

# **TORBAY COUNCIL**

## Events in Torbay A Guide for Organisers

This guide has been produced by the Torbay Public Safety Advisory Group (PSAG) and Torbay Council's Events Team. It has been designed to assist Event Organisers and Organisations proposing to hold an event within the Torbay Council area. A range of useful checklists are included in the guide which is applicable to events of all sizes which may take place on open land or the public highway. These events could include:

- Fairs and Fetes
- Carnival Processions
- Firework Displays
- Outdoor Concerts
- Charity Events
- Sporting Events (such as: Half Marathon & Triathlon's)
- Markets
- Community Events

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## SECTION 1 – Public Safety Advisory Group (PSAG)

### Introduction

Where large gatherings of people take place there is the potential for dangerous situations to occur or public safety issues to arise.

This was clearly shown at the Hillsborough Stadium disaster in 1989 and the Bradford Football ground fire in 1985. Following these two tragedies, new laws were introduced to increase safety at sports grounds with the Football Licensing Authority and its subsequent replacement The Sports Ground Safety Authority worked hard to promote safety at sports events.

However, many public events are not covered by the strict controls that govern sports events and if on private land could take place without consultation with the safety expertise that is available through Local Authorities and the emergency services.

### What is the Torbay Public Safety Advisory Group?

The Advisory Group was formed to provide a forum for the Local Authority and the Emergency Services to work together collectively to ensure events were safe and where appropriate to work collectively to prevent any significant public safety risks to affect those attending or being near those events. This is achieved in part by ensuring that organisers comply with their statutory obligations. The groups' terms of reference include encouraging organisers to take advantage of safety advice with the objective of ensuring that events take place in a safe manner.

The Advisory Group will raise the profile of public safety at events throughout the Torbay area. The vehicle for achieving this aim is to utilise the existing personnel in those organisations already involved in securing safety at events.

This document will guide you, as the organisers of public events, on the safe running of your event and may even be able to help promote the event for you.

Events can be brought to the attention of PSAG via several routes. These include direct from any member of the group, a neighbouring local authority, or a department within Torbay Council. Event Organisers can also seek advice and support and contact the group directly.

Members of the group include:

- Devon and Cornwall Constabulary
- Devon & Somerset Fire & Rescue Service
- Southwest Ambulance Service Trust
- Marine Coastguard Agency
- Torbay & South Devon NHS Foundation
- Torbay Council

Torbay Council departments include:

- Community Safety
- Emergency Planning
- Events Team
- Licensing

- Parking Services
- Harbour Authority

Attendance by representatives from other organisations, voluntary groups, press officers and other service providers may be appropriate for certain events.

The information given by all the agencies on the Advisory Group is free and is often in addition to any legal requirements and statutory guidance that may apply to your event.

As well as offering guidance to anyone organising a public event, the Group will endeavour to ensure that such assistance is consistent and will encourage a minimum standard of safety at all events held throughout Torbay.

Of course, if the Group identifies public events that are likely to take place with the potential to compromise the safety of people attending them, then it may have to work collectively to take action to prevent such events from taking place, unless necessary safety improvements are implemented.

### What do you need to tell PSAG?

To assess the potential risk presented by your event and thereby determine the degree of assistance that can be offered, you will need to supply an Event Management Plan, which will inform the Group of the following:

- The name and type of event including a description
- Name and contact details of the Event Organiser(s), including a Public Enquiries number
- Location of the event and is it open to the public or is it a ticketed event
- The time and date of the event.
- How many visitors are estimated to attend the event (if more than 50) and what welfare facilities will be provided
- Has adequate parking provision been made for the event, or are people attending using public transport? This would normally be in the form on a transport management plan.
- Details of any activities which will be taking place, with particular attention to timings and noise
- The risk assessments and fire risk assessments that you have carried out, including your Covid-19 mitigation
- Is your event taking place on the public highway, and does the road need to be closed?
- Is your event intended to be in a public place, such as a park, or open space?
- Is your event intended to be at a private venue, but due to its size and/or type of activity planned, there may be concern for the safety of those attending or living nearby?
- Is food and drink available, particularly alcohol, and that adequate provision is made to manage those associated risks

This will not be an exclusive list and increasing detail will be needed the larger the event becomes. You should give notice of your proposed event to the Group at least six months in advance, though again larger events will need more time. New or high-risk events will require at least twelve months' notice and all paperwork needs to be submitted 12 weeks prior to the event taking place.

You may require planning permission to erect some structures over a period, as well as an appropriate licence and a temporary highway closure.

**If the land you wish to use is Council land (e.g. Torre Abbey Meadows Babbacombe Downs, Paignton Green, St Mary's Park Brixham, parks, beaches, etc.) you will need to complete the Events Application Form on the website at [New link to be added](#)**

## What happens next?

For small events the Council's Events team will usually lead and offer safety advice where required. Under normal circumstance PSAG will not be required to take any further action. However, in some cases, PSAG may require you to change or alter slightly some of your existing plans to help improve public safety at your event.

For large or major events, PSAG will take a more active role; for example, they may wish to meet with Event Organisers to discuss plans and arrangements in more detail.

## 1.5 Who is responsible for safety at public events?

The Event Organiser(s) and/or landowner are responsible for public safety at public events.

The Law requires Event Organisers to have a named person who is responsible for the safety at your event. For large and major events this may be a dedicated safety officer with a support team.

## SECTION 2 - Event Guidance

### Introduction

This guidance pack has been designed to provide information to organisations wishing to arrange an event in Torbay. The forms contained within the pack can be used for all events regardless of size, however some parts may not be relevant for smaller events.

The guide gives 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 Fete/Fayre to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

Should you consider that more information is required there are many national associations and clubs who may be able to offer advice on specific types of events

### Application Deadlines for Council Land use

These apply to applications for all events on Council Land and form part of the conditions under which any permission may be granted:

**Small Events** are events with **audience capacity numbering 499 or below**. Initial enquiries/applications should be received no less than 6 months in advance of the event set up on site begins. Once a request to stage an event on Council land has been granted, full applications and paperwork for small events must be submitted a minimum of twelve calendar weeks before event set up on site begins. Where an event is new or considered to have potential for significant impact on an area, site, or residents, or where it has proven difficult to achieve appropriate event planning paperwork in the past it will be considered as a new or high-risk event regardless of estimated audience size (see below).

**Large Events** are events with an **audience capacity of 500 or more**. Initial enquiries/applications should be received no less than 6 months in advance of the event set up on site begins. Once a request to stage an event on Council land has been granted, full applications for large events must be submitted, along with the associated paperwork a minimum of twelve calendar weeks before event set up on site begins. Unless it is a new or high-risk event (see below).

**New or High-Risk Events** are all events that have not run before or are considered substantial risk by the Torbay Council Events Team or PSAG will need additional time to be considered and for plans to be fully worked through and understood in collaboration with the Public Safety Advisory Group (PSAG). New and high-risk events will need to allow at least twelve months' notice to be fully considered by PSAG and events officers and for all elements to be adequately in place.

