



Event Safety

Guidance and tips for Organisers

West Berkshire & Wokingham Safety Advisory Group

Overview

The West Berkshire & Wokingham Safety Advisory Group or SAG is a grouping of local regulators who between them have a wealth of expertise to help you. The group aims to ensure entertainment events are safe for exhibitors, performers and visitors. We also hope to minimise any adverse effects such as noise and traffic congestion.

Members of the group include:

- Thames Valley Police
- Royal Berkshire Fire and Rescue
- South Central Ambulance Service
- Environmental Health
- Licensing
- Civil Contingencies
- Highways and Transport

All comments and observations made by SAG are *always advisory*. It has no statutory compulsion and organisers are under no obligation to attend SAG meetings, submit information or follow SAG's advice. However, each of the constituent members has their own regulatory role and may exercise their powers independently. SAG comes together regularly to jointly consider forthcoming events and to give advice to organisers. SAG's main objectives are:

- To promote high levels of safety and welfare at events by giving advice;
- To promote good practice in safety and welfare planning for events and
- To ensure events cause minimal adverse impact.

SAG is not a licensing panel and historically the majority of the events it considers are not licensable. From time to time events considered by SAG do need a licence, but they may be granted by other bodies. More details about licences and consents can be found in the appendices.

Please help SAG members by using the form in appendix 11. Jot down some brief notes against each of the headings and return it along with your risk assessment. Please send the form by email whenever possible.

Occasionally SAG may take the view that arrangements for an event are so poor or the potential for harm is so great that it cannot support the event. If this happens, SAG will put its combined thoughts in writing to you as the organiser. This is a rare occurrence and again, this is only advisory. Such advice may however effect insurance arrangements and in these circumstances, organisers should consult their insurance company.

For an inclusive list of contact points, please refer to appendix 3

Entertainment events vary enormously in size, character and other factors such as hazards and risk. For this reason it is a difficult task to write guidance that can be applied universally. So in drawing up this guidance, SAG has instead concentrated on setting out broad themes applicable to most situations. Naturally this also means that organisers of very large or complex events may need to also seek more specialist advice elsewhere. Our hope though is this guidance will put you on the right track with some basic principles and point you in the right direction if you need specialist guidance. So whether you are organising a village fete or a three day rock event with laser lighting, we hope this document will be of assistance in making your event safe.

My thanks go to all those past and present members of SAG who have contributed to this work.

Finally, SAG welcomes feedback on this guide. Please feel free to contact us, preferably via email.

Paul Anstey, Chairman SAG

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Part A Introductions and the early planning stages

1. Introduction

In this guide, we have deliberately aimed to give broad advice. This is because events come in so many shapes and sizes and it would be impossible to give detailed advice for all combinations. By concentrating on the principles of good safety planning, we hope to give you as the organiser a head start, even if you later need more specialist advice from other places. Wherever we can we have given examples of good practice, model forms, checklists and ideas of where you can get more detailed information. For ease of reading we have divided this document into three parts. Part 1 is introductory and gives advice about pre-planning at a very early stage. Part 2 gives more detailed advice on the most common topics including some hints on final preparations and steps needed after the event. Part 3 is the appendices in which we have included more detailed information on some aspects of event safety planning, some examples of forms and some suggested tick sheets.

Firstly though we need to consider what we mean by an event....

2. What is an Event?

This guide is aimed at organisers of all types of events. It's impossible to define exactly all events but it is possible to give examples. It usually excludes gatherings and entertainment held in permanent buildings on a continuing basis. So for instance this would exclude most cinemas and theatres going about their normal business and other premises with entertainment licences within the limits of the licence conditions. Event in this context usually means special one-offs for one or two days and normally means an event held outdoors, possibly with marquees or other temporary buildings. Equally it could include a special event with unusual hazards or risks held in premises used for similar purposes but normally at a much lower level.

3. Typical examples of events include:

- Fetes, fairs etc.
- Open air concerts and music festivals.
- Trade shows.
- Sporting events.
- Horse shows, agricultural shows, dog shows car, caravan shows and similar.

- Open air entertainment including theatre, opera and historic re-enactments.
- Firework displays.
- Large scale company parties.
- Processions, marches and carnivals.
- Street parties.
- Large scale religious events.

4. Risk Factors

As important are the number of potential hazards and the risk of those hazards causing harm. Typically the following factors, singly or in combination, reflect the need for greater safety planning at an earlier stage and a generally an upping of the stakes:

- Audience size, certainly any event with over 500 persons participating or watching.
- Audience type, for instance a high proportion of children.
- Alcohol.
- Increased levels of traffic movements.
- The risk of bad weather, particularly heavy rain or high winds, or even extreme heat.
- Technical hazards such as machinery, lasers, helicopters and sources of fire.
- Overnight camping.
- Large animals.

And finally in this round up of important factors there are the human elements which mark out a significant event:

Over confidence

“We have been organising this event for twenty years and we have never had any problems.”

Complacency

“Our horses / bulls / camels are very placid.”

Ignorance

“What’s a risk assessment and where can I buy one?”

5. Pre Planning

Detailed pre-planning is essential to ensure your event is safe and successful. The following needs to be considered at this very early stage:

- a. **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 or not emergency routes will be adequate. Consider what other hazards may be surrounding the site (See Appendix 7 Emergency Planning for more information).
- b. **When.** Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.
- c. **Who.** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
- d. **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 and whether or not an entrance fee will be charged.

