under licencing legislation enforced by the Council, event organisers may need to apply for a temporary events notice. Further information can be obtained from the council's website: <http://www.bristol.gov.uk/page/business-bristol/licences-and-permits>.

It is the responsibility of the event organiser to ensure that they have any required licence; an event must not go ahead without an appropriate licence.

4.1 Temporary event notice

Temporary Event Notices (TENs) can be applied for to permit the following temporary licensable activities whether they be within a premises or outside in open space:

- Regulated entertainment - plays, films, recorded music, indoor sporting events, live music, boxing or wrestling entertainment, performance of dance
- Late night refreshment - provision of hot food and/or hot drinks between 11pm and 5am
- Sale by retail of alcohol
- Supply of alcohol by or on behalf of a club to a member or to the order of a member

Further details are available on the Bristol City Council website at; <http://www.bristol.gov.uk/page/business-bristol/temporary-event-notice>.

5. Your event and things to consider

The following section provides a useful summary of what to consider when planning an event;

5.1 Responsibilities

It is the responsibility of the event organiser whether an individual or collective to ensure compliance with relevant legislation and the University health and safety codes of practice and guidance and so ensuring as far as possible the health and safety of everyone working at or attending the event.

The organiser should appoint a named competent person who will be responsible for event safety. A competent person is someone who has sufficient training, expertise, experience or knowledge to enable that person to devise and apply protective measures. For larger events this may be a dedicated safety officer with a supporting team.

5.2 Planning

Where practical start organising several months before the event. This will give you enough time to carry out your risk assessments and obtain specialist advice where necessary.

It will also allow time for the statutory authorities (i.e. police, fire and ambulance services and local authority) and the voluntary organisations (i.e. first-aid societies etc.) to make their arrangements, especially if they need to attend the event. This is important during the summer months when there may be several events taking place on the same day.

5.3 Risk assessment

The Management of Health and Safety at Work Regulations 1999 require all employers and self employed people to assess the risks to workers and others who may be affected by their work.

You will need to carry out a risk assessment for your event to ensure that hazards have been identified and suitable control measures are in place. A risk assessment is simply a careful examination of what, in your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. This can be achieved by making an assessment of each of the attractions and/or activities that make up your event. Also the environment of your event such as structures on or around the site that might add to the risk of the event such as water features, fuel containers, underground or overland services or access to areas such as workshops or laboratories.

Further advice can be found in the University risk assessment policy;

<http://www.bristol.ac.uk/safety/media/po/racop-po.pdf>

Risk assessment form available at;

<http://www.bristol.ac.uk/safety/media/fo/ra-general-fo.doc>

HSE guidance in risk assessment is also available;

<http://www.hse.gov.uk/pubns/indg163.pdf>

The following sections provide issues that should be considered in your risk assessment.

5.3.1 First aid

The number of people requiring medical treatment at any event will vary considerably as will the type of ailment. These can range from traumatic injuries or conditions such as dehydration, sunstroke, food poisoning or the serious effects of drugs or alcohol. The first-aid provision needs to be suitable for the number of

people expected to attend and for the type of event. Details on the amount of first aid cover required can be found in the Events Safety Guide published by the Health and Safety Executive. The recommended minimum number of first aiders at small events where no special risks are considered likely is 2:1000 for the first 3000 attending. It is advisable that no event should have less than two first aiders.

A voluntary first-aid society can be asked to provide a First-Aid Post, staffed by qualified first-aiders. Or alternatively, contact St. John Ambulance, British Red Cross or other voluntary first-aid societies to arrange attendance and provide first-aid cover. You may have to pay for this service. Details of contacts are contained in **section seven** - Useful contacts

5.3.2 Fire safety

It is advisable to provide equipment for putting out small fires, e.g. fire extinguishers, fire blankets, throughout the site. Make sure the relevant personnel know where the equipment is and how to use it. Everyone with responsibilities at the event should be told not to attempt to fight major fires. Safety and Health Services provide regular training events in the use of fire extinguisher, booking via Staff Development at; <http://www.bristol.ac.uk/staffdevelopment/> Estates can organise for the loan of fire extinguisher; there may be a charge for this service.

Ensure that the Fire Risk Assessment for the building is updated as necessary and that provision is made for the safe evacuation of any disabled persons. Further information is contained on Safety and Health Services website; <http://www.bristol.ac.uk/safety/fire-safety/>

5.3.3 Stewards

You will need to provide enough identifiable stewards to cater for the size and nature of your event. Stewards must be adequately trained in their roles and responsibilities. It is essential that stewards and the event organisers are able to communicate effectively, this is particularly important in the event of an evacuation.

