

Advice for Event Organisers

Wolverhampton Safety Advisory Group (SAG)

wolverhampton.gov.uk

Introduction

City of Wolverhampton Council's (CWC) Events Team is dedicated to supporting the safe planning and delivery of events on the City Council's land. Together with partners across the city we facilitate around 70 events in Wolverhampton every year to contribute to a vibrant city and help build stronger communities. We encourage events which build understanding between communities, celebrate diversity, and promote equality; encourage a healthy lifestyle; and are environmentally friendly.

When selecting the setting for your event, Wolverhampton parks and open spaces provide abundant choice and variety. Each venue is unique in its character, facilities and are suitable for all type of events – community, charity and commercial. However, some may lend themselves more to certain activities than others because of size, on site facilities or the atmosphere of the space.

Further information on our parks and open spaces can be found **here**.

The guide is intended to support events in the City, including those on private land, by empowering Organisers to plan and manage their events effectively, safely, legally and in line with the standards expected by CWC's Public Events Safety Advisory Group (PESAG).

The Role of the Public Events Safety Advisory Group

The Wolverhampton PESAG provides advice to individuals and organisations planning a public event. This advice is free and in addition to any legal requirements, government guidance and industry guidance.

Other guidance that should be considered when planning outdoor events is:

The Purple Guide – please click [here](#)

The Health and Safety Executive's events guidance – please click [here](#)

The CIH Guide for Outdoor Catering – please click [here](#)

The recommendations given by PESAG are advisory only and it is the event organiser's responsibility to take such steps that are necessary to ensure an event is undertaken safely.

Neither PESAG nor any of its constituent members or their respective organisations accept any liability for the safety of events planned with the assistance of this document.

PESAG Membership

The following are core members of Wolverhampton PESAG:

City Events

Licensing

Highways

Trading Standards

Environmental Health

Public Health

Building Control

Internal Health and Safety

Emergency Planning & Business Continuity

West Midlands Police

West Midlands Transport Police

West Midlands Fire Authority

West Midlands Ambulance Service

Transport for West Midlands (TfWM)

Additional members may be invited to meetings as required.

PESAG Process

The PESAG process in Wolverhampton begins when you make an application to hold an event through our online portal.

This can be found here: [Apply4 - EventApp - Wolverhampton](#)

If you have any questions about the process, or require any support making your application, then please email eventsenquiry@wolverhampton.gov.uk

The latest version of this document can be found at the same link so please make sure you are using the most up-to-date version.

VERSION 4

Amended: 23rd July 2026 by Neil Johnson

All Purple Guide links updated to refer to new edition

Contents

Introduction	2 & 3
▪ Accessibility	6
▪ Advertising	7
▪ Animals incl. Assistance/Guide Dogs and Pets	8
▪ Attendee Transport	8
▪ Beauty, Hair, Cosmetic & Tattooing	9
▪ Children: Lost Children and Working at Events	9
▪ Crime and Disorder & Crowd Management	10
▪ Emergency Planning & Resilience	11
▪ Environment & Sustainability	12
▪ Fairground Rides	12
▪ Fire (including Barbecues & Bonfires)	13 & 14
▪ Fireworks	15
▪ Flying Vehicles including Drones, Helium Ballons & Sky Lanterns	16 & 17
▪ Food and Drink Vendors	18
▪ Gazebos	19
▪ Health & Safety - General	20
▪ Health & Safety – Near Misses, Accidents & Incidents	21
▪ Health & Safety - Special Effects and Lasers	22
▪ Inflatables (including Bouncy Castles)	23
▪ Licensing and Permit Information & Guidance	24 to 27
1.) Licensable Activities (Sale or Supply of Alcohol, Boxing, Wrestling or Mixed Martial Arts (MMA), Film & TV Programme Screening, Gambling (including Raffles & Lotteries), Hypnotism, Music, Indoor Sports, Theatrical or Dance Performance)	
2.) Other Licensing/Permits (Children Performing, City Centre Flyering, Selling Goods, Street Collection Permits, Street Parties, Street Trading Consent)	
▪ Medical Provision	28
▪ Noise	28
▪ Sanitation	29
▪ Temporary Structures	30 & 31
▪ Terrorist Attacks	31 & 32
▪ Traffic Management	33
▪ Vehicles as part of an Event	34
▪ Waste Management, Littering & Recycling	35
▪ Weather	35

[Guidance Notes](#).....36 to 45

- GN 1 – Considerations for Medical Plan and Medical Needs Risk Assessment
(Pages 36 to 38)
- GN 2 – Compiling a Noise Management Plan
(Pages 39 to 43)
- GN3 - Third-Party Provider Health & Safety Compliance Checklist
(Pages 44 & 45)

Accessibility

City of Wolverhampton Council is committed to ensuring that there is equality of opportunity for all within the City. This includes equality of access to services across different members of our communities.

