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|  | **1: Good Practice Guidance** |
| Revision: October 2021 |
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| **Guidance Documents for use of East Suffolk Council land for events and activities** | |
| **1.** | **Good Practice Guidance** |
| 2. | COVID19 Guidance |
| 3. | Event Management Guidance and Template |
| 4. | Risk Assessment Guidance and Exemplar |
| 5. | Terms and Conditions |
| 6. | Link to Fees and Charges (Pages 398 and 39)  <https://www.eastsuffolk.gov.uk/assets/Your-Council/Financial-Information/Fees-and-Charges/discretionary-fees-and-charges-2021-22.pdf> |

**Introduction**

All events and activities held on East Suffolk Council (Council) land require permission to be obtained in advance. This applies to events of all sizes from small community initiatives to large scale productions that attract thousands of spectators. This document is designed to assist any organiser of a private or public event on Council land that requires the piece of land to have reduced access to other users or members of the public.

Our aim is to assist you to hold a successful and safe event. To achieve this, you will be asked to provide an event management plan and risk assessments that help you identify potential hazards and dangers and the safety precautions that need to be taken and how you will put them in place.

As the event organiser you will be held ultimately responsible in law for the safety of people at your event. For this reason, it is essential that all events, even those in aid of charity or good causes, should comply with recognised safety standards.

This information pack has been designed to assist individuals and organisations with arranging events. It is a lengthy information pack and can be used for all events regardless of size; however, parts of the information may not be relevant for smaller events. Please remember that events are diverse, ranging from craft stalls to major music festivals and therefore this guidance cannot be considered exhaustive.

Major events will require additional information and you should first contact the Council to discuss before you make your application. This must be done a minimum of 6 months before the proposed event.

There is a nonrefundable cost of £28.00 to submit an online application. The costs of using Council land are set out in the annual discretionary Fees and Charges schedule <https://www.eastsuffolk.gov.uk/assets/Your-Council/Financial-Information/Fees-and-Charges/discretionary-fees-and-charges-2021-22.pdf>

Please note in most cases, land is free to local community and charitable groups.

Finally: Requests for use of Council land for events will be made at the discretion of East Suffolk Council in consultation other relevant organisations.

**Additional Support and Guidance:**

**Health and Safety Executive** [**https://www.hse.gov.uk/event-safety/**](https://www.hse.gov.uk/event-safety/)

This website will help organisers run events safely. Good planning and organisation is essential to putting on an event that is both safe and enjoyable. For many events all that is required is to follow a basic series of steps.

**Suffolk Resilience Forum** [**https://www.suffolkresilience.com/event-safety**](https://www.suffolkresilience.com/event-safety)

Safety Advisory Groups (SAGs) are usually, but not exclusively, co-ordinated by a local authority and made up of representatives from the local authority, emergency services and other relevant bodies. They meet at regular intervals, or when necessary, to review event plans and their key role is to advise on public safety**.**

**The Purple Guide** [**https://www.thepurpleguide.co.uk/**](https://www.thepurpleguide.co.uk/)

Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music, and similar events. Please note: There is a subscription cost.

**The Events Industry Forum** [**https://www.eventsindustryforum.co.uk/**](https://www.eventsindustryforum.co.uk/)

The Events Industry Forum provides an informal organisation that brings together event industry trade associations and similar bodies to discuss issues of common interest.

**Submitting an online application**

Once you are confident you have the relevant documentation, please submit an online application. You can save draft applications and continue to edit. Once an event is submitted you will receive an email notification including a summary of your event. You will then receive formal notice once your event has been approved. Please note: No advertising or promotion of your event may be undertaken until such time as the application consultation process has been finalised and we have given you permission to hire/use our land.

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**Section 1 Pre Planning**

Detailed preplanning helps ensure the event is safe and 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 and residents, how easy it will be for people to travel to the venue and what the car parking requirements are. Consider the suitability of the venue and existing on-site hazards such as water and power cables. Consider whether emergency routes will be adequate.

**When**

Consider the time of year, including the consequences of extreme weather conditions at an outside event and tidal movements in coastal held events. Consider the day of the week and time about noise and ease of travel etc. The event should not clash with other major events in the area.

**Who**

Identify the aims of the event. Are groups or types of people targeted, such as young people, teenagers or the elderly or disabled? If so, specific facilities may be required to accommodate them.

**What**

Decide on the type of activities to be offered. Will there be any specific hazards such as high-risk sports? Establish the size of the proposed event and whether an entrance fee will be charged.

**1.1. Specialist Equipment**

Will activities require the use of specialist equipment? If so, does this equipment pose any specific hazards? Ensure access to site is possible for specific equipment? Will a particular activity require barriers etc.? Some equipment such as a stage will require certificates of erection by a competent person that must be available on request.

**1.2. 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. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water may 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.

**1.3. Responsibilities**

When organising any event there must be a named organiser who is identified at the earliest opportunity. For larger events there should be a detailed event management plan detailing responsibility.