Part B Detailed Planning

This part of the guidance now concentrates on firming up from the pre-planning stage. Its now time to consider how to bring everything together and get down to some detailed planning for organising the event, doing final preparations and some final points for after the event. Remember that part 3 of the guide gives more guidance on some of these topics.

1. Organising the Event

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

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 local authority and the 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. This committee should be in operation both prior, during and immediately after the event.

b. Liaison. Contact the emergency services, the Council and first aid providers. See appendix 3. Tell them about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the local authority and/or the relevant organisations.

c. Site plan. Draw up a formal 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.

d. Risk assessments. Undertake a comprehensive risk assessment – see part 3. Your risk assessment will be the key document to ensuring the safe planning of your event.

e. Timescale. Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. You may need to allow time for any licenses needed to be granted. The earlier planning commences the better, as a minimum you should allow 12 weeks. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

f. Outline of the Event. Detail out the outline order of when the events will happen e.g. 1400 event opens, 1430 XX band playing, 1500 dog obedience display

etc 1700 event closes. This will help focus a time line for setting up, highlight any clashes etc.

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

2. Developing the Event Plan

Once the committee and initial considerations above have been put in place the details for the event plan – what the format for the event will be covering all activities can be put in place. In order to develop this plan then the following need to be considered:

a. *Stewards.* 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 the public can easily identify stewards by wearing high visibility jackets and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager. Consideration should be given to using radios, phones and loud speakers as necessary.

All stewards should be properly trained and competent with appropriate security training as required e.g. Security Industry Association (SIA), 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 fire fighting. Stewards must have personal protective clothing 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.

Thames Valley Police have a CSAS (Community Safety Accreditation Scheme) in place for West Berkshire. An accredited person can assist with traffic management and have the ability to stop and direct traffic.

For more information on CSAS see:
<https://www.gov.uk/government/publications/community-safety-accreditation-scheme-powers>

b. *Crowd control.* The type of event and the numbers attending will determine the measures needed. Consider the number and positioning of barriers, and the provision of a public address system(s).

c. Numbers attending. The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors. It will also be necessary to establish a crowd profile to assist in stewarding and crowd control.

d. 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. Consideration should also be given to attendance of VIPs or celebrities where special arrangements may be needed.

e. 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 dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers. The standards for lighting, emergency lighting, ingress/egress remain the same for temporary and permanent structures. Organise any special consents you may need from the Council.

f. Catering. Ensure that all caterers have been registered by their local authority and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. Obtain caterers' food hygiene certification. You may wish to obtain a list of their menu and charges to ensure their prices are reasonable.

g. Welfare arrangements. Estimate the number of attendees to the event and consider its duration. Toilet requirements should be based on these estimations. Advice is given in the *Code of Practice for Outdoor Events* referred to above. Permanent toilets will need to be checked for adequacy and maintained during the event. 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 and found children, missing persons, baby changing and lost property.

h. First Aid and Medical Provision. As the Event Organiser you will need to carry out a medical risk assessment, taking into consideration such things as the activities, the numbers, types and age groups attending, accesses and egress, the site and structures, Health, Safety and Welfare issues. Provision of adequate numbers and types of resource (e.g. First Aiders, Ambulances, Paramedics etc.) should be based upon published guidance, especially the Event Safety Guide (“Purple” Guide) and Guide to Safety at Sports Grounds (“Green Guide”). Many organisations provide medical services but you must ensure that the organisation you choose is competent, well trained and able to meet the demands of the event. Medical provision for the event should not rely upon the normal provision made by the statutory NHS Ambulance Service for use by the General Public (i.e. “999” system). Further advice can be sought from the South Central Ambulance NHS Trust. (See appendix 6)

i. Lost and Found Children. Plan for an area designated to deal with lost and found children. This area should be supervised by appropriately trained and qualified people.

j. Provision for Those with Special Needs. Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

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

l. 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 Council’s Highway Engineers and the Police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the local authority. Thames Valley Police will enforce breaches of TTRO’s (Temporary Traffic Regulation Order) and will only manage traffic in an emergency. (see Appendix 8)

m. Road Closures/Diversions. Any functions that require a road closure or diversion may need a Road Closure Order from the council. You will need to allow 10 weeks. (see Appendix 8)

n. Transportation. The local rail and bus companies should be advised of larger events to establish if existing services will be adequate.

o. 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 a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

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

q. Facilities and utilities. Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

Where events are taking place outside, use residual current circuit breakers and if possible step the power supply stepped down to 110volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

r. Noise. For any events where nearby neighbours may be disturbed by noise – music, traffic, fireworks, PA systems or people noise you should consider a leaflet drop with a contact number should the resident require further details or to make a complaint. Further information may be sought from Environmental Health Officers at the Council.

s. Fireworks and Pyrotechnics. If you are considering to use fireworks or pyrotechnics during the event you should obtain a copy of the HSE Guide 'Working together on Firework Displays' and also contact the British Pyrotechnics Association at www.pyro.org.uk. You will need to produce your risk assessment taking into account the nature of the site, adverse features such as wind blowing debris across roads or the audience, fireworks chosen, and the rigging and firing of the methods to be used.