For events, an Organiser should consider:

- Provision of accessible marketing materials – to engage with a diverse audience
- Promoting equality of opportunity – make your event open and welcoming to people from all groups and communities.

Your Event Management plan should include details of any measures you have in place to ensure that everyone can visit and enjoy your event e.g. Site Access, Viewing Platforms, Toilet Provision, BSL interpreters etc.

Further guidance can be found in the [Purple Guide](#):

Advertising

Online

If you are a Business Improvement District (BID) levy payer, enjoywolverhampton.com will promote your event for free on their website and social media channels. Please visit <https://enjoywolverhampton.com/whats-on/event-submission> to submit your event.

Street Advertising

If you want to advertise your event on public land, you will need permission from the council. For advice on what types of advertisements will be consented to, please visit: <https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>

To request permission for advertising your event on public land, please contact Planning via Planning@wolverhampton.gov.uk or on 01902 556026.

The following policy normally applies:

1. No advertisement to be displayed earlier than 14 days before the event.
2. All advertisements to be removed within 2 days of the event ending.
3. At least 14 days before the advertisement is first displayed, Planning should be emailed with the location and first date of display (this can be forwarded from Parks at the time of booking).
4. Illumination is not permitted.
5. Banners are not normally allowed.
6. Permission will not normally be granted for advertisements to be placed on highways structures or street furniture, such as lampposts and traffic lights.
7. No part of the advertisement can be more than 4.6 metres above ground level.

You should include in your request to planning:

1. An image of the advertisement
2. The proposed location of the advertisement
3. The proposed size of the advertisement

The display of an advertisement without consent is a criminal offence under The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (more info at: <https://www.gov.uk/guidance/advertisements>).

If you do not obtain permission, the advertisements will be treated as illegal flyposting and you may be prosecuted (more info at: <https://www.wolverhampton.gov.uk/environment-and-climate/flyposting>).

Animals incl. Assistance/Guide Dogs and Pets

If you are exhibiting animals, such activities need a licence if they are carried out as a commercial business and the person providing the animals must demonstrate that they have the appropriate licences with their Local Authority, where applicable.

Please see: [Keeping or training animals for exhibition licensing: statutory guidance for local authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/keeping-or-training-animals-for-exhibition-licensing-statutory-guidance-for-local-authorities) for further information. Copies of any licenses must be provided when you submit your event documentation.

The number and types of animals present at the event should be appropriately assessed as part of your event risk assessment, with all reasonable controls in place, including precautions to prevent and control the spread among animals and people of infectious diseases and parasites.

Staff and customers must wash their hands before and after handling animals.

Further guidance can be found [here](#)

To apply for an animal welfare licence with City of Wolverhampton Council, please contact Licensing Services via 01902 551155. For further information and details on how to apply please [click here](#).

As part of your event, you must be accommodating of those who require assistance/guide dogs and make an assessment as to whether it is safe for other people to bring their pets along to your event.

Guide dogs are a type of assistance dog. Emotional support animals are not legally recognised in the UK and are not assistance dogs.

Assistance dog owners have important rights under the 2010 Equality Act. This law allows people with disabilities to have the same rights as everyone else to use the services supplied by shops, banks, hotels, libraries, pubs, taxis, and restaurants. Further details can be found [here](#).

Explain your reasons why you do not wish for people to attend with their pets, however if you're content for people to bring them along, then don't forget to send out a friendly reminder on their legal duties to pick up their animal's faeces immediately after it fouls.

Attendee Transport

You should consider how people are going to get to and from your event. If you cause unnecessary disruption, there is a high chance that your event will be unpopular with neighbours and your event may be prohibited in future.

Inform attendees of the nearest car parks available. You might be required to pay for additional Civil Enforcement Officers to enforce any Traffic measures in place.

The Council can notify taxi companies of your event. You must not let private hire vehicles, which can only be pre-booked, enter your event site without evidencing a booking. Hackney Carriages may enter and collect waiting passengers without a booking.