Within the event management plan 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. You should have a named Health and Safety Officer to whom all queries can be referred about safety procedures in case of an emergency.

**1.4. Licenses -** [**https://www.eastsuffolk.gov.uk/business/licensing/**](https://www.eastsuffolk.gov.uk/business/licensing/)

Please check the link to the Council licensing department as your event may require certain licenses, the most common being an alcohol license, regulated entertainment and a Temporary Events Notice.

A Temporary Events Notice (TEN) can be issued for events for up to 499 people (including staff, stewards, and performers) and for a maximum period of four days. Applications must be given to the Police and the Council at least 10 working days before the event in question.

For events exceeding 499 people an application for a premises license will need to be submitted. This must be done at least 58 days before the event.

**1.5. Insurance – Public Liability Insurance**

All organisers of events will require public liability insurance with a minimum of £10 million indemnity. All contractors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider. **You will be required to upload copies of your insurance documents when submitting your online application.**

**1.6. Road Closures**

If your event is on a road or highway you will need to gain permission from Suffolk County Council <https://www.suffolk.gov.uk/roads-and-transport/roadworks/apply-to-close-a-road-for-an-event/>. There are likely to be costs associated with road closures.

**1.7. 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. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

**1.8. Event Management Guidance and Template**

**You will need to upload an Event Management Plan** **when submitting your online application**. Event Management Guidance and Template are part of the suite of documents to help you. This should include all your health and safety arrangements and will help you to carry out your risk assessments. It should also highlight individual responsibilities in the run up to the event and during the event**.**

The Event Management Plan typically covers: Site Plan, Risk Assessments, Attendances, Emergency Plan, Contingency Plan, Promotion and Key Contact Details.

**1.9. Balloons and Sky Lanterns**

**Please note Council have a ban on the release of balloon and Chinese lantern releases for events taking place on Council land**. Helium filled latex and foil coated balloons can pose a serious threat to wildlife and livestock and lit sky lanterns pose a significant fire hazard.

**1.10 Fireworks** [**www.hse.gov.uk/explosives/fireworks/using.htm**](http://www.hse.gov.uk/explosives/fireworks/using.htm)

Events that require the use of fireworks must ensure that the following is in place:

Risk assessments - for the display and persons carrying out the display.

Fire prevention measures

Confirmation that your Public Liability insurance covers the use of fireworks

**1.11 Funfairs**

Where the Council has agreed that the Venue shall be used for a fun fair then the Hirer shall supply full details of all side shows and rides prior to the due date and shall comply with and ensure that the operators of the rides comply with the guidance given in the publication Fairgrounds and Amusement Parks –Guidance on Safe Practice – HSG175 <https://www.hse.gov.uk/pubns/books/hsg175.htm> published by the Health and Safety Executive and all other statutory requirements. In particular a copy of the latest certificate of thorough examination must be submitted prior to the start date.

**Section 2 – Organising the Event**

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

**2.1 Risk Assessments**

**You will need to upload Risk Assessments** **when submitting your online application.** You must complete a risk assessment for your event. Taking everything 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 management plan. Separate guidance is provided on Risk Assessments.

**2.2 Attendances**

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. Remember that one attraction may draw large numbers of visitors.

**2.3 Emergency Plan**

A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. Organisers of larger events may wish to liaise with the emergency services, local hospitals and the council’s emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. Your emergency plan can be added to your event management plan.

**2.4 Contingency Plan**

Prepare for contingencies. Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Should 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.

**2.5 Promotion**

You will need to consider how you plan to inform the community and visitors of your event. You should ensure that a timeframe is in place to give as much notice as possible to those you want to attract to the event.

**Section 3 – Provisions and Services**

You will need to calculate what provision and services will be required for the event. This should include all your contractors, entertainment, and welfare for your intended audience. Listed below are a few examples.

**3.1 Bouncy Castles**

If a bouncy castle is used at your event you must follow the HSE guidelines – <https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm> As the event organiser, it is your responsibility to ensure that each inflatable devise carries a valid PIPA inspection tag.

**3.2 Catering and Food Safety**

<https://www.eastsuffolk.gov.uk/business/food-safety/>

The provision for catering will be granted at the Council’s discretion. Details of all catering units must be submitted to Environmental Health Service at least 14 days prior to the activity. All catering units must be open for inspection by the Environmental Health Services. If they do not comply with regulations they will not be allowed to trade.

Adequate space should be left between catering facilities to prevent any risk of fire spreading. Ask to see caterers’ food hygiene certification. You may wish to use only caterers who are members of the Mobile Outside Caterers’ Association <https://www.ncass.org.uk/find-a-caterer/>

**3.3 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. Failure to clear the site will result in deductions from the deposit. Please contact Suffolk Coastal Norse 01394 444000 for any specific waste/cleaning enquiries.

**3.4 Communication**

You will need to communicate with event personnel, and it is recommended that you have a suitable communications system. For larger events you may need to set up a control room. Communication details should be included in your event plan.