Note that it is illegal to set off fireworks between 11:00pm and 07:00am. However you can let off fireworks until midnight on Bonfire night and until 0100am on New Years Eve, Diwali and Chinese New Year. More information about organising firework displays can be found at www.gov.uk/fireworks-the-law.

t. Clearing up. Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. The site should be cleared during the event as necessary and at the end of each day. If the event organiser fails to do this, then the local authority has the right to carry out the works in default and charge the event organiser for the costs incurred.

u. Contingency plans. Consider the implications on the event of something going wrong in the build up to the event taking place e.g. extreme weather conditions, out break of foot and mouth, a significant issue happening else where at a similar site e.g. fairground crash. What preventative actions will be put in place to try to make sure the event does go ahead e.g. 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 very complex for larger events. Other scenarios should be considered and planned for – for instance, dealing with a disappointed crowd if the main attraction has not turned up.

A good way to do this is to 'war game' your plans. This involves challenging everything you plan and thinking what could go wrong:

- i. what if the caterers don't turn up – how do you get message out or do you have others that may help at short notice;
- ii. what if there is heavy rain forecast – what is the wet weather plan, go inside, tracks laid out for parking, etc. Do you have access to safety blankets to keep people warm?
- iii. Will the event be cancelled? And if so how are the messages sent out and what do you do if people still turn up?

v. Emergency plan. A plan should be put in place to manage with any emergency situation which may arise during the event from the event site itself or indeed the

surrounding area, adjacent properties. The complexity of this will depend upon the size and nature of the event. The plan should clearly show the roles and responsibilities of those with a job to do in an emergency; how the situation will be controlled, how the public will be informed; how the emergency services should be contacted if needed. See Appendix 7 for more guidance.

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

x. Codes of practices. For larger events you will need to comply with guidance particularly the *Code of Practice for Outdoor Events* published by the National Outdoor Events Association Tel: 0208 669 8121, which gives advice on structures, marquees, tents and electrical matters. The HSE *The Event Safety Guide* is also a very useful reference document.

y. Permissions and consents. Make sure you know what consents and licences you need including alcohol, public entertainment and road closures. Get all the application forms together and work out a timetable and find out who they need to go to.

3. Completing the event plan

Once you have gone through your risk assessment and considered the guidance above then you should complete your event plan. For the more complex events this can be a large document. However it is important to detail what is happening, how it is controlled and managed in the setting up of the event, running the event and tidying up after the event so that every one involved know what is happening and who is responsible for what. Specific cards can be developed for each person with a responsibility in the event plan so they have a quick means of checking what their role is in the whole event.

The event plan should cover the following:

- a. An outline of the event
- b. Evidence of hazard identification and risk assessment
- c. Evidence of how the hazards and risks will be managed.
- d. Management structures
- e. Details of roles and responsibilities (organisers, contractors etc)

- f. Traffic management plan
- g. Security including stewards etc
- h. First Aid Plan
- i. Noise Mitigation Plan
- j. Catering Details
- k. Welfare Details
- l. Communications – radios etc
- m. Contingencies for each aspect of the event
- n. Emergency Response Plan
- o. Key contacts – from the organisers, contractors and external agencies
- p. References to relevant legislation and guidance.

4. Train and Test the Plan

Before the event make sure all relevant people are aware of the plan and if possible go through the plan to train all involved to make sure it is fully understood. Use this time as an opportunity to change the plan to make sure it works for the event you are running. A plan is no good if no one understands what they need to do.

Part C Final Preparations

Just prior to the event carry out a detailed safety check including:

- a. **Routes.** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes
- b. **Inspections.** A checklist is provided as an example. A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference
- c. **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.
- d. **Signage.** Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, fire points, information and lost/found children points and other welfare facilities such as toilets and drinking water.
- e. **Vehicles.** Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
- f. **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.
- g. **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.
- h. **Stewards.** Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification. Make sure the communication systems work.
- i. **Lighting.** Check all lighting is working, including any emergency lighting.
- j. **Public information.** Make sure the public address system is working and can be heard in all areas.
- k. **Briefing.** Check that all stewards and staff have been fully briefed and understand their responsibilities.
- l. **Paperwork.** Ensure all paperwork in relation to the event is completed in full and all relevant people have a copy.

Part D After the Event

- a. *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, 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.
- b. *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 landowner. A sample accident reporting form is included in the pack. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place. Report any accidents in accordance with RIDDOR (incident contact centre 0845 3009923) or for serious incidents you should contact West Berkshire Emergency Out of Hours on 01635 42161.
- c. *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.
- d. *Debrief.*** After the event organise a debrief so that any lessons learnt can be noted. A form is included in the pack and should be sent to the Safety Advisory Group. The Safety Advisory Group may hold a debrief session following on from this.

Part E Appendices

Appendix 1 SAG Frequently Asked Questions.

SAG – the Safety Advisory Group for West Berkshire and Wokingham is a partnership between Berkshire Fire and Rescue Service, the Ambulance Service, Thames Valley Police and West Berkshire and Wokingham Councils. Here are some frequently asked questions:

What is SAG's objective?

To provide a one-stop shop for advice about public events in the West Berkshire and Wokingham area.

What sort of events does SAG look at?

SAG cannot look at all events in the district so tends to concentrate on larger events, normally when the anticipated audience is several hundred. It also looks at other events where there may be specialist risks such as traffic control, fireworks, lasers and large animals. In addition, SAG is normally able to offer safety advice on any type of public event.

Do I have to provide information or talk to SAG?

No. SAG is purely an advisory body with no legal powers so you are under no obligation to provide any information or come to any of its meetings. It is important to remember however that each of the organisations making up SAG has its own legal powers. So, outside of SAG, any of the organisations might contact you and might require information or actions to which they are legally empowered.

What do I have to do to show my event will be safe?