Once a completed event application form and any necessary paperwork has been received it will be considered as appropriate and permission granted or refused.

Please note that the deadlines do not allow for the research, consultation preparation, planning drawing up of event management plans and traffic management plans, the seeking of other permissions and authorities etc. which the event organiser may need to undertake prior to the submission of an event application

## Flow charts

### Small & Large Events (Outline Process)

6 months  
plus

- Give consideration to the concept
- Complete online application form for Torbay Council
- Check all appropriate authorities and permissions for the event are met

3 months  
plus

- Receive permission for your event to be planned
- Submit all relevant paperwork requested including:
  - Event Management Plan
  - Risk Assessments (to include Covid-19 and Safeguarding Risk Assessments)
  - Emergency Plan
  - Site plan
  - Indemnity form and signed terms and conditions
  - Proof of Public Liability insurance
- For a full list of required paperwork please see appendix 1

28 days  
plus

- Submit street trading licence application via [www.torbay.gov.uk/street-trading](http://www.torbay.gov.uk/street-trading) (if applicable)
- Submit TENS application form via [www.torbay.gov.uk/Licences](http://www.torbay.gov.uk/Licences) (if applicable)

## New or High-Risk Events

12 months  
plus

- Give consideration to the concept
- Complete online application form for Torbay Council
- Check all appropriate authorities and permissions for the event are met
- Prepare documentation to present to the Public Safety Advisory Group (PSAG)

6 months  
plus

- Receive permission for your event to be planned

12 Weeks  
plus

- Submit all relevant paper work requested including:
  - Event Management Plan
  - Risk Assessments (to include Covid-19 and Safeguarding Risk Assessments)
  - Emergency Plan
  - Site plan
  - Indemnity form and signed terms and conditions
  - Proof of Public Liability insurance
- For a full list of required paperwork please see appendix 1

28 days plus

- Submit street trading licence application via [www.torbay.gov.uk/street-trading](http://www.torbay.gov.uk/street-trading) (if applicable)
- Submit TENS application form via [www.torbay.gov.uk/Licences](http://www.torbay.gov.uk/Licences) (if applicable)

## Your duties as an event organiser

An event organiser has a general duty to:

- Plan, manage and monitor the event to make sure that the public are not exposed to health & safety risks (health & safety does not have to be complicated and for many events, it is some obvious manageable risks)
- Plan and manage an event in such a way as to minimise disruption
- Obtain all relevant permission/licences and other authorities required to hold the event
- Ensure they have adequate resources, assistance, funds etc. to deliver the event.
- Consider the effect on the fabric of the area and damage limitation and meeting site specific limitations
- Consider the effect of event on regular users of public spaces, stakeholders, and residents i.e., is the event to be fenced off and a charge made for entry?
- Consider the timing of the event
- Plan the size of location, numbers attending, or numbers estimated to attend, provide an outline site plan showing the positions of permanent structures, toilets, first aid, emergency vehicle access, stalls, marquees, performance areas, lost child point etc.
- Consider the impact on transport infrastructure to support the event e.g., parking, increased use of public transport and road closures
- Ensure the quality of the event
- Provide an outline risk assessment
- Ensure the creation of opportunities for local participation
- Demonstrate the impact of the event on local business
- Ensure there is no financial risk to Torbay Council for events which are external to the Council
- Operate within legal constraints
- Comply with conditions specific to the event location and the Terms and Conditions.

For many events all that is required is a basic series of tasks and this document, although not exhaustive, will take you through some basic steps and help you make sure you are doing what you need to do, while encouraging a sensible and proportionate approach.

The amount of time event organisers needs to set aside for planning will be very much dependent upon the size, type, and duration of the event. For major and new events, experience shows that 12 months beforehand is a suitable time to start.

Each event is unique! This guide is therefore only intended to give event organisers general advice towards safe event planning and management and cannot replace the specific detailed knowledge of the event that the organiser has, nor can it replace the need for the event organiser to consult with others and carry out their own research as necessary. A list of useful sources of information, some of which are referred to within this document, is included in *Further Information* of this document.

Not all the information in this document may apply to you. If you are organising a small event with less than 500 people in a static location which is away from a road, street, or precinct you may not need to provide all the information discussed here. Once your event has been agreed someone from the events team will contact you and let you know specifically what information is needed from you.

## Stage 1 - Pre-Planning

Detailed pre-planning is essential to ensure the event is successful. The following needs to be considered at this stage:

**Where.** Make sure the venue you have chosen is adequate 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 the site such as water hazards, overhead power lines etc. Consider whether emergency routes will be adequate for the size of the event you wish to hold. If holding your event on the public highway you will be required to complete a Temporary Road Closure Application form, along with your Risk Assessment and Public Liability Insurance giving a minimum of 12 weeks in advance of the proposed date of the event. Road Closure Applications will not be accepted after this time.

**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. Try and avoid other major events which may have been organised for the same date as your proposal. Please contact the Events Team who can inform you if your proposed event clashes with other already planned events.

**Who?** Identify the aims of the event. Are 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 such as animals or water sports? If possible, also try to establish the size of the proposed event.

**Specialist equipment.** Will the activities require the use of any specialist equipment such as bungee jumps, fair rides, bouncy castles, etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barrier etc.? Some equipment may require certificates of erection by a competent person.

**Code of practice.** For larger events there will be a need to comply with guidance particularly the purple guide available at [www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk) and the Code of Practice for Outdoor Events published by the National Outdoor Events Association (NOEA) - <https://www.noea.org.uk/> which gives advice on structures, marquees, tents and electrical matters. The HSE Guide to Safety at Events is also an especially useful reference document - <https://www.hse.gov.uk/event-safety/>.

**Welfare arrangements.** The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the Code of Practice for Outdoor Events referred to above. The onsite facilities cannot be relied upon, and additional portable toilets must be hired. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

**Special permission (Licensing requirements).** You may require several different licences for your event, particularly if you are intending to sell alcohol, provide entertainment including music, dancing, singing or similar, or if it includes a display or exhibition of boxing, wrestling, judo, karate, or similar sport. These events require a premises Licence or a Temporary Event Notice to be submitted.

<http://www.torbay.gov.uk/business/licensing/alcohol-and-entertainment/ten/>

All events where items or services are sold must obtain Street Trading Consent, though there are no charges for those that are entirely charitable. For more information contact the Licensing Team on or visit <https://www.torbay.gov.uk/business/licensing/street-and-trading/>.

**Insurance.** The Council requires proof of your Public Liability Insurance cover. Until this is received, permission to hold the event is unable to be granted. Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third-Party risks (including products liability where appropriate). The relevant limit of indemnity shall be no less than £5M but it remains the responsibility of the event organiser / operator having taken independent professional advice to determine the appropriate level of cover having regard to the nature of their operation and the perceived level of risk. The council reserves the right to require a higher limit if deemed necessary.