Beauty, Hair, Cosmetics & Tattooing

To offer beauty and cosmetic procedures during your event, including but not limited to Make Up application, Hair cutting, and Anti-Wrinkle and Dermal Filler Injections, there must be adequate facilities in place to secure cleanliness, such as those which apply to tattooing. The person delivering the procedure must be adequately trained, with the right skills and knowledge to perform procedures safely. There are legal minimum age requirements for certain procedures, banning the administration of Botox Botulinum and Dermal Fillers to anyone under the age of 18. Further details can be found [here](#)

To offer tattooing or semi-permanent make up during your event, a temporary premises and personal certificate of registration is required from our Licensing team. Upon receipt of application, a site visit will be undertaken by an officer from the Environmental Health team to assess compliance with our local adopted byelaws.

There must be adequate facilities in place to secure cleanliness, such as access to hand wash facilities and suitable waste provisions, and the person delivering the procedure must demonstrate that they have infection prevention and control measures in place to prevent the spread of infection and blood borne viruses between others. Further guidance on tattooing and other registered activities can be found [here](#) To apply for your temporary registration please visit [here](#)

Children: Lost Children and Working at Events

An Organiser should have in place a Lost Child Procedure as part of their Event Management Plan. Advice on how to write one of these can be found [here](#).

The Children Act 1933 & Local Authority Byelaws govern the employment of school aged children to ensure young workers are protected, treated fairly and aware of their rights. Child employment legislation applies to children aged 13 until the end of compulsory school education (approximately 16 years of age). A child assisting in any trade or occupation carried out for profit or gain is deemed to be employed even if he/she receives no reward for his/her labour (this includes working for a parent's business). Teenagers aged between 13 - 16 can take part in light work in several different areas including shops, offices, cafes, restaurants, car washing and riding stables. There are working hour restrictions and guidelines for the number of hours that children can work during term time/weekends/holiday periods. Further details can be found [here](#). Anyone wishing to employ a child will need to register for a Work Permit (to be completed within 7 days of the commencement of the employment).

Work Permit weblink; [Apply for an Employment of Child Permit.pdf](#)

Return via e-mail to; child.employment@wolverhampton.gov.uk

For further details, you can contact the Child Entertainment & Employment Officer on Tel No. 01902 555233 or by Email: child.employment@wolverhampton.gov.uk

Further information from National Network for Children in Employment and Entertainment can be found [here](#).

Crime and Disorder & Crowd Management

Most events take place without any crime or disorder related issues. However, wherever crowds gather there is always the risk of such incidents occurring. The very fact that events are a means for the public to relax, and experience new environments, can be attractive to both opportunists and mobile organised crime groups seeking to take advantage of that relaxed atmosphere and unfamiliar location.

Contacting the local policing team through the Public Events safety advisory group (PESAG) is advised. The role of the police at an event is primarily focussed on the prevention and detection of crime and bringing offenders to justice, and they may wish to attend the event and or provide you with bespoke advice.

Organisers need to consider a wide range of offences that could affect their event, from thefts and cyber-crime to assaults (including sexual) and drug related offences. You will also need to consider how to handle violence and aggression within your risk assessment.

They should also consider putting a Crowd Management Plan in place to ensure safe movement of people into, out of and around their site. HSE guidance on this can be found [here](#).

Ensure that a suitably experienced security provider is contracted with experience of the type of event being organised. They should understand how to deal with victims of crime, scene preservation and witnesses. Visit the [Security Industry Authority](#) for further details and access to the register of approved contactors.

If you are using your own stewards, ensure that they are briefed before the event, to understand what is expected of them and to know how and who to contact in the case of an emergency.

You should also be aware that some Security roles (e.g. Bag Searches) can only be carried out by SIA badged Security staff.

Further details can be found in [The Purple Guide](#).

Emergency Planning & Resilience

As part of your planning considerations one of the key aspects should be around Emergency Planning.

You will need to consider what to do if you need to evacuate, invacuate, lockdown or cancel your event. Advice around this can be found on the ProtectUK Website that can be found here → [Evacuation, invacuation, lockdown, protected spaces | ProtectUK](#)

You should also consider how you are going to be briefing the team that will be delivering your event from Management to Stewards etc. One example of how to do this is would be by using the IIMARCH Method as recommended by JESIP. More details around this can be found here → [Briefing - JESIP Website](#)

You will also need to consider how you would respond if your event was part of a Major Incident. A major incident is an event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies. A Major Incident can only be declared by a Category 1 Responder (Emergency Services such as Police, Fire and Ambulance).