Ensuring public safety covers a wide range of issues but probably the most important is for the nominated safety controller to prepare a risk assessment. You can get guidance on this and other aspects of public safety from SAG's Guidance to Organising Safe Entertainment. You can get a copy by contacting the Licensing Team of West Berkshire Council on 01635 519209 or www.westberks.gov.uk. For larger events or those with greater risks you should consider employing a safety professional

Will SAG give me approval for my event?

No. SAG will certainly give advice but it cannot give any binding approval nor can it normally give detailed follow up advice. For example, if SAG gives advice about the adequacy of a risk assessment, it will not normally consider any later revisions.

I have been asked to come to a SAG meeting to talk about my event. Is it a very formal event?

SAG is aware it can appear daunting so we try to keep proceedings informal and friendly. Naturally SAG will need to ask some questions about your plans so do prepare. It's important that your nominated safety advisor comes along in person and whenever possible, please send copies of your risk assessment in advance.

I am attending a SAG meeting. Is there anything I need to do in advance?

Yes. Complete the form in appendix 11 of this guide. You will need to give brief notes against each of the headings. Send the completed form with your risk assessment to the address given. Please use email if possible. Make sure SAG has your completed form at least one week before the meeting.

Appendix 2 SAGs top ten tips

1. Plan well ahead.

Thoroughly prepare and rehearse for safety and welfare at least six months before the event. Larger events or those with high risks may need a year to plan. Know your site. Get any consents or licences well in advance.

2. Appoint a Safety Officer.

Choose an experienced person to be the Safety Officer on the organising committee. Ensure the person chosen has seniority and enough standing to make things happen. Make sure their only job is safety.

3. Take Expert Advice.

Get independent safety advice at an early stage and, if necessary, set aside funds to pay for it. Seek out those with a proven track record in safety for your type of event. Have them check your plans, your risk assessments and have them test your assumptions.

4. Contact the Agencies.

Contact the Fire, Police and Ambulance Services. Contact the Environmental Health, Licensing, Highways and Emergency Planning teams in West Berkshire Council. Make sure each agency knows your plans and get their advice at an early stage.

5. Contact SAG

SAG – the Safety Advisory Group brings all the emergency services and Council officers together. Ask if you can attend one of the regular meetings to give a brief presentation and ask questions. Make sure you complete and return the form at appendix 11 one week in advance of the meeting.

6. Write a Risk Assessment.

Get your Safety Officer to draw up a proper risk assessment. Have it checked, tested and get advice from SAG.

7. Plan for Traffic.

Consider traffic movement before, during and after the event. Take advice from the Police and the Council about traffic flow in, out and through the site. Take advice about temporary road closures and temporary no parking orders. Take on professionals to organise the car parking. Consider using remote car parks with shuttle buses. Consider other events on the same day and nearby roadworks.

8. Plan for Emergencies.

Draw up evacuation plans. Make sure the emergency services can get on, through and off the site. Take account of extreme circumstances like unexpectedly high numbers of people, heavy rain and high winds.

9. Appoint Stewards.

Get advice on the number and training of stewards needed. Make sure they are well briefed, easily identified, have good communications and are not doing anything else.

10. Respect your Neighbours.

Plan from the outset to make sure your event causes the least possible impact to those living in the area. Pay special attention to noise, parking and trespass.

Appendix 3 Risk assessment

What is risk assessment?

- Nothing more than a careful examination of what might cause harm to people (Hazard) and what chance that someone may be injured (Risk)

Where do I start?

- Do not try and over-complicate the assessment. Follow these steps:
- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether any existing precautions are adequate or whether more could be done
- Record your findings
- Review your assessment and revise as necessary

An example of one form of risk assessment can be found later in appendix 5.

- Each attraction within an event should be separately risk assessed.
- All contractors on site should also carry out their own risk assessment. You should ask for a copy of this prior to the event and retain a copy for future reference.
- Be aware that specialist events may require specialist guidance
- Information regarding risk assessment can also be obtained from the Health and Safety Executive (HSE) publications at HSE Information Centre, Broad Lane, Sheffield, S3 7HQ Tel: 0870 154

Appendix 3 (cont)

Event Risk Assessment Guidance Form

Hazards Identified	Persons at Risk	Risk Factor (High Medium Low)	Measures required to control the Risk	Action to be taken	Date Completed and Signature

Event: **Date of Event:** **Venue:** **Organiser:**
Name of Assessor (Printed) **Date**

Appendix 4 First Aid and Medical Cover

The Event Safety Guide (HSG 198) specifies the definition of a First Aider as:

“A ‘First Aider’ is a person who holds a current certificate of first-aid competency issued by the three voluntary aid societies (or certain other bodies or organisations); St John Ambulance, British Red Cross Society or St Andrew’s Ambulance Association. The first aider should have prior training or experience in providing first aid at crowd events.

Note: The completion of a ‘Health and Safety at Work’ or four day ‘First Aid at Work’ course does not necessarily qualify a person as competent to administer first aid to members of the public”

Unfortunately the guidance is not specific about what “certain other bodies or organisations” means. It also specifies that:

“First Aiders, ambulance and medical workers should:

- be at least 16 years old and not over 65 years old
- have no other duties or responsibilities
- have identification
- have protective clothing
- have relevant experience or knowledge of requirements for first aid at major public events
- be physically and psychologically be equipped to carry out the assigned roles
- Also, first aiders under 18 years old must not work unsupervised”

First Aid at Events is not about having “a mate who does a bit of first aid equipped with a box of plasters”, nor is it necessarily having the company First Aider, appointed under the Health and Safety (First Aid) Regulations 1981, providing services to members of the general public, unless they are competent and comfortable to do so. Public First Aid is a very different scenario to the workplace.