All contractors and performers need their own Public Liability cover and depending upon the nature of your organisation and the proposed event other insurances may also be required. The event organiser should obtain and retain a copy of the Public Liability insurance details for any performer/contractor/caterer or Third-Party taking part in the event. It is not sufficient just to ask if insurance is in place; evidence will be required in the event of a claim.

**Timescale.** Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

**Event Management Plan (EMP).** 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. Please see [appendix 1](#) for the full list of information required in the EMP

**Fees and Charges.** All events are liable for fees and charges. For the up-to-date fees and charges please see the current Events Policy document.

For events on the Highway please also see [appendix 2](#)

Once you have established the basic ideas for your event you should complete the Events online application form available from [need to add in link to new page](#). Once completed your application will be considered by the team and undergo our decision-making process, we may well request additional information from you. For Small and Large events, the initial form should be sent to us no less than 6 months prior to the event for new or substantial risk events you will need to have your completed application submitted by 12 months prior to the event.

A checklist for all sections in this stage can be seen in [appendix 3](#)

## Stage 2 - Organising the Event

Once you have received the approval decision for the event from the council and decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

**Establish a committee.** Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the council, the local police force 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.** Contact the local police, fire brigade, ambulance and first aid providers via the Torbay Public Safety Advisory Group. Tell them about the event and ask them for advice. Decide what additional information is required regarding specific activities and contact the council and/or the relevant

organisations. Other emergency services may also need to be contacted such as HM Coastguard and Torbay Harbourmaster for waterborne events at sea or on the harbour area.

**Costs and Notice Periods.** Establish as early as possible what costs may be involved in hosting your event. An item such as Licenses, Temporary Road Closures, Parking Suspension Notices and Highways signage involves completing legal processes which have stipulated timescales. Failure to give sufficient notice may affect your event taking place on your chosen date. Please see the [flow charts](#) to see the timescales required. Torbay Council staff will monitor events in situ, to ensure compliance with our policy and the location hire agreement. The costs of these visits are not recharged. However, where the Council is required to provide staffing, equipment or other resources to the event, the cost of such resources will incur an additional charge to the event organiser.

Where possible these costs will be agreed before the event, but when an unforeseen situation arises which requires immediate action by Council staff this action may be taken without negotiation. Where the event organiser is responsible for this situation, they will remain liable for costs incurred by such action.

**Site plan.** Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

**Emergency plan.** A formal plan should be established to deal with any emergency situations, which may arise during the event including an evacuation. For indoor events, the building you are using may already have a procedure in place. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local hospitals, and the council's emergency planning officer (which may be chargeable) and create a planning team to consider all potential major incidents and how you would deal with them. Organisers of larger events may wish to contact the council for further information. An explanation of the medical provision that you have sourced for your event will be required. For example, how will you transport patients to hospital without impacting on the local NHS Ambulance Network?

**Temporary structures.** Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether 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 loadings dependent upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.

- **Catering.** Ensure any caterers are registered and have the trading consent from the Council and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. They must hold a minimum of a 3\* food hygiene rating or above and you must notify the licensing team of any food vendors using the food vendors notification form. Ask to see caterers' food hygiene certification or look it up on [ratings.food.gov.uk](https://ratings.food.gov.uk). Adequate space should be left between catering facilities to prevent any risk of fire spread. You may wish to use only caterers who are members of the Mobile Outside Caterers Association, please visit <https://www.ncass.org.uk/> for more information. You should obtain a list of their menu and charges to ensure their prices are reasonable. The event organiser should obtain and retain a copy of the caterer's public liability insurance and Risk Assessments.

**Stewards.** You must have enough stewards for the size and type of your event. The number of stewards you need will depend upon several factors.

- If the event is indoors or outdoors.
- How many children are likely to attend?
- If it is dark or light.
- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.
- If alcohol is being served.

Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be professionally trained and briefed. Stewards are likely to require registration with the Security Industry Agency (SIA).

The number of Stewards/SIA Security personnel required will be determined using the Event Organisers Event Management Plan, Risk Assessments, and consultation with Torbay Council Events Team, and PSAG meetings.

Stewards at larger 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 stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

All stewards should be professionally trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and firefighting. Stewards may require personal protective equipment (PPE) such as hats, boots, gloves, or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

Any SIA personnel contracted for Search roles should adhere to <https://www.bsia.co.uk/Portals/4/Publications/231-security-searches-cop.pdf>

**Crowd control.** The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system. Raised concert style 'pop/mojo barriers' can only be used if you have trained and experienced stewards, who are familiar with how they work.

**Numbers attending.** The maximum number of people the event can safely hold must be established. This may be reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. You will be required to adhere to the maximum number of attendees per square metre.

Provision for the disabled: - Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking, and specific viewing areas and can safely enjoy the event.

**Security.** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. 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. Counting and banking arrangements should be given careful consideration. Ultimately, it is expected that event organisers would define security and non-security roles and their expectations of those undertaking them in line with a risk assessment of the event. They would then need to take a rational decision about whether these roles are in pursuit of Schedule 2 activity and

therefore require licensing. If in doubt, the SIA can work with organisers to give advice on this decision-making.

**On-site traffic.** Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. Vehicular access should only be carried out at specific times and not during the event itself unless it is for emergency access. 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 and you will need to consider where such facilities should be situated. It is advised that organisers promote a hazard off policy on event sites. If driving is essential, on the events site, drivers must have their hazard lights on to warn any pedestrians nearby. Vehicles should be driven slowly, with caution and if possible, with someone wearing a high vis, walking in front of the vehicle to warn pedestrians. For further information please see [www.hazardsoff.org.uk](http://www.hazardsoff.org.uk)

When driving is essential on an events site if drivers do so with their hazards on, they are unable to indicate their intentions. It is therefore advised that any driving of vehicles is done slowly and with caution but without hazards on. For further information please see [www.hazardsoff.org.uk](http://www.hazardsoff.org.uk)

**Off-site traffic.** Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police and Torbay Council.

**Road Closures.** Adequate directional road signage must be provided in prominent positions on the approaches to the event. Where a public highway is to be closed for an event to take place, an application must be made to Torbay Council for a 'Temporary Traffic Regulation Order'. Any suspension of current parking restrictions must be agreed with Parking Services and the Highways Team., The Highways team will process any traffic diversions required. Please click on the following link for more information: <https://www.torbay.gov.uk/roads/highways-licenses/road-closures/>

**Signage.** You must provide clear directional and information signage at your event. Multilingual signs may also be required. All signage placed on/or adjacent to the public highway must be agreed with the Highways department and placed out by a qualified person, who is Chapter 8 Trained. When the highway is to be closed for an event to take place, signage must be placed out 14 days prior to the event taking place.

**Transportation.** The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. As the event organiser you will also need to liaise with them if road closures or diversions are intended.