Emergency Services refer to JESIP which is a set of principles adopted by the Emergency Services. The aim is to work together, reduce harm and save lives. More details around JESIP can be found here → [Home - JESIP Website](#)

It is recommended that you download the JESIP App and Citizen Aid App. Both can be found on the App Store and Google Play Store.

If there is an emergency and the Council's support is needed, the Emergency Services will usually activate us.

If you have any specific questions about this or any other advice around emergency planning for your event please email emergency.planning@wolverhampton.gov.uk.

Environment and Sustainability

Sustainability is about protecting our environment from harm because of human activities and taking positive action to improve it.

Here are some simple steps you can take during your event to help:

Recyclable and/or reuseable sustainable products and materials – using recycled biodegradable cups, plates, and cutlery.

Trees and Biodiversity – ensure that adequate arrangements are in place to prevent damage and potential loss of trees and biodiversity within our parks and open spaces.

Water and sewerage – ensure a clean water supply at your event by hiring a reliable company to remove your temporary toilets and grey water waste.

Some other tips include offering a water refillable station, start a bottle deposit scheme, and use compostable food trays.

Fairground Rides

If fairground rides will be at your event, you should ensure that the owners have current safety certification for each ride or attraction e.g. valid ADIPS certificates, to ensure that it is fit for purpose.

The operator of the rides will also need to submit operational device risk assessments, safe operating procedures, including an emergency rescue and evacuation plan, and contingency for mechanical and/or power failure, and hold a minimum of £10 million Public Liability Insurance cover.

If there will be more than 5 rides, you will need to apply for an occasional market licence. To apply for an occasional market licence, please [click here](#).

If there are 5 or fewer rides you will require a street trading consent. To apply for a street trading consent, please [click here](#).

Further information on fairground rides, including common hazards and the duties of Ride Controllers and Operators can be found in [the Purple Guide](#).

The Health and Safety Executive also provide useful information [here](#).

Fire (including Barbecues and Bonfires)

This information is intended to give support and guidance to event organisers on the requirements for carrying out fire risk assessments. It is not intended to replace the engagement of a competent fire safety advisor.

Prevention and mitigation of the risk of fire is a critical part of event safety.

Good management of fire safety is essential to ensure that a fire is unlikely to occur, or if it does break out, that it can be controlled quickly and safely without putting staff and the public at risk. The aim is to provide an understanding of what is required based on the level of risk of the event.

For the simple and more straightforward events your fire risk assessment may be a part of the event risk assessment, rather than a stand-alone document. For events where there are varied and numerous hazards, or large numbers of attendees a more detailed assessment may be warranted.

Following this guidance, and/or using the example template does not mean that you automatically comply with legislative requirements.

It is the event organisers responsibility to ensure they obtain competent safety advice prior to submitting any assessments or information and keep it under review in the light of changing circumstances.

Comprehensive guidance on fire-safety risk assessment can be found in HM Government [Fire safety risk assessment guides, Open air events and venues; Small and medium places of assembly](#) or [Large places of assembly](#) and also [Open Air Events and Venues](#)

Barbecues

The City of Wolverhampton Council, under local adopted byelaws, do not permit the use of unauthorised barbecues/open fires in a Park or Green space owned by City of Wolverhampton Council.

If you would like to have a barbecue at your event please contact the City Events Team prior to making your application at eventsenquiry@wolverhampton.gov.uk

Only barbecues that are part of an organised event, with an appropriate risk assessment, identifying management and control measures including for Fire Safety and Food and Health and Safety measures, will be permitted.

Guidance on these measures can be found in the Fire Safety and Catering sections Of the Purple Guide [here](#) and [here](#).

Bonfire Advice:

You do not need a licence to organise a bonfire, but you should thoroughly consider the hazards of a bonfire in your risk assessment. You can view bonfire safety advice from the West Midlands Fire Service by clicking [here](#). And City of Wolverhampton Council also has advice on bonfires, which you can view by clicking [here](#)

KEY POINTS:

- **A specific fire safety risk assessment will be required to be submitted as part of your event documentation and PESAG application.**
- **Petrol generators are not permitted for use at events within Wolverhampton.**
- **Fire legislation requires a risk-management process that focuses on places and buildings**
- **Carry out a fire-safety risk assessment, or engage the services of a competent person to do so**
- **Consult and liaise with the local fire and rescue authority at the planning stage, and thereafter as required**
- **Draw up a fire-management plan**
- **Identify potential ignition and fuel sources**
- **Establish the control measures**
- **Have an evacuation plan in place**
- **Implement and enforce appropriate process and general fire precautions at all stages of the event**
- **Provide adequate means for raising the alarm, and suitable and sufficient escape routes**
- **Provide suitable and sufficient fire-fighting equipment**

Fireworks

The use of fireworks can be a spectacular addition at any event, but the planning required for use is considerable. Fireworks are explosives, and of all the features of an event, they pose a risk to operators, audience, structures, and the surroundings. It is essential that these risks are managed sensibly and proportionately to ensure a safe and spectacular display.