First Aiders should not have other jobs to do as well – for example stewarding or security, although that does not stop stewards or security personnel from being first –aid trained. The question one must ask is if the first aider is doing first aid, who is doing the other job that was assigned to that person.

First Aiders need to be equipped to do the job and have access to a facility in which they can work. Consider Patient confidentiality and dignity and be comfortable that precautions around security checks for those working on your event.

The best advice is to approach a recognised body that provides such services.

Appendix 5 Insurance

- i. As the event organiser you will need to arrange insurance cover to indemnify yourself against civil litigation. This is referred to as 'Public Liability Insurance'. The normal minimum cover should be £5million. Seek expert opinion about your particular needs which may necessitate a greater figure.
- ii. Ensure your contractors and performers have their own insurance cover.
- iii. West Berkshire Council is not able to offer Public Liability Insurance for events arranged by members of the public or other organizations
- iv. Consider contacting a specialist insurance broker to arrange the coverage and amount of insurance cover well in advance of the event. Different policies may come with conditions which may be difficult to meet in practice and you should take this into account.
- v. If you require a Road Closure Notice, you will need to arrange a minimum of £5 million Public Liability Insurance and must indemnify West Berkshire Council against all third parties. The Council will require proof of this cover in advance.
- vi. If you are part of a national charity or a voluntary group, contact your headquarters. You may already be insured or have access to discounted rates.
- vii. Consider taking out an insurance policy against bad weather (Pluvius). This is available from specialist brokers and can pay out if bad weather forces cancellation before the event is declared open.
- viii. Before you sign any policy, read the small print and check that all your liabilities are covered.

Appendix 6 Road Closures

This section is particularly intended for organisers with an outside event on or near the highway such as a parade or carnival (A lighter scheme of management for a private street party has been agreed and is explained at the end of this section) . Thames Valley Police and West Berkshire Council follow national guidelines which advise against holding events on the highway in the interests of road safety. Depending on the circumstances the Council may or may not grant a closure order. Clearly it's very important therefore to know well in advance. You can get informal advice from the traffic management Team at the Council. See appendix 3 for contact details. The type of closure order will be decided by the traffic management team as a result of your initial advice and there may be a charge involved, in addition you will need to provide road signs and traffic management to an agreed standard. The appropriate forms can be obtained from the Council or downloaded from the website (www.westberks.gov.uk).

Applying for a Road Closure Order

Applications for road closures should be made a minimum of 10 weeks prior to the event. This enables us to carry out a risk assessment to identify whether or not your event clashes with other major events or planned road closures. If clashes occur, we may not grant your application and may recommend that you consider an alternative date or venue

Full details of the event are required for the legal Traffic Order including timings, streets to be closed and alternative routes. Special requirements such as parking restrictions in or adjacent to the closure should also be highlighted. It should be noted that advertising on the Public Highway is illegal and is therefore not permitted.

The event organiser is required to carry a MINIMUM of £5 million Public Liability Insurance and must indemnify West Berkshire Council against all third party liabilities. The Insurance Certificate must be provided 10 days before the closure, if not the closure will be cancelled.

Street Parties

If residents wish to close their road, for a small scale street party, a road closure is still required, however if certain conditions are complied with the process is simplified, for example insurance may not be required. Full details on the street party application, see the council web site.

Appendix 7 Emergency Planning

Hopefully through your event planning process including your consideration of contingencies should something go wrong in the build up to your event there will not be a need to activate your emergency plan.

However if you do not have an emergency plan and something goes wrong then there is a risk that the correct support from the emergency services and the initial controls required at your event will not be put in place quickly potentially causing a bad situation to become even worse.

Remember that as the event organiser you have responsibility to those at your event. It is also possible that not all emergency services will be at your event and if they are additional resources may be needed and they will take some time to arrive. Therefore an emergency plan should be part of your event plan - no matter how unlikely they are to occur.

What types of emergencies should be considered?

There are well known disasters that have occurred at major sporting and recreational events over the past few years such as the Bradford Stadium Fire (1985), Hillsborough (1989) and Collapse of seating at Earls Court during a Pink Floyd Concert. There can be other events that can overwhelm your event, large or small, e.g. a horse bolting through a crowd, a tent catching fire or unseasonable weather causing large numbers of casualties due to exhaustion or exposure.

Points to consider and put in your emergency plan:

1. Consideration as to what could go wrong – based on history, the type of event etc and linked to the Risk Assessment.

2. Event location – this is linked to the risk assessment but is not only focusing as to what is on the event site location e.g. grassed area, river etc but also what is surrounding the event location. This relates to something going wrong away from your event but which could affect it. Such issues include:
 - a. Significant road accident
 - b. Train crash
 - c. Fire in the area with the plume of smoke crossing your event.
 - d. Specific sites of interest e.g. Atomic Weapons Establishments at Aldermaston and Burghfield and Chemical storage sites. If events are being held close to such sites, the details of which are on West Berkshire Councils [Emergency Planning and Community Resilience](#) –webpages. For such sites of interest the event organiser should consider the risks from the site and put in place specific actions to reduce the risk of harm coming to those attending the event. This will include:
 - i. having a way of being alerted of an incident on the nearby site – e.g. landline phone;
 - ii. ways of alerting all those likely to come to the event of the actions to take if there is an incident at the site nearby;
 - iii. having clear signage at any events as to what to do in an emergency;
 - iv. having a good means of communication at the event to alert of an incident taking place at the near by site;