**Contractors.** All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments and satisfy yourself that they will perform the task safely. Always ask to see their Public Liability insurance certificate, which should provide an adequate sum of indemnity (minimum Indemnity £5 million). Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters. The event organiser should obtain and retain a copy of the contractor's Public Liability Insurance and Risk Assessment.

**Performers.** All performers should have their own insurances and risk assessments and the same considerations must 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 event plan. The event organiser should obtain and retain a copy of the performer's Public Liability Insurance and Risk Assessment.

**Noise:** Events that are held at either open air sites or within lightweight buildings. The most common source of complaint is from music events, but other activities can also cause problems. For example, motor vehicles, fairground rides, tannoys and fireworks.

Noise associated with events can cause significant problems. Events that finish late evening and they will require careful planning to prevent complaints being received and the possible intervention from Environmental Health officers. Thought must also be given to the siting of potentially noisy equipment such as generators and compressors.

Firework displays are another issue; generally, they should start and finish as early as possible. Careful consideration should be given as to whether it is appropriate to use “mortar shells” and similar high noise fireworks.

To minimise the disturbance and annoyance that can occur, the organiser should follow the appropriate guidance and codes of practice. The Event Guidance Pack includes advice for open-air events and for those inside buildings.

For open-air events: the Code of Practice on Environmental Control at Concerts, produced by the Noise Council in 1995 this can be viewed at [www.cieh.org/uploadedFiles/Core/Policy/Environmental\\_protection/Noise/NoiseCouncilCodeonNoiseControlatConcerts.pdf](http://www.cieh.org/uploadedFiles/Core/Policy/Environmental_protection/Noise/NoiseCouncilCodeonNoiseControlatConcerts.pdf)

Advice can be sought from the Licensing team, on 01803208025.

**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.

Where events are taking place outside, residual current circuit breakers should be used and if possible, the power supply stepped down to 110volts. All cables will have to be safely hung or matted/restrained 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 public. The same should apply to any fuel supplies items such as portable generators etc. Generators must be suitably secured by a fence or barrier to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

**Toilet Facilities:** The Event Organiser will need to ensure that an appropriate number of toilets are hired to provide service for the anticipated number of people at their event. This must include several types of toilets to cater for all participants attending your event. Public Toilets cannot be relied upon.

The number of toilets required will depend on the number of people expected to attend your event, based on the British Standard. Note: the table below shows a general guideline for an event over a 6-hour period. These figures may be too high for short duration, non-peak period events such as community events and garden parties, or too low for events with elevated levels of fluid consumption:

**Female conveniences:  
1 toilet per 100 females**

**Male conveniences,  
1 toilet per 100 males, plus 1 urinal per 150 males  
1 toilet for every additional 600 males plus 1 urinal per 175 males**

When siting toilets remember to make them accessible and allow room for queues. Cleaning and emptying the toilets is also a vital consideration, as well as adequate lighting if you are planning an evening event.

Please submit details of your proposals to include method of disposal and, the name and address of the hire company in your Sanitary Plan as part of your Event Management plan.

**Fire Risk Assessment.** From October 2006 the Regulatory Reform (Fire Safety) Order 2005 came into effect. Under this new legislation, a “responsible person” at every premises is required to carry out a fire risk assessment and take steps to reduce or remove the risk.

Event organisers must:

- Carry out or nominate someone to carry out a fire risk assessment identifying the risks and the hazards
- Consider who may be especially at risk
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any residual risk materials are stored or used
- Create a plan to deal with any emergency and document your findings
- Review your findings as necessary.

More information, along with new guides are available from Devon and Somerset Fire and Rescue Services at <https://www.dsfire.gov.uk/>

**Contingency Plans.** Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired at short notice? 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.

**Communications.** You must have a reliable method of communication in place for the event. It is essential for the stewards and organisers to be able to communicate during the event. In addition, there should be at least one office on site, jointly staffed by all the organisations taking part. Equally vital is the method of communication with the public. This is particularly important if the site must be evacuated.

**First Aid:** You must provide and pay for an agreed level of first aid, paramedical and medical facilities at your event. For example, how will you transport patients to hospital without impacting on the local NHS Ambulance Network?

**Recycling and Waste:** If you are organising any event, as the organiser must comply with national waste legislation. You must ensure that all litter and rubbish (known as ‘waste’) is removed from your designated event area during and after when your event has finished. By law you cannot put black bags into the back of a van and take them home to go out with your general rubbish. This is illegal. It is important to plan to make it as ‘green’ as possible by managing it sustainably.

Torbay Council and our partners SWISCo will therefore supply a basic package which will cover your minimum requirements for waste and recycling. We will arrange a convenient time and date to discuss the basic package and cost in further detail. This is mandatory for all events held on Council Land. Any additional containers or collection must be arranged with the Events Team.

Twelve weeks prior to the event you must submit a waste management plan which must consider the following:

- Who is going to collect what materials and how it will be recycled, if possible? If you are inviting traders/concessions, ensure that they know about recycling and litter arrangements. If you are inviting food and drink vendors then your agreement with them might include them taking their own waste away for disposal, providing they have a license.
- Torbay Council’s partner, SWISCo offers waste and recycling services for events. If you use another waste company, they must be registered with the Environment Agency and you must have a Duty of Care notice from them detailing where the waste and recycling is processed.
- Think about placing containers near places where people are going to throw things away, ensuring recycling bins are next to litter bins, label properly and get the right number of bins for the size of your event.

- Larger bins for storing the waste must be sited in an area that is not accessible by the public but easily accessible for a refuse collection vehicle to empty them without having to drive over grass.
- Publicise what you are doing to recycle so that people are aware about the recycling facilities and how your event will be sustainable. Use the registration/entrance point as an opportunity to let people know.
- You should also consider how you can cut down your waste in the first place. There are lots of things you can do, to work towards making your event almost waste-free:
  - Only allow concessions that use recyclable, compostable or reusable cups, plates, and utensils to trade at your event
  - Start by using recycled products, like toilet roll, pencils, vending cups and paper
  - Serve condiments, like sauces, in bulk rather than individual servings
  - Reducing printing for advertising the event through using e-newsletters and local websites. If you need to use paper, make sure you use both sides
  - Stationary, use white boards rather than flipcharts, reuse name badges and for signage, make sure you can easily change the date, so they can be reused
  - Avoid plastic bags.

**Please note:** It is the event organiser's responsibility to arrange removal of all rubbish from the site. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If this has not been completed to the satisfaction of the Council, it shall be lawful for the Council to do such work as deemed necessary and recover the costs thereof from the hirer.

You will not be permitted to use any Council Skip / Litter Bins on site for disposal or remove the waste from site as you do not have a waste transfer licence.

**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. A timescale should be specified where necessary. Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of risk assessed, and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards, and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note, and an example form can be found on our website, under ????. Completed forms should be retained for future reference. Where the event consists of more than one attraction, e.g., a summer fete, a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied. Any contractors involved in the event should also carry out risk assessments and you will need to obtain copies of these. More information regarding risk assessments can be found on our website: ???