A risk assessment must be undertaken considering the weather conditions and location, to choose appropriate fireworks for the display and to provide contingency planning. The public must be kept out of the display site – often this will require suitable barriers and stewarding, and consideration should be given to environmental issues, including noise, debris, and smoke.

The most important thing in planning to have fireworks at an event is the selection of a suitable site. Every site, irrespective of the scale of the event should have the following areas, which may collectively be regarded as the “Display Site”:-

- The firing area itself – where the fireworks are rigged and fired.
- The Safety area – between the display and the audience, performers, buildings or other hazards.
- The fallout area – where the debris will land from the firing of the fireworks. NOTE this area is dependent on the wind AT THE TIME OF THE DISPLAY and adequate contingency planning must be done to cater for wind in unusual directions. Ultimately the only course of action may be to cancel or postpone the display.

Your professional display company will provide you with the documentation that is required for review by members of PESAG, including copies of their site-specific risk assessment, and their procedures and systems to maximise the spectacle and the safety of the event.

Further guidance and information, including Categories of Fireworks, and the distinction between Fireworks and Pyrotechnic displays can be found in the [Purple Guide](#). The HSE provides useful information [here](#) as well as West Midlands Fire Service ‘Seasonal safety’ information [here](#).

Flying vehicles incl. Drones, Helium Balloons & Sky Lanterns

The City of Wolverhampton Council, under local adopted byelaws, do not permit the use of power-driven model aircraft on our Parks.

‘Power-driven’ means driven by the combustion of petrol vapour or other combustible vapour or other combustible substances or by one or more electric motors or by compressed gas.

‘Model aircraft’ means an aircraft which weighs not more than 7 Kilograms.

The only exception to this is for law enforcement purposes.

The following Parks have bye laws attached:

ASHMORE PARK	COPEs	HEATH TOWN	NORTHWOOD
BANTOCK PARK	CRESCENT	PARK	PARK
BEE LANE	CORONATION	HICKMAN PARK	PHOENIX PARK
BRADMORE REC	PARK	KEATS ROAD	WEDNESFIELD
BUSHBURY	EAST PARK	LONG KNOWLE	PARK
MEMORIAL PARK	FOWLERS PARK	MUCHALL PARK	WEST PARK
CLAREGATE P/F	GRAISELEY REC	NEWBRIDGE P/F	WINDSOR
			AVENUE

If you or someone else is planning to fly one or more drones during your event you must comply with [CAA requirements](#). In addition, you will have to complete and submit a specific risk assessment for the use of drones which includes but is not limited to:

- Specific drone insurance up to £10 million cover
- Details of the organisation using the drone including copies of flyer and operator ID’s
- How flight specific risk assessment’s will be undertaken and by whom
- Details of how you will comply with CAA requirements including the Drone Code
- Management and dealing with ‘fly aways’
- Weather operating parameters
- Local hazards present in the area
- Training and certification certificates for the pilot of the drone
- Flying close to crowds

Further details on your responsibilities and Airspace Restrictions can be found in [the Purple Guide](#)

Helium balloons

Releasing helium balloons on Council land, including the highways network, is prohibited.

We prohibit the release of helium balloons as there is a risk to the welfare of wildlife, it is a blight on the environment and helium is a finite resource and essential in many medical applications.

Sky Lanterns

Also known as Chinese lanterns, the release of these on Council property is prohibited, including the highways network. We prohibit the launch of sky lanterns from private land due to the fire risks associated with their use and danger to wildlife. A statement from West Midlands Fire Service can be found [here](#).