Ensure that Security Services have been fully consulted and briefed as necessary on your event, for contact details see the Security Services website; <http://www.bris.ac.uk/securityservices/>

5.3.4 Barriers

Barriers may be used at events for several reasons including to provide physical security, prevent the build-up of audience pressures for example at the front of a stage or to prevent persons getting close to a hazard. There are many different types of barriers - please ask Safety and Health Services for further advice on this. You will need to consider the following:

- Raised concert style 'pop barriers' can only be used if you have trained and experienced staff who are familiar with their operation and safety aspects;
- Any barrier/fencing used must be suitable for the purpose intended. The design must be capable of containing and protecting people, including small children, a single rope barrier may not be sufficient.

5.3.5 Road closures

Closing a public highway can be a complex legal matter. If you are considering closing a road for your event, ensure that you apply to the Local Authority at least 8 weeks in advance the Authority can then assess carefully the implications. You should note that only closures of minor roads or streets are generally considered.

- Bristol City Council

<http://www.bristol.gov.uk/page/transport-and-streets/road-closures-roadworks-and-events>

- North Somerset Council

<http://www.n-somerset.gov.uk/Transport/Pages/Emergencies-and-closures.aspx>

5.3.6 Waste

One event can generate a lot of rubbish – it is the responsibility of an event organiser to clear the site following their event. Therefore you will need to provide an adequate number of rubbish bins around the site where they will be most required. Make arrangements to regularly empty the bins and to satisfactorily dispose of the rubbish at the end of the event.

For further guidance on how best to dispose of or recycle any litter generated by your event contact Sustainability at; . <http://www.bristol.ac.uk/environment/waste/>

5.3.7 Sanitary facilities

Provide an adequate number and type of toilets for the number of people expected, including provision for people with disabilities. Ensure that you consider carefully the location, access, and construction, type of temporary facilities, lighting and signage.

Table. A rough guide to adequate numbers of toilets;

For events with a gate opening time of 6 hours or more		Fore events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males
1 toilet with wash hand facilities per 75 persons with special needs is suggested			

It is best to use toilets that are connected to mains services, but temporary units may have to be provided.

Where possible provide wash hand basins, 1 per 5 toilets with no less than one hand-washing facility per 10 toilets provided. Each basin should be provided with hot and cold water or water at a suitably controlled temperature, soap (or antiseptic hand wipes where hot water is not provided) and suitable hand drying facilities.

Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event.

5.3.8 Special considerations for outdoor events

Check that effective controls are in place to ensure that:

- the site will be suitable in all weathers and that any staging/structures will be safe in bad weather conditions;
- there are no trip, slip or other similar hazards to the public;
- wet or windy weather will not cause any other additional hazards;
- obvious hazards on both the site and surrounding areas are safe, such as overhead power lines, stored chemicals or machinery, unfenced holes, steep drops between different ground levels, open water including ponds, streams and ditches, and dangerous structures that the participants should be kept away from by means of barriers/fencing;
- vehicles and pedestrians are kept separate as far as possible with separate entrances/exits to the site and arrange entrance queues that do not obstruct
- vehicle access or nearby road or pavement junctions;
- attention is paid to concerns of any local residents in respect of noise; and
- There is suitable lighting throughout the site, including emergency lighting, if the event will go on after dark.

5.3.9 Electrical safety

The whole installation, including wiring, switchgear and any generator, must be installed in a safe manner by a suitably competent electrician who should provide a written certificate to prove this and must be in contact with University Estates Office.

The safety standard of the installation should be at least that of the current IEE (Institute of Electrical Engineers) Wiring Regulations.

Further details can be found in the Health and Safety leaflet 'Electrical Safety and You' at; <http://www.hse.gov.uk/pubns/indg231.pdf>

5.3.10 Communications

Consider providing personal radio contact between the organiser and any other relevant persons involved with the running event. Make sure emergency services can be contacted easily and quickly.

5.3.11 Disabled visitors

Provide facilities to enable people with disabilities to gain access and take part in the attractions and activities.

Make sure that the ground conditions in public areas and access pathways are suitable for people with disabilities, including the use of wheel chairs, as well as if necessary families with toddlers and pushchairs. Your event publicity should include a contact number where disabled people can obtain information on site arrangements.

Further guidance can be found on the Equality and Diversity web site, including the document 'Guidelines for organisers of conferences or public events' at;
<http://www.bris.ac.uk/equalityanddiversity/act/protected/disability/conference.pdf>.

5.3.12 Food safety

You must ensure that any food preparation is undertaken in hygienic conditions and complies with relevant legislation. As an event organiser you must comply with the University Catering Code of Practice which is available at;
<http://www.bristol.ac.uk/conferences-hospitality/hospitality/policies/>

5.3.13 Insurance

The University holds Public Liability insurance. This indemnifies us for our legal liability to pay compensation and legal costs in respect of:

- death, bodily injury, illness or disease;
- damage to third party property arising in the course of our business.