**Child protection:** Organisers are expected to make such efforts as necessary to remove risk of the abuse or mistreatment of children at events and to respond appropriately if event staff identify situations of abuse or mistreatment whether related to the event or not. Event organisers will be expected to submit a child protection policy statement and lost children procedure as part of their application for the event.

All event organisers have a 'statutory duty of care' especially to children and vulnerable adults, event organisers must ensure that all providers of children's activities have a Disclosure and Barring Service check. Where appropriate see [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All event organisers will also need to complete the Council's Safeguarding Risk Assessment.

**Sale of Alcohol/Provision of Entertainment:** If you are proposing the sale of alcohol or have entertainment at your event you will need to make appropriate licensing arrangements, though there are some exemptions for small events. This is administered by Torbay Council's licensing team. For more information on applying for licences please visit: <https://www.torbay.gov.uk/business/licensing/alcohol-and-entertainment/>

Some activities will be exempt from the requirement for licensing and for specific details you should contact Torbay Council's Licensing Team. Email [licensing@torbay.gov.uk](mailto:licensing@torbay.gov.uk) or phone 01803 208025).

There are two types of authorisations under the Act that may apply to an event organiser for the location of the event. There is also a separate licence which authorises a person to sell alcohol. Please see additional information below:

- Premises Licences
- Temporary Event Notices
- Personal Licences

**Premises Licence** The licence will allow the holder to use specified premises for licensable activities. This applies to any land, not just buildings. A premises licence can be granted either for a fixed time or indefinitely. There are no statutory limitations to the hours during which events can provide licensable activities, however consideration must be given to the potential impacts and measures put in place to control them, i.e., noise, crime, and disorder. All applications will be considered by several agencies including The Police, Public Protection, Health and Safety, Fire and Child Protection etc. For more information see the Licensing Act 2003 page on Torbay Council's website, [www.torbay.gov.uk/business/licensing](http://www.torbay.gov.uk/business/licensing)

If you intend to apply for the sale of alcohol, you must have a Designated Premises Supervisor and this person must hold a Personal Licence.

**Personal Licences** Every supply of alcohol under a premises licence must be made or authorised by a person who holds a Personal Licence unless the event is covered by a Temporary Event Notice (see below). You can apply for a personal licence with the Local Authority of where you reside. If you reside in Torbay, you can apply for a Personal Licence by clicking on the following link: <https://www.torbay.gov.uk/business/licensing/alcohol-and-entertainment/>

**Temporary Event Notices (TENs)** These notices relate to temporary events with less than 500 attendees where "licensable activities" are planned. Applications can be made online via [www.torbay.gov.uk/ten](http://www.torbay.gov.uk/ten)

A fee is payable with each notice. This fee is non-refundable and covers the cost of processing the Notice. It remains non-refundable if the application is withdrawn, invalid or is issued a counter notice.

For specific details about which type of licence you require, what supporting documents are required, periods of notice, etc., please seek advice from Torbay Council's Licensing Section or visit the Licensing Act 2003 page of the website [www.torbay.gov.uk/business/licensing](http://www.torbay.gov.uk/business/licensing)

**Security:** If you are intending to use door security staff, the men/women must be registered with the SIA (Security Industry Authority). They are a non-departmental government body. It is a criminal offence to use persons not registered with them and the Police will prosecute if necessary. For more information, please visit: <https://www.gov.uk/government/organisations/security-industry-authority> If you are using volunteer stewards, then SIA requirements do not apply in all cases.

**Street Trading Notifications:** A Street Trading Permit needs to be applied for sell or expose goods / services for sale in areas to which the public have access without paying a fee. For fee paying events no consent is needed. We can issue a variety of Consents, covering different trading periods from 1 day to 1 year. Trading at a charitable fair may require Consent to cover the entire site and, provided

that all the trading is for the benefit of the charity, no charge will be made. If commercial traders are involved, each will, on application, be charged an appropriate fee. The following fees are applicable if an event is supported by us.

Charitable street trading events supported by us are free (with agreement from us). If the event is Charitable and all the profit from these stalls or units will be donated to the Charity, then a Charitable Street Trading Consent can be applied for. Please apply at least 21 days prior to the event taking place. There will be no charge for these Consents.

If the event is Charitable and all the profits go to the Charity, but you have invited itinerant traders to come to the event to provide food and refreshments to persons attending the event they will need their own Street Trading Consent.

Please note, a minimum of 28 days' notice is required for street trading applications. For more information, please visit: [www.torbay.gov.uk/street-trading](http://www.torbay.gov.uk/street-trading)

**Other Licences.** You may also need a Phonographic Performance Limited licence or a Performing Right Society licence if you are proposing to play music at your event and it is prohibited to use Drones, without a licence and consent from the Council.

**Promoting your Event.** You must ensure that you have received written permission from Torbay Council for your event to run before you start to promote it. Social media and online advertising are good inexpensive ways of promoting events. Do not forget to use local events listings such as the local paper, radio stations and tourist information websites. Your event will also be listed on Torbay Councils Event page.

**Outdoor advertising.** The display of banners and posters must only be done so with permission from the landowner and local authority. The Council have two designated banner sites. Details can be requested by emailing: [banners@torbay.gov.uk](mailto:banners@torbay.gov.uk). Where unapproved fly posting can be linked to an event, the event's organiser will be deemed in breach of their contract with the Council and will subsequently incur any associated costs arising through the Council having to remove such material. Where possible, prosecutions will be taken and future applications from offenders will not be accepted. You can place a promotional vehicle or movable sign on the designated event area i.e., Paignton Green, in agreement with the events team, if the movable sign or promotional vehicle complies with Planning regulations (28-day rule). A fee is payable in line with the charge for town centre sales/promotions.

**Event Participation List.** You will need to provide a full list of all provider participants in your event. Please see [appendix 4](#)

A checklist for all sections in this stage can be seen in [appendix 3](#)

## Final Preparations

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

**Routes:** Ensure clear access and exit routes and adequate circulation within the site. Ensure you pay particular attention to emergency routes.

**Inspections:** Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using the form in [appendix 5](#) note all defects and the remedial action taken. The emergency (out of hours) number for SWISCo is: 01803 701318

**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 any cash collection boxes are in place. Check waste bins are in their correct locations.

**Signage:** Ensure adequate and clear signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.

**Vehicles:** Check that all contractors, performers, and exhibitor's vehicles have been removed from the site or parked in the designated area before the public are permitted to enter. If vehicles are being placed on the highway it is the driver's responsibility to ensure parking restrictions are adhered to as failure to do this may result in the issuing of a Penalty Charge Notice (PCN).

**Structures:** Ensure all staging, seating, marquees, and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this. You will need to submit a copy of your Stage Build Risk Assessment.

**Barriers:** Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

**Stewards:** Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct PPE clothing for easy identification.

**Lighting:** Check all lighting is working, including any 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 and what to do in an emergency.