Food and drink vendors

Caterers attending the event must be registered with a local authority and you should ask to see the results of their last inspection. We recommend that they have an up-to-date food hygiene rating of at least 4 and ideally dated within the last two years. You must discuss and request details of their public liability insurance (minimum £5million), documented food safety management system, allergen management procedures, hand washing facilities, their health and safety risk assessment, including gas safe tests and inspections where applicable, and their fire safety arrangements. Vendors need a mobile catering gas certificate for running a food business and using gas appliances attached to an LPG gas bottle. Further information can be found [here](#)

All vendors or stalls carrying out cooking or heating, whether by gas or electric, must require all gas cylinders to be suitably secured to prevent falling over and have as a minimum one suitably tested and inspected fire blanket and one suitably tested and inspected fire extinguisher. Test certificates must be dated within the 12 months immediately prior to the event date. All electrical appliances should have a current portable electrical appliance test (PAT test) this includes all extension leads.

If you are intending on preparing or cooking food on site as part of your event you must have access to adequate washing, cooking and storage facilities. Staff must be appropriately trained and a sufficient food risk assessment been undertaken. In addition allergen information must be available for all food on offer and you may need to comply with PPDS requirements.

Only diesel generators are allowed - we do not permit the use of petrol generators at events in Wolverhampton.

For food hygiene ratings from the Food Standards Agency, please click [here](#) for guidance and more information from the Food Standards Agency, please click [here](#)

For all your food hygiene and safety training needs, including free detailed guidance for business operators please click [here](#). Additionally, you can visit our [Trade with Confidence](#) page to arrange for bespoke paid for services.

You may need to apply for a **Market Licence** or **Temporary Street Trading consent** to allow the permission of the sale of goods, including food and drink. Further details and where to apply can be found [here](#)

To serve hot food or drink between 11pm and 5am you will need to apply for either a **Late-Night Refreshment Licence** or a **Temporary Event Notice (TEN)**.

You will need a **premises licence** for events:

- Longer than 168 hours (7 days) or
- Where there will be more than 499 people at any one time (including staff)

For any other events, you will need to provide a Temporary Event Notice. Further details and where to apply can be found [here](#).

Gazebos

Temporary gazebos are a popular feature at outdoor events, offering shelter and structure. However, if not properly erected, used, or dismantled, they can pose safety risks. This section provides practical advice to help you manage gazebos safely and responsibly.

Choose the Right Gazebo

- Ensure it's suitable for outdoor use and rated for expected weather conditions.
- Check manufacturer instructions for size, weight, and anchoring requirements.

Site Selection

- Set up on flat, stable ground away from overhead power lines or uneven terrain.
- Avoid areas prone to flooding or strong wind tunnels.

Weather Watch

- Monitor forecasts and actual weather on site and have a contingency plan for adverse weather.

Erection: Setting Up Safely

- Use at least two people to erect a gazebo and wear gloves and closed-toe shoes.
- Assemble frame and canopy as directed by the manufacturer.
- Ensure all joints and connections are secure.

Anchoring Is Essential

- Use heavy-duty weights, ground stakes, or tie-down straps, on every leg of the gazebo. Use of lightweight 'tent peg' type securing is not acceptable. Gazebos not adequately secured will be asked to be taken down.
- For hard surfaces, use sandbags or water weights.
- Never rely on lightweight pegs or unsecured legs.
- Test for movement and re-secure if needed.
- Check anchors and structure regularly.
- Look for wear, loose joints, or sagging fabric.

Clear Access & Exits

- Keep pathways clear for emergency access.
- Avoid placing gazebos near fire pits, BBQs, or generators.
- Assign someone to monitor gazebo safety throughout the event.
- In the event of high winds or other weather which may affect the stability of the gazebo, have a plan as to what you will do to keep everyone safe.

Health & Safety - General

As an event organiser your priority when planning an event is to minimise any risk to attendees, visitors, staff, volunteers, and vendors, this includes during the setting up and take down of the event.

A risk assessment must be completed and submitted for review by members of PESAG. This risk assessment must identify any hazards and evaluate the potential risks that may cause harm.

You will need to address any potential hazards and take action to eliminate or reduce the risks to a reasonable level.

You should ensure that any third parties that are part of your event (e.g. Funfair Rides, Inflatables, Catering Units etc.) have submitted relevant documentation to you and have adequate safety measures in place. It is your responsibility to ensure that their activities are safe and to assist with this you can find a checklist in the Guidance Notes at the end of this document. It is **GN 3 - Third Party Provider Health & Safety Compliance Checklist**

You should also include in your Event Management Plan and Event Risk Assessment details of how you will manage Health & Safety on site during the build and breakdown periods of your event and ensure compliance with the Construction (Design and Management) Regulations 2015 (CDM 2015).