- v. having a building of sufficient size to quickly shelter all those attending the event for a period of time – to include facilities to look after all those on site;
 - vi. having a plan to support the emergency services in the controlled release of people from the event so as not to flood the local road network;
- 3. Roles and Responsibilities for all those with a part to play in supporting the emergency plan should be detailed.
- 4. Activation of the emergency plan should be detailed including:
 - a. Those with responsibility to do so.
 - b. Informing the emergency services and using the pneumonic METHANE to do so.
- 5. Command and Control
 - a. Who will be in charge, who else will be part of the coordination/decision making process (facilities reps, event organiser, site owner etc).
 - b. Where will the coordination of the response to the emergency take place, if this is not available is there an alternative location. What equipment will be in there – log books, radios, plans, maps, phones (including numbers), wifi capability, photocopiers etc.
 - c. Liaison staff to work with emergency services if needed.
- 6. Detail the resources available. This could include:
 - a. The people available on site including contractors, medics etc (linked to roles and responsibilities and the event plan); how they will be identified (reflective jackets, armbands etc)
 - b. Utilities – water, power, phone points, gas etc
 - c. Equipment on site – fire fighting equipment, first aid, vehicles

7. Details of:

- a. Access and Egress routes in the case of an evacuation,
- b. Details of shelter and evacuation plan including locations for staff and public to be evacuated to and routes, signage, public messages.
- c. Sterile routes for emergency services
- d. Rendezvous points for the emergency services to go to prior to going on site

8. Details of:

- a. Training, exercising and briefing of staff, volunteers, stewards, security, contractors/stall holders and medical staff on procedures to be taken in the event of a significant incident. Briefing them on what their role and actions are.
- b. Consider a test exercise prior to opening to the public.

9. Communications: Have plans and spokespeople identified to deal with the media. If an incident occurs plan to deal with local or national media. Pre prepare factual information about your event which can be released immediately (e.g. type of event, number of years running, no of people attending).

10. Action Cards can be developed as to what everyone should do if there is an emergency. These will be different for different roles but can be based on:

- a. Role:
- b. Responsibilities during the event (no emergency)

c. Actions to take in an emergency.

It should be stressed that whilst many of these actions may seem to be specific to larger events, correct planning and risk assessment should look at these issues even for small events. Organisers should consider a section on Major Emergencies as part of their overall Event Management Plan. It should also be shared with the Emergency Responders before the event.

Further advice can be sought from:

HSE [Event safety - Planning for incidents and emergencies](#)

Emergency Planning College [Event and Public Safety - EPC](#)

Civil Contingencies Team, West Berkshire Council

Appendix 8 Food Safety

Event Organiser Checklist- questions that you need to have answers to.

1. Are you aware of the food legislation that will need to be complied with?

Food Safety Act 1990

Food Safety (General Food Hygiene) Regulations 1995

2. Have you produced a documented Hazard Analysis plan? – do your food traders have this?

Otherwise known as HACCP (Hazard Analysis Critical Control Points)

3. Do you know the trading details of all food traders operating at the event, including food registration details?

This will enable you to provide useful information to local EHO's

4. Have you made contact with the home authority of all the food traders operating at the event?

Home Authorities can confirm registration details of food traders in their areas and, if you have any problems with traders, you can inform them of any issues you may have with problem traders.

5. Have you finalised the location of each of the food traders and a map to display their locations?

Knowing where food traders are operating gives EHO's visiting the site the opportunity to clearly identify each trader and give you feedback on any issues they may have.

6. Are West Berkshire Council EHO's aware of the type of food traders you intend to use?

Food inspections are prioritised on a risk basis. Food traders that are preparing high risk foods or using specialist cooking methods score more on the risk rating system than those only handling wrapped produce.

7. Have you made adequate provision for all food traders to be supplied with potable water?

It is a legal requirement for food premises to have a supply of potable water. The event needs to be able to provide the traders with such a supply if they don't have their own.

8. Do you know what level food handlers working at your event are trained to?

Legislation dictates that food handlers should be trained to a suitable level to enable them to produce safe food. Foundation Level 1 Food Hygiene training is recommended.

9. What are the waste collection and disposal provisions for the food traders operating at your event?

It is recommended that you estimate the amount of food waste likely to be produced and ensure that facilities are such that it can all be housed in secure containers which prevent pest access.

If you have any queries regarding food safety matters you may wish to contact the Food Safety Team on 01635 503242 or ehadvice@westberks.gov.uk.

Appendix 9 Parades, Processions, Carnivals and similar events.

Events of this sort vary in nature considerably so definitive guidance is difficult. Event organisers should study this entire document but the following points should receive special attention.