A checklist for all sections in this stage can be seen in [appendix 3](#)

## Stage 3 - After the Event

**Site Condition:** After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. 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 they are left in a safe condition and are safe from vandalism etc. If numerous structures are

left, specific security arrangements may be required. This will need to be agreed by the Events Team in advance.

**Accidents:** If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken, and a report made by the organisers. An accident form should be completed, and a copy sent to the Council. You will also need to advise your own insurance company and make a statutory accident report if necessary. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.

**Claims:** Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.

**What to do if things go wrong:** Remember, as the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you are likely to end up in Court.

If an incident occurs at any event on Council Land, PSAG will ask:

- Were plans in place to manage a major incident?
- Were the risk assessments completed, including all the items included in the checklists.
- Were there enough emergency services resources on site?
- Was there a detailed casualty treatment, management, and evacuation plan?
- Were the emergency procedures properly explained and practiced?
- Was there a clear chain of command and control?
- Were communications between key personnel and the crowd adequate?
- Were emergency exits clearly displayed?

Remember careful planning and organisation will help ensure that your event is successful and safe.

**Manslaughter:** The underlying principle behind the success of any event is that the health and safety of all persons attending the event is paramount. A charge of involuntary manslaughter caused by gross negligence is the worst-case scenario for individuals organising major events, such as members of a committee and company directors.

For a prosecution to succeed it must prove that:

- The Defendant owed a duty of care to the deceased.
- That the Defendant had breached that duty.
- That the breach had caused death; and
- That the “Defendant’s conduct departed from the proper standard of care incumbent upon him, involving as it must have done a risk of death for such that it should be judged criminal” (The House of Lords in R –v- Adomako in 1994).

Individuals who organise a major event owe a duty of care to all those persons who attend the event for whatever reason not to place them in an obvious life-threatening position.

Gross negligence manslaughter is a serious crime that carries a maximum sentence of life imprisonment on conviction. On the same facts, somebody charged with gross negligence manslaughter could also be charged under health and safety legislation and upon conviction could face significant fines.

**Note:** if you have insurance, it will only cover against civil claims and not criminal as these are uninsurable.

Under Civil Law an adult can claim against the organisers from up to 3 years after the event. It is therefore important to keep all relevant documents after the event e.g., risk assessments (to include Safeguarding and Covid-19 mitigation), safety check records (reporting “default free”), safety plans, insurance documents.

It could be difficult if an organiser or committee were being sued much later, for them to provide evidence that they exercised their “Duty of Care” if they had not kept these documents secure. Local Authorities will require a copy of your health and safety plan before your event takes place.

**Safety Inspection:** Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using the form in [appendix 5](#) note all defects and the remedial action taken.

## Further Information & useful contacts

To obtain further information before notifying us of your event, please contact the contact officers detailed below:

### Torbay Council Departments

Events on Council Land  
Tel: 01803 208862  
[events@torbay.gov.uk](mailto:events@torbay.gov.uk)

Emergency Planning  
Tel: 01803 701318  
[emergency.planning@torbay.gov.uk](mailto:emergency.planning@torbay.gov.uk)

Health and Safety Team  
Tel: 01803 208039  
[licensing@torbay.gov.uk](mailto:licensing@torbay.gov.uk)

Licensing Section (including noise)  
Tel: 01803 208025  
[licensing@torbay.gov.uk](mailto:licensing@torbay.gov.uk)

Highways (Torbay Council)  
Tel: 01803 207657  
[highways@torbay.gov.uk](mailto:highways@torbay.gov.uk)

Parking Services  
01803 207417  
[parking@torbay.gov.uk](mailto:parking@torbay.gov.uk)

Harbours  
Tel: 01803 292429  
[Harbour.events@torbay.gov.uk](mailto:Harbour.events@torbay.gov.uk)  
[Harbour.Authority@torbay.gov.uk](mailto:Harbour.Authority@torbay.gov.uk)

Planning Department  
Tel: 01803 207801  
[planning@torbay.gov.uk](mailto:planning@torbay.gov.uk)

## Other Useful Contacts

Devon and Cornwall Constabulary Licensing Section  
[licensing.torbay@devonandcornwall.pnn.police.uk](mailto:licensing.torbay@devonandcornwall.pnn.police.uk)

Devon and Somerset Fire and Rescue Service  
[dsfire.gov.uk](http://dsfire.gov.uk)

Health and Safety Executive  
[formsadmin.plymouth@hse.gsi.gov.uk](mailto:formsadmin.plymouth@hse.gsi.gov.uk)

HM Coastguard  
 01326 317 575  
[zone26@hmcg.gov.uk](mailto:zone26@hmcg.gov.uk)  
[Falmouth-cg@hmcg.gov.uk](mailto:Falmouth-cg@hmcg.gov.uk)

Southwestern Ambulance Service Trust  
 Tel: 01392 261500  
[publicrelations@swast.nhs.uk](mailto:publicrelations@swast.nhs.uk)

## Useful Publications and Websites

The following is a list of useful publications, which give excellent advice about event safety.

<b>Organising Firework Displays</b>	<a href="https://www.hse.gov.uk/explosives/fireworks/using.htm">https://www.hse.gov.uk/explosives/fireworks/using.htm</a>
<b>Guide to Safety at Sports Grounds</b>	<a href="http://www.safetyatsportsgrounds.org.uk/publications/green-guide">http://www.safetyatsportsgrounds.org.uk/publications/green-guide</a> Tel 0207 930 6693
<b>The Event Safety Guide (the Purple Guide)</b>	ISBN 0 7176 24536 Produced by the Health and Safety Executive available from <a href="http://www.thepurpleguide.co.uk">www.thepurpleguide.co.uk</a>
<b>Industry Guide to Good Food Hygiene Practice: Catering Guide</b>	Published by Chadwick House Group Ltd <a href="http://www.cieh.org/uploadedFiles/Core/Policy/Publications%20and%20information%20services/Policy%20publications/Publications/CIEH%20Outdoor%20Mobile%20Catering%20Guidance%20Final%20Consultation.pdf">www.cieh.org/uploadedFiles/Core/Policy/Publications and information services/Policy publications/Publications/CIEH Outdoor Mobile Catering Guidance Final Consultation.pdf</a>
<b>Five steps to risk assessment ING163</b>	<a href="http://www.hse.gov.uk/pubns/indq163.pdf">www.hse.gov.uk/pubns/indq163.pdf</a>
<b>Managing Crowds Safely HSG 154</b>	<a href="http://www.hse.gov.uk/pubns/books/hsg154.htm">www.hse.gov.uk/pubns/books/hsg154.htm</a>
<b>Safety Guidance for Street Arts, Carnival Processions and Large-Scale Performances</b>	ISBN 0-9544892-1-7 Produced by the Independent Street Arts Network available from <a href="https://outdoorartsuk.org/">https://outdoorartsuk.org/</a>
<b>Fire Safety Risk Assessment Open Air Events &amp; Venues.</b> This is aimed at events for up to 500 persons	<a href="https://www.dsfire.gov.uk/safety?outdoors">https://www.dsfire.gov.uk/safety?outdoors</a>
<b>Torbay Council: Licensing Policy</b>	<a href="http://www.torbay.gov.uk/licensing">www.torbay.gov.uk/licensing</a>
	<a href="http://www.streetartnetwork.org.uk">www.streetartnetwork.org.uk</a>