Guidance on the CDM Regulations can be found [here](#)

Further information on getting started can be found [here](#).

A template risk assessment can be found [here](#)

Health & Safety – Near Misses, Accidents & Incidents

If any work-related Accidents, Incidents, or any Near Misses occur during your event, the 'responsible person' must carry out an investigation into what happened, and what controls will be implemented to prevent it from happening again.

Not all accidents need to be reported to the Enforcing Authority (HSE or Local Authority). However, Event Organisers should have a means to document all accidents notified to them, at their event, which PESAG may ask to view. A RIDDOR report is only required when the accident is work related, and it is classed as a reportable incident. Further guidance on reportable Incidents can be found [here](#).

If there is a need to report the accident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) report via the HSE website, the relevant form can be found [here](#).

As the event organiser, you must notify the PESAG of any such incidents as soon as possible by the quickest means possible, and include details of the responsible person, injured party and injuries sustained, business details, e.g. food vendor name, and details of any statements obtained.

Near misses are less severe than accidents as they are unplanned events that have the potential to cause injury. These should not be ignored or treated lightly, as they can provide valuable insight into how well you are managing health and safety at your event and may prevent an accident from occurring next time. Not all Near Misses are reportable under RIDDOR, only certain 'Dangerous Occurrences', further details can be found [here](#).

Health & Safety - Special Effects incl. Lasers

The use of special and visual effects at an event must be properly managed. Those involved in the planning, assembly and execution of special effects must be suitably trained and competent. A risk assessment must be carried out by a competent person, with effective risk control measures implemented, and suitable arrangements in place for when dealing with an emergency, including access to first aid. You should incorporate a contractors risk assessment into your event management plan.

A laser lighting display can be a fantastic and memorable addition to a performance and/or event.

If the display involves the use of hazardous lasers with high radiant powers (typically from 200mW to 40W+ class 3B & 4 lasers) then action will be required to control the risk of a significant eye injury. High power lasers with radiant powers that exceed around 500mW may also burn skin on contact and can be a fire risk. Other hazards include outdoor laser display beams dazzling passing motorists, pilots etc. Guidance on managing Laser Displays from the HSE can be found [here](#). We strongly recommend that you inform the Civil Aviation Authority, who can also provide you with guidance. You can do this by clicking [here](#).

Pyrotechnics typically include stage gerbs, stage fountains, stage mines, flames, fireballs, and smoke effects. Most are explosives and, as such, are potentially dangerous. Typical hazards arising from these effects include:

- Flash, heat or fire.
- Blast effects due to pressure waves.
- Projectiles and other debris.
- Toxic effects.
- Improper operation due to damage in transit, Partial or premature functioning or misfires.
- Spurious radio signals (e.g. mobile phone emissions interfering with firing and control systems).
- Flashover from high-tension electrical lines due to the presence of ionised particles in the air following the firing of an effect.

The organiser and person in charge of the special effects should thoroughly plan the effect and the measures taken to control any risks. If necessary, seek specialist advice. There should be effective means to warn and exclude people from any danger area. The event organiser, in consultation with the person in charge of the special effects, is responsible for ensuring that adequate arrangements are in place for managing and policing the controls, such as any exclusion zone. There should be agreed systems to stop the effect immediately if there is any risk to people.

Further guidance, including responsibilities, and safety procedures can be found in the [Purple Guide](#)

Inflatables (including Bouncy Castles)

There have been numerous serious incidents involving inflatables, including fatalities. It is therefore of utmost importance that event organisers are aware of the safe hiring and use, and your responsibilities under Health and Safety law.

If there will be a bouncy castle or other inflatable at your event, you must ensure that the suppliers and operators have adequate public liability insurance, with a minimum £10 million cover.

Most play inflatables will display either a numbered PIPA tag or an ADiPs declaration of compliance (DoC) to show they comply with British Standard BS EN 14960.

Further guidance from the Health and Safety Executive can be found [here](#).

Information from the Professional Inflatable Play Association (PIPA) is available [here](#).