1. **Traffic Management.** One of the greatest risks is that of “normal” traffic hitting pedestrians taking part in a parade, procession or carnival. Make sure all measures are taken to prevent this happening by securing the necessary road closures and by working closely with the Police and the Council’s Highway Engineers.
2. **Stewarding.** Take particular care to ensure the stewarding arrangements take account of people and perhaps vehicles moving. Ensure there are extra stewards or that they move along as needed.
3. **Alcohol.** Ensure all those taking part are sober and do not drink. Ensure people on floats do not drink alcohol at any time and have contingency arrangements to deal with this if it arises.
4. **Float Safety.** Make sure all those on floats, flat bed lorries and similar are safe and well protected. Take particular care of children and do not permit them to dangle their legs over the sides of floats etc.
5. **Cash Collecting.** Make sure you have the correct permits to collect cash and do not use open buckets. Actively discourage the throwing of coins.
6. **Marching or walking pedestrians.** Plan well ahead to ensure those taking part stay on the pre-planned safe route, well lit when necessary. Make sure all drivers of slow moving vehicles in the parade are well briefed, sober, well awake and aware of the potential to crush pedestrians.
7. **First Aid and medical arrangements.** Make special arrangements to take account of those walking. Make sure your risk assessment takes account of the young, the elderly and extremes of weather.
8. **Prepare the Route.** Plan well ahead to decide on the route in conjunction with the authorities and the emergency services. Use safe, protected and well lit routes whenever possible.

Appendix 10 Licensing

You will need a licence to carry out the following activities:

- Sale by retail of alcohol
- Provision of late night refreshment (hot food/drink between 11pm and 5am)
- Provision of regulated entertainment (plays, films, live or recorded music, dance, etc)

Please note that the consumption of alcohol is not licensable. So an event at which people bring along their own alcohol does not require a licence. However, if the cost of an event ticket includes a glass of wine, the event would require a licence.

Background or incidental music is not licensable, nor is live music in certain circumstances.

If you wish to hold more than 12 events a year, we suggest you apply for a premises licence. If you wish to apply for a premises licence we will be happy to guide you through this process. Premises licence fees depend on the non-domestic rateable value of the premises. Community buildings are exempt from paying an application fee, provided there is no sale of alcohol or late night refreshment.

If you wish to hold 12 events or less, you may be able to submit a Temporary Event Notice (TEN) in respect of the event. TENs can authorise licensable activities at an event for less than four days and for less than 500 people. Premises can have a maximum of 12 TENs per year, or 15 days. The TEN should be served on the licensing authority and police no less than 10 working days before the event. A TEN costs £21.

Premises licences and TENs can authorise licensable activities at any premises, which can include open spaces and temporary structures as well as buildings or parts of buildings.

There are exemptions for entertainment at places of worship, religious meetings, garden fetes (unless the event is promoted for private gain) and private events (unless the event is promoted with a view to profit, including raising money for charity).

The Licensing Team who can advise on the options available and provide you with application forms, details of fees, and guidance on how to apply.

The licensing authority has a duty to determine premises and personal licence applications and undertake enforcement activity, and in doing so promote the four objectives of: preventing crime and disorder, public safety, prevention of public nuisance, and protection of children from harm.

Do I need any licences or other sort of permission?

Many activities don't need a licence. However you should check the situation early on, because if you do find you need a licence or other permission, this can take some time, even months in some cases.

This part of the guide will help you with licences and permission for the following activities:

1. [Raffles, lotteries and race nights](#)
2. [Providing entertainment](#)
3. [Providing alcoholic drinks](#)

Raffles, lotteries and race nights

You do not have to register an “incidental non-commercial lottery”. This is a term that includes raffles, sweepstakes and tombolas. Tickets for this type of lottery must be sold and the winners announced at the event. Anyone at the event (including children) can take part in this sort of lottery. The expenses that can be deducted from the proceeds must not be more than £100, and no more than £500 can spent on prizes (not including donated prizes). See the section [providing alcoholic drinks](#) for information about alcoholic prizes.

Find out more about raffles and lotteries on the [Gambling Commission's website](#).

Bingo and race nights

You do not need a licence to play bingo, or run a race night as long as you are playing for ‘good causes’. This means that the night:

- can only take place at events where none of the proceeds are being used for private gain
- players must be informed of the organisation or good cause that will benefit from the money raised

You can play either 'prize bingo' or 'equal chance' bingo.

For prize bingo:

- all the prizes are put up in advance and are not dependent on the number of players or amount of money collected
- there are no limits on the amount of money you can collect for admission fees or ticket sales, or on the value of prizes paid out.

For equal chance bingo:

- the amount of money paid out in prizes is dependent on how much is collected in admission charges and sale of tickets
- you can charge each person up to £8 for admission and tickets
- the total value of prizes for one off events must not be more than £600

Race Nights that are run to raise money for charity, also may not need a licence if they are run on the same basis as above.

Find out more with the Gambling Commission's guidance Advice on [non-commercial and private gaming and betting](#).

Providing entertainment

The following events do not need entertainment licences between the hours of 8am and 11pm:

- performances of live unamplified music for audiences
- performances of live amplified music in licensed premises for audiences of up to 200 people
- performances of plays and dance for audiences of up to 500 people
- indoor sporting events for audiences up to 1,000 people

Other examples of performances that generally don't need a licence are:

- karaoke – between 8am and 11pm in licensed premises for audiences of 200 or less if there is any amplification
- incidental music - live music that is incidental to other activities that aren't classed as regulated entertainment

GOV.UK also holds more detail on [entertainment licensing](#).

If you are planning on playing pre-recorded music at an event that is open to the public, check with your venue to see if it holds licences from [PRS \(Performing Rights Society\) for Music](#) and [PPL \(Phonographic Performance Limited\)](#).

If your venue does not hold these licences you should check with those organisations whether you need a licence. A fee will probably be payable.

Providing alcohol

You don't need a licence to provide alcohol at a private event, such as a street party, as long as it is not being sold.