# APPENDICES

## Appendix 1: Event Management Plan & Documentation Checklist

You will need to submit an Event Management Plan (EMP) a minimum of 12 weeks prior to your event. For new events and depending on the size of event, EMP's maybe required 6 months – 1 year prior to your event taking place. Your EMP can be formatted as you wish however it must be clear and must contain the following information/documents:

- Access provision
- Child and vulnerable adult protection statement
- A detailed site plan showing the positions of permanent structures, toilets, first aid, emergency vehicle access, stalls, marquees, performance areas etc.
- Impact statement on transport infrastructure to support the event e.g., parking, increased use of public transport and road closures
- Proof of valid and current public liability insurance (minimum cover £5million) (organiser to additionally have copy of public liability insurance certificates for third party suppliers/providers of services for the event), the Council's insurance officer may request an increased amount after reviewing the application.
- Crowd management plan
- Emergency control plan
- Environmental impact assessment
- Equal opportunity statement
- Event communication plan
- Fire procedures and fire risk assessments
- Stage Build Risk Assessments
- Health and safety risk assessments (organiser to obtain copies of third-party suppliers/providers at the event)
- Covid-19 Risk Assessment
- Medical plan / first aid provision
- Food safety plan
- Noise management plan
- Lost child procedure and Safeguarding Risk Assessment
- Marketing plan
- Full risk assessments
- Sanitary plan
- Security and stewarding provision
- Production and event timetable
- Transport infrastructure plan
- Waste management plan
- Disposal of grey water
- Protection of the land and reinstatement
- Full traffic management plan

In addition to your EMP you will also need to submit the following documents. Please note that depending on the scale of the event not all documents are required for all events, those marked with an asterisk are required for all events.

- Event Management Plan \*
- Risk Assessments \*
- Safeguarding Risk Assessment \*
- Covid-19 Risk Assessment \*
- Emergency Plan \*

- Site plan \*
- Indemnity form and agreed terms and conditions \*
- Proof of insurance \*
- Toilet Provision \*
- Food Business Notification Form
- Road Closure Application Form
- Signage & banner requests
- Temporary Event Notice
- Street trading application form
- Charity Collection Return Notification
- Accident Report form (after the event if there is an accident to report)
- Event Participation list (see [appendix 4](#))

## Appendix 2: Events held on the Highway – Safety Checklist

In addition to the general safety checklist items, the following issues must be considered when organising events on the highway to ensure public safety:

**Timing:** Try to avoid holding your event in the dark as poor visibility and tiredness can make accidents more likely.

**Planning your route:** Whenever possible your event should be held in a park, sports ground or on country footpaths away from the public highway. Remember that charity walks need careful planning, so try and plan the route away from roads wherever possible. Try not to use roads without proper footpaths or verges. Do not use roads where there is roadworks as these can be dangerous.

**Signposting your route:** The Police cannot provide signs for your event. Before any signage is placed on the highway you must discuss this with the Highways department at the Council, to ensure that the signs are compliant with current regulations. All signage costs must be met by event organisers.

**Organisation on the day:** Try to start and finish your event away from the highway. Mass starts are dangerous, and they should be avoided. Enter and leave the highway without causing inconvenience to road users. Do not obstruct the highway. Never allow cars to follow closely behind groups of participants. Support vehicles should travel slowly, not causing obstruction or inconvenience to other traffic. Ensure that you have enough marshals to supervise the whole route. Make sure the marshals are properly briefed and clearly identified. Make proper arrangements to look after people who drop out.

**Using crossing places on the route:** Remember only Police Officers have the power to stop traffic. Your marshals must not try to do this – they can only advise people when it is safe to cross. Crossings should be at places where there is good visibility.

**Changes in the route:** Make sure that the Police and Council are advised well in advance of any changes to your route and that they are satisfied that legally enforceable safety measures are in place. Make sure that everyone taking part knows about any changes through the marshals or signage.

**Advice for those taking part:** You should pass on the following advice to everyone taking part in your event: If any part of the event takes place in the dark, everyone should wear reflective or white clothing. Remember that fluorescent clothing helps people to be seen during the day but is of little use at night. If on foot, stay in small groups, using only footpaths and verges. Use torches, where possible.

- If there are no footpaths, face oncoming traffic, no more than two abreast. Use the proper crossing places and always cross in a group – be extremely careful on busy roads.
- Remember – children tire easily and may become a danger to themselves and others.
- If you take animals, keep them under control.
- Comply with road traffic signals and the advice given in the Highway Code.

### Road Closures

Torbay Council must be informed of **ANY** proposed temporary road closures for an event. A Temporary Traffic Regulation Order may be required. For further advice please contact Parking Services on email [parking@torbay.gov.uk](mailto:parking@torbay.gov.uk) or phone 01803 207417.

If the Council agrees your proposal for a temporary road closure this will be followed by a 5-day consultation period to inform the Emergency Services and Stagecoach Ltd. This allows for any objections to be raised at an early stage.

Your application must also fulfil the following criteria:

1. The Event Organiser will pay any administrative costs associated with any road closures or parking suspensions required.
2. The Event Organiser will liaise directly with the Police and relevant Council departments required to hold the event.
3. The Event Organiser will comply with the Public Safety Advisory Group requirements as well as their own legal responsibilities in holding the event.
4. The Event Organiser will be responsible for the placing and removal of all advisory and diversionary route signs and barriers associated with diverting traffic and for any cost thereof.
5. The Event Organiser will be responsible for ensuring access for all emergency vehicles during the period of the road closure.
6. The Event Organiser will provide evidence of a current Public Liability Insurance policy for the event to Torbay Council's Events Manager.

### **Parking Suspensions**

Contact Parking Services if you wish to suspend the parking on/around the road where your event is to take place. The Council is legally obliged to inform the public of their intention to suspend any parking. Notices and cones will then be placed out 7 days prior to the parking suspension taking place. There will be a cost for this legal process to take place.

## Appendix 3: Event Guidance Note Checklist for Stages 1-3

### Introduction

To ensure that you have fully considered and acted upon all the issues raised in Stages 1 – 3 of this form (Pre-planning; Organising the event; Final preparation) tick them off below. An action column has been provided to allow you to monitor progress. Space has been given at the foot of each stage to allow for brief notes.

### Stage 1 Pre-planning

	Done	To do	By when	By whom
Where				
When				
Who				
What				
Specialist Equipment				
Code of practice				
Welfare arrangements				
Special permission				
Insurance				
Timescale				
Event Management Plan				
Fees and charges				

Notes: .....