Our insurers understand that our business as a University will include the organisation of and or provision of facilities for various events. However, to protect the University from damage to its buildings, facilities or reputation you **MUST** check that any contractors involved with your event, including contractors providing hired equipment such as amusements or lighting, hold their own Public Liability insurance. You must ask them to provide written confirmation that they have cover from their insurance company or insurance broker. Insurance should be for a minimum limit of indemnity of £5m any one claim with a company registered with the FSA. To check that the insurer is regulated go to <http://www.fsa.gov.uk/register/firmSearchForm.do>

5.3.14 Contractors

As event organiser you need to satisfy yourself that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done or service and equipment to be provided.

Make sure contractors know and understand what performance you expect. Explain your health and safety arrangements to them.

You need to decide how you will determine a contractor's competence. You could for Example; ask prospective contractors for a copy of their:

- safety method statement;
- any relevant risk assessments;
- any relevant statutory inspection reports;
- their public liability insurance;

also. If relevant,

- what experience they have in the type of work you want done;
- what their health and safety policies and practices are;
- about their recent health and safety performance (number of accidents etc);
- their selection procedure for sub-contractors (if applicable);
- what health and safety training and supervision they provide;
- if they have any independent assessment of their competence;
- and if they are members of a relevant trade or professional body.

You can then decide how much evidence (e.g. references) you need to seek in support of what prospective contractors have told you. You are strongly advised to use contractors or providers of services and equipment that the University has used before and therefore have evidence of a good safety history. Contact previous event organisers for feedback on service providers. If you are in any doubt contact Safety and Health Services for advice.

5.3.15 Emergency services

It is advisable for any medium to large scale event to notify the police, fire and ambulance services. The emergency services will need to ensure that your event does not pose operational problems either at the scene or in the surrounding areas.

Careful planning and organisation will help to ensure that your event is both safe and enjoyable for everyone involved.

6. Further information

The following publications provide additional information and advice on safety at events.

- The event safety guide. A guide to health, safety and welfare at music and similar events. HSG 195. Health and Safety Executive. ISBN: 0717624536. Available from some bookstores or HSE Books (<http://www.hsebooks.com>)
- 5 Steps to Risk Assessment (Health and Safety Executive)
<http://www.hse.gov.uk/pubns/indg163.pdf>
- Fairgrounds and Amusement Parks - Guidance on Safe Practice (Health and Safety Executive)
<http://www.hse.gov.uk/pubns/books/hsg175.htm>
- The amusement devices inspection procedures scheme_
<http://www.hse.gov.uk/entertainment/fairgrounds/adsc.htm>
- (Health and Safety Executive) Aid at Work - Your Questions Answered (Health and Safety Executive)
<http://www.hse.gov.uk/pubns/indg214.pdf>
- Organising firework displays (Health and Safety Executive)
<http://www.hse.gov.uk/explosives/fireworks/using.htm>
- Guide to Food Hazards and Your Business (Food Standards Agency).
<http://food.gov.uk/business-industry/caterers/>

Safe use of propane and butane cylinders and cartridges UKLPG

<http://www.uklpg.org/uploads/DOC52F9010872343.pdf>

- Electrical Safety for Entertainers (Health and Safety Executive)
<http://www.hse.gov.uk/pubns/indg247.pdf>
- Further information is available on the following websites:
- Food Standards Agency - www.food.gov.uk
- Health and Safety Executive - www.hse.gov.uk
- The Equality act 2010 guidance <https://www.gov.uk/equality-act-2010-guidance>
- University of Bristol Equality and Diversity -
<http://www.bris.ac.uk/equalityanddiversity/>
- University safety and health Services - <http://www.bris.ac.uk/safety/>

7. Useful contacts

Bristol City Council

Health and safety
Public Health Services
PO Box 595, Brunel House, St George's Road Bristol, BS1 5UY
Tel: 0117 922 2500
Fax: 0117 922 4711
Email: health.safety@bristol.gov.uk

Food Safety team
PO Box 595, Brunel House
St George's Road, Bristol, BS1 5UY
Email: food.safety@bristol.gov.uk
Tel: 0117 922 2500
Fax: 0117 922 4711

Licensing Office
Princess House, Princess Street,
Bedminster,
Bristol. BS3 4AG
Tel: 0117 9142500 Fax: 0117 9142515
Email: licensing@bristol.gov.uk

North Somerset Council

Email: foodandsafety@n-somerset.gov.uk
Telephone: 01934 888 802 Fax: 01275 884 743
Address: North Somerset Council, Food and Safety Team, Town Hall, Walliscote
Grove Road, Weston-super-Mare, BS23 1UJ

Health and Safety Executive
Info line - 0845 345 0055
HSE books -0870 154 5500

First aid providers

St. John Ambulance
St. John Ambulance Society,
c/o The Treasurers Office, University of
Bristol Union, Queens Road, Clifton,
Bristol, BS8 1LN
<http://www.bris.ac.uk/Depts/Union/SJASoc/>