You also don't need a licence if the venue has either of the following:

- a 'Premises Licence' and that there is a named 'supervisor' who holds a 'Personal Licence' to sell alcohol
- a 'Club Premises Certificate' which includes the sale of alcohol

This is something you can check with the owner of the venue.

You don't need a licence to offer bottles (or other containers) of alcohol as prizes in raffles and tombolas provided the following conditions are met:

- the raffle must be promoted as an incidental event (ie it is not the main event) within an 'exempt entertainment' – this is defined as a bazaar, sale of work, fête, dinner, dance, sporting or athletic event, or other entertainment of a similar character
- after expenses are deducted, none of the money raised by the 'entertainment' is used for private gain
- the alcohol is in a sealed container, such as an unopened bottle
- there are no prizes that are just money
- tickets are only sold during the event, not in advance
- the raffle/lottery is not the main inducement to attend

You must not sell tickets that can then be exchanged for an alcoholic drink, or to ask for a donation in return for alcohol.

Appendix 11 SAG main points of contact

NAME	FUNCTION	POSTAL ADDRESS	TEL NO	E-MAIL
Thames Valley Police	Traffic Control Transport Arrangements Parking	Three Mile Cross Whitley Wood Road Reading RG2 8TL	08458 505505	
Thames Valley Police	Local Policing Provision of Police Officers Alcohol Licensing Public Safety	Thames Valley Police Mill Lane Newbury RG14 5QU	01635 264631 01635 264632 01635 264685	
South Central Ambulance Service	First Aid and Medical Public Safety	Royal Berkshire Ambulance NHS Trust 44 Finchampstead Road Wokingham RG40 2NN	01189 365500	
Royal Berkshire Fire & Rescue Service	Fire Promotion Fire Fighting Public Safety	Operations Support and Emergency Planning Newsham Court Pincents Kiln	0118 945 2888	OperationsSupport@rbfrs.co.uk

		Calcot Reading RG31 7SD		
West Berkshire Council	Road Closures Traffic Management Transport	The Traffic Management Team West Berkshire Council Council Offices Market Street Newbury RG14 5LD	01635 42400 and ask for traffic management	trafficandroadsafety@westberks.gov.uk
West Berkshire and Wokingham Councils	Environmental Health Food Safety Public Safety Health & Safety (employment)	EHL Manager Council Offices Market Street Newbury RG14 5LD	01635 503242	ehadvice@westberks.gov.uk
West Berkshire Council	Emergency Planning Evacuation Plans Public Safety	Civil Contingencies Manager Council Offices Market Street Newbury RG14 5LD	01635 519105 01635 519695	Emergencyplanning@westberks.gov.uk
West Berkshire and Wokingham Councils	Licensing Entertainment Licensing Public Safety Alcohol Licensing	Team Manager Council Offices Market Street Newbury	01635 519209	licensing@westberks.gov.uk

		RG14 5LD		
Wokingham Borough Council	Road Closures Traffic Management Transport	Traffic.Management@wokingham.gov.uk		
Wokingham Borough Council	Emergency Planning Evacuation Plans Public Safety	community.resilience@wokingham.gov.uk		

Appendix 12 SAG recommended Publications

Title	Author	ISBN
Managing Crowd Safety	HSE	071761834X
The Event Safety Guide (The 'purple' guide)	HSE	0717624536
Fire Safety Guidance https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/422195/9294_Small_Mediumt_v2.pdf https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14889/f_sra-large-assembly.pdf https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/f_sra-open-air.pdf Food Concessions Checklist		
Managing Crowds Safely	HSE	071761834X
The Guide to Safety at Sports Events (The 'green' guide)	HSE	
Working Together on Firework Displays	HSE	0717608352
Giving Your Own Firework Display (How to run and fire it safely)	HSE	0717608360
Code of Practice for Outdoor Events	National Outdoor Events Association (You will need to	

	call them on 0208 669 8121 to obtain a copy)	
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There is a also a useful HSE website to search for relevant books on, which is
<http://www.hsebooks.co.uk/homepage2.html>

You can also contact the HSE on their hotline: 08701 545500
HSE Books PO Box 1999 Sudbury Suffolk CO10 6FS
Tel: 01787 881165
Fax: 01787 313995

Appendix 13 SAG Attendance Form

If you have agreed to attend a SAG meeting, please complete the form on the next page. Give **brief** notes against each heading and return the form with a copy of your risk assessment to the address shown on the form.

The headings on the form are taken directly from part two (Detailed Planning) from this guide. So, for reference and further guidance, please refer to part two.

Please return the form by email if possible and ensure the form is returned at least one week before the meeting. Without this basic information and sufficient time to consider your plans in advance of the meeting, SAG may need to reschedule the meeting.

SAG Attendance Form

Event Title	
Event Date(s)	
Event Attendee(s)	Safety Officer:- Second Rep:-

Please outline the key facts for your event against the following headings, taking into account Part B of this guide.

Topic	Key Facts
Committee	

Liaison	
Site Plan	
Risk Assessment	
Timescale	
Outline of Event	
Event Plan	
Anything relevant	

for your event from
paras a-y at Part B

After giving brief notes against each heading, please send the completed form with your risk assessment to AYoung@westberks.gov.uk OR EAdvice@westberks.gov.uk .

If you do not have e-mail please send to:-

Paul Anstey, Environmental Health and Licensing Manager, West Berkshire Council, Council Offices, Market St, Newbury, Berkshire, RG14 5LD

Please ensure the documentation arrives at least two weeks before you attend the SAG Meeting.