**3.5 Contractors**

You should ensure that your contractors are competent to undertake the tasks required of them. Always request a copy of their public liability insurance certificate, which should provide a limit of indemnity of at least £10 million, safety policy and up to date risk assessments. Wherever necessary personal references should be obtained and followed up. Do provide contractors with a copy of the event site rules and details of their responsibilities while on the site.

**3.6 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, signs, stewards, and the provision of a public address system.

**3.7 Accessibility**

Specific consideration in event planning should be made to accessibility of facilities, parking, viewing and safety.

**3.8 Electricity and Gas**

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe.

**Electrical Appliances**

All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. The records of a satisfactory test on all equipment shall be available for inspection on the day. Any hired equipment must come with a certificate of electrical safety and comply with The Electricity at Work Regulations 1989.

The Hirer shall obtain approval from the Council for the use of generators at the event. Generators must be operated in a safe manner and segregated from the public or protected by suitable covers or barriers, to prevent access by members of the public. All generators shall be earthed at their neutral point by means of a suitable earth electrode and all systems shall be TN . All electrical equipment shall be maintained to prevent danger, as far as is reasonably practical. Council requires the entire electrical installation be subject to tests no less stringent than those required by BS 7671:2001 and that a current electrical test certificate be available for inspection. Residual current circuit breakers with a tripping current no greater than 30ma shall be used and if possible, the power supply stepped down to 110volts. Residual current circuit breakers shall have no intentional time delay fitted. You will need to supply a current inspection certificate on the electrical installation completed by a NICEIC/ECA electrical contractor and have it available for inspection on the day. All cables will have to be safely routed to eliminate any electrical and tripping hazards.

Potential hazards due to extreme weather should not be overlooked at outside events.

**Gas Supplies**

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 for portable generators etc. Gas systems should conform to, and operators have regard to the LP Gas Associations Code of Practice 24. Use of LPG cylinders Part 3:2000. Use of LPG in mobile catering vehicles and similar commercial units.

**3.9 First Aid**

It is your responsibility to arrange for adequate first aid provision and medical cover. For audiences of less than 5,000, St John or the Red Cross can provide first aid. For audiences of over 5,000, The East Anglia Ambulance Trust must be consulted.

**3.10 Performers**

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

**3.11 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. Counting and banking arrangements should be given careful consideration.

**3.12 Sound Amplification**

Most of Council open spaces are set in residential areas and you will need to be sensitive to this. If you wish to amplify sound at your event you will need permission from Council.

**3.13** **Stewards**

Stewards must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans, rosters 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 properly 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 behavioral problems. Specific training should be provided for basic first aid assistance and firefighting. Stewards may require personal protective clothing such as hats, boots, gloves, or coats and for evening events, torches.

**3.14 Temporary Structures**

Many events will require temporary structures such as staging, marquees, stalls, gazebos 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.

Please read the detailed advice and guidance from the Health and Safety Executive <https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

As you may need to hire trained and specialist assistance.

**3.15 Toilets – Recommended provision**

|  |  |  |
| --- | --- | --- |
|  | **Female Toilets** | **Male Toilets** |
| For events with a gate time of less than 6-hours duration opening | 1 per 100 |  |
| For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served | 1 per 85 | 1 per 425  plus 1 urinal per 125 |
| For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity | 1 per 75 | 1 per 400,  plus 1 urinal per 100 |
|  |
|  |
| For campsites at major events, swapping the emphasis from urinal to WCs for males | 1 per 75 | 1 per 500  Plus 1 urinal per 250 |

**3.16 Site Plan**

**You will be required to upload a Site Plan when submitting your application.**

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.

**3.17 Information Signs and Advertising Signs**

Information and safety signs complying with safety signs regulations are important to the success of an event. Organisers should provide sufficient signage to be available around the venue, for example lost children or first aid.

Any advertising signs placed on the highway are unlawful. “Highway” includes roads, carriageways, footways, pavements, and verges. Advertising signs which create a nuisance or present a danger to users of the highway may be removed by Suffolk County Council in accordance with the relevant legislation.

**Section 4 – Final Preparations**

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

**Routes**

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

**Inspections**

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

**Sighting**

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 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 exhibitors’ vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

**Structures**

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

**Barriers**

Check that all barriers and other protection against hazards are securely in place 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 clothing for easy identification. For large events you will need to see if the police should be in attendance.

**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.

**Section 5 – After the Event**

**5.1 Site Condition**

After the event, another inspection should be carried out to make sure nothing has been left on the site that could be hazardous to future users. This inspection should also identify any damage that 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. Specific security arrangements may be required. Please note, Council will undertake a site visit to check for any damage.

**5.2 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. Please be aware of the statutory requirement to notify certain accidents under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) <https://www.hse.gov.uk/riddor/> . You will also need to advise you own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.

**5.3 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 copy of the completed accident form.

**5.4 Debrief and Report**

After the event you should meet with/ask comments from all the agencies involved in the event for an event debrief. You should write an evaluation report which will help you refine future events. Check if there is a basic evaluation to complete on the new site.