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Stage 2 – Organising the event

	<b>Done</b>	<b>To do</b>	<b>By when</b>	<b>By whom</b>
Establish a committee				
Liaison				
Cost and Notice Periods				
Site plans				
Emergency Plan				
Temporary structures				
Catering				
Stewards				
Crowd control				
Numbers attending				
Security				
On-site traffic				
Off-site traffic				
Road Closures				
Signage				
Transportation				
Contractors				
Performers				
Noise				
Utilities				
Toilet Facilities				
Fire Risk Assessment				
Contingency Plans				

	Done	To do	By when	By whom
Communications				
First Aid				
Recycling and Waste				
Risk Assessments				
Safeguarding Risk Assessment				
Covid-19 Risk Assessment				
Child Protection				
Sale of Alcohol/ provision of entertainment				
Premises Licence				
Club Premises Licence				
Personal Licences				
Temporary Event Notices				
Security				
Street Trading Notifications				
Other Licences				
Promoting your event				
Outdoor Advertising				
Event Participation list				
Stage Build Assessment				

Notes: .....

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Stage 3 – Final preparations

	Done	To do	By when	By whom
Routes				
Inspections				
Siting				
Signage				
Vehicles				
Structures				
Barriers				
Stewards				
Lighting				
Public information				
Briefing				

Notes: .....

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## Appendix 4: Event Participation List

Name of Event: ..... Event Date: .....

	<b>Name of Activity</b> (i.e., Caterers, exhibitors, ground entertainment, inflatables, fairground equipment, dance groups, bands etc). Please include their Charity Registration Number (if applicable).	<b>Insurance Details &amp; Risk Assessments Attached Yes/No</b>	<b>If 'No' Please give details</b>
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## Appendix 5: Safety Inspection Checklist

(Before, during and after the event)

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

**Location:** ..... **Date:**.....

**Before the event** - It is recommended as minimum inspections are carried out at least daily prior to the start of the event.

	Prior to Event	
	Yes	No
<b>Site access/egress</b>		
Are entrances/exits clear?		
Are staff/stewards in place?		
Can emergency vehicles gain access?		
Are pedestrians segregated from vehicles?		
Are security precautions in place?		
Have adequate signs been provided?		
<b>Site condition</b>		
	<b>Yes</b>	<b>No</b>
Is site free from tripping hazards e.g., cables, potholes, footpath defects, uneven ground etc?		
Are permanent fixtures in good condition e.g., seats, fencing, signage, etc?		
Has vegetation been cut back, debris removed, and the area made safe?		
Have current weather conditions created new hazards to be addressed?		
<b>Attractions/activities/structures</b>		
	<b>Yes</b>	<b>No</b>
Have all structures been completed and weighted down appropriately?		
Have all structures been inspected and approved by a competent person where required?		
Are all activities/attractions sited correctly and checked?		
Have all activities/attractions supplied evidence of insurance and health and safety requirements?		
Are all potentially hazardous activities segregated and/or fenced as required?		

Have temporary flags/decorations been installed correctly and checked?		
Have any unanticipated hazards been introduced?		
<b>Event Provisions</b>	<b>Yes</b>	<b>No</b>
Is firefighting equipment in place?		
Is lighting in place where required?		
Have electrical supplies/equipment been checked/certified?		
Have toilets been provided where required and fencing available to secure them when not in use?		
Are first aid facilities in place?		
Is control centre in place and public address system working?		
Are adequate waste bins in place?		
Are stewards in place?		
Is all signage clearly displayed, including emergency exit points?		

**Defects noted:** .....

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**Remedial action taken:** .....

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**Printed Name of Inspector:** .....

**Signature:** .....

**Date & Time of Inspection:** .....

**Location:** .....

## During the Event

	During the Event	
	Yes	No
<b>Site access/egress</b>		
Are entrances/exits clear?		
Are staff/stewards in place?		
Can emergency vehicles gain access?		
Are pedestrians segregated from vehicles?		
Are security precautions in place?		
Have adequate signs been provided?		
<b>Site condition</b>	<b>Yes</b>	<b>No</b>
Is site free from tripping hazards e.g., cables, potholes, footpath defects, uneven ground etc?		
Are permanent fixtures in good condition e.g., seats, fencing, signage, etc?		
Has vegetation been cut back, debris removed, and the area made safe?		
Have current weather conditions created new hazards to be addressed?		
<b>Attractions/activities/structures</b>	<b>Yes</b>	<b>No</b>
Have all structures been completed and weighted down appropriately?		
Have all structures been inspected and approved by a competent person where required?		
Are all activities/attractions sited correctly and checked?		
Have all activities/attractions supplied evidence of insurance and health and safety requirements?		
Are all potentially hazardous activities segregated and/or fenced as required?		
Have temporary flags/decorations been installed correctly and checked?		
Have any unanticipated hazards been introduced?		
<b>Event Provisions</b>	<b>Yes</b>	<b>No</b>
Is firefighting equipment in place?		
Is lighting in place where required?		
Have electrical supplies/equipment been checked/certified?		

Have toilets been provided where required?		
Are first aid facilities in place?		
Is control centre in place and public address system working?		
Are adequate waste bins in place?		
Are stewards in place?		
Is signage clearly displayed, including emergency exit points?		

**Defects noted:** .....

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**Remedial action taken:** .....

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**Printed Name of Inspector:** .....

**Signature:** .....

**Date & Time of Inspection:** .....

**Location:** .....



After the Event

<b>Exhibitors/Attractions</b>	<b>After the Event</b>	
	<b>Yes</b>	<b>No</b>
Have all attractions been dismantled and removed?		
Have all exhibitors vacated the venue?		
Have all vehicles left the venue?		
<b>Temporary Facilities</b>		
	<b>Yes</b>	<b>No</b>
Has all equipment been dismantled and removed?		
Have all structures been dismantled and removed?		
Have temporary markers such as stakes, ropes, flags, etc, been removed?		
Have any holes/trenches etc been made good?		
Have all temporary electric installations been isolated and made safe?		
<b>Waste Collection</b>		
	<b>Yes</b>	<b>No</b>
Has all waste been collected satisfactorily?		
Has all waste been removed from the site?		
Have all residue fire hazards been checked e.g., fireworks, bonfires?		
<b>Venue Condition</b>		
	<b>Yes</b>	<b>No</b>
Has any damage to permanent facilities, building or the ground been reported?		
Has any damage been found during inspection?		
Agree condition with the landowner.		

If the answer to any of the above is yes, then describe briefly below.

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<b>Incidents/Accidents</b>	<b>Yes</b>	<b>No</b>
Were any incidents/accidents reported during the event?		

If yes, describe briefly below. (If there was personal injury then please complete accident report form and return to the Council).

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**Remedial action taken:**

(Please advise the Council of any damage found and remedial action taken).

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**Printed Name of Inspector:** .....

**Signature:** .....

**Date of Inspection:**.....