Check a DoC via ADiPs [here](#)

Documentation must also include as a minimum :

- Evidence of the required annual test and inspection required for each inflatable that will be on site at your event
- Evidence of the electrical safety tests for all 'blowers' being used for each inflatable
- Suitable and sufficient risk assessment for operation of the inflatables as described in the HSE guidance
- Evidence of the training and experience for 'competent persons' who will be operating the inflatables at your event
- Copies of safe operating procedures for each of the inflatables present at your event, together with ancillary equipment such as generators (petrol generators are not allowed), fencing or barriers. Safe operating procedures must detail :
 - staffing levels and supervision, at the event and for each inflatable
 - methods of monitoring wind speed throughout the day. Note reliance on weather apps is not suitable and sufficient
 - effect and implications of heat, sun, and rain on the operation of the inflatable
 - dealing with an unexpected deflation
- maximum numbers of persons on each inflatable at any time, including maximum and minimum, age and height and how you will enforce and manage this
- measurement of internal pressure before and during use at the event
- pre use checks that will be always documented and available for inspection

Licensing and Permit Information & Guidance

1.) **Licensable Activities**

The below are all classed as Licensable Activities:

- Sale or Supply of Alcohol
- Boxing, Wrestling or Mixed Martial Arts (MMA)
- Film Screening
- Gambling (including Raffles & Lotteries)
- Hypnotism
- Music
- Indoor Sports
- Theatrical or Dance Performance.

And you may need to have

- Either a Premises Licence in place for the Venue
- Or have served a Temporary Event Notice (TEN)

Please check the guidance below to determine whether or not you need to apply for either of the above then, if you do, please click on these links to apply:

To apply for a Premises Licence, please click [here](#).

To serve a Temporary Event Notice, please click [here](#).

There are fees for making either of these applications which are detailed at the links.

If you are unsure which you need to apply for or require any further guidance please email Licensing@wolverhampton.gov.uk

Sale or Supply of Alcohol

To sell or supply alcohol at an event you will need either:

- A premises licence with a designated premises supervisor who holds a personal licence or
- to serve a Temporary Event Notice (TEN)

You will need a personal licence and a premises licence for events:

- Longer than 168 hours (7 days) or
- Where there will be more than 499 people at any one time (including staff)

To apply for a personal licence, please click [here](#).

Once you have a personal licence, you can be the designated premises supervisor on a premises licence.

For any other events, you need to serve a Temporary Event Notice.

Boxing, wrestling or mixed martial arts

If your event is not covered by a premises licence which permits the display of these sports, you will need to serve a Temporary Event Notice to display any of these activities at your event.

Film and TV programme screenings

You need a 'non-theatrical' film licence to show films and TV programmes at an event. For more advice and to apply for a licence, please click [here](#).

You may also need a premises licence to host a screening at your event.

Gambling (including raffles and lotteries)

If you have a competition to win prizes which have been put up in advance (as opposed to gaming where the stakes of the participants make up the winnings), you will need to apply for a prize gaming permit. You don't need a prize gaming permit if you have a premises licence.

To apply for a prize gaming permit, please click [here](#).

If the winnings are made up of the stakes of the participants, you will need a premises licence and may need an operating licence, personal management licence or personal functional licence.

For guidance and more information, please click [here](#).

To read more about the types of licence you may need and to apply for them, visit the Gambling Commission by clicking [here](#).

Hypnotism

If a hypnotism act will be part of your event, you will need a premises license and hypnotism consent.

For guidance and more information, please click [here](#).

To apply for hypnotism consent, please click [here](#).

Music

You will need to check whether you need 'TheMusicLicence' for your event at <https://www.gov.uk/licence-to-play-live-or-recorded-music>

A premises licence is not required to stage a performance of live music, or the playing of recorded music if:

- it takes place at an alcohol on-licensed premises; **and**
- it takes place between 8AM and 11PM; **and**
- the audience is no more than 500 people

You also don't need a premises licence to put on unamplified live music at any place between 8AM and 11PM.

You will need to serve a Temporary Event Notice if you are playing recorded music to an audience on premises not licensed for the sale or supply of alcohol. Otherwise, you will need to apply for a premises licence.

Sports

To exhibit an indoor sporting event between the hours of 11PM and 8AM or to an audience of more than 1000 people, you will need to serve a Temporary Event Notice if you don't have a premises licence which permits this activity.

Theatrical production or dance

If a theatrical production (i.e. a play) or dance will be performed as part of your event, you may need to serve a Temporary Event Notice (TEN).

You will need to serve a TEN if you don't have a premises licence and the play or dance is between the hours of 11PM and 8AM or the audience is larger than 500 people.

2.) Other Licensing/Permits

Children performing

If children will be performing, you may need a child performance licence. To check if this will apply to your event, please visit page nine of the National Network for Child Employment and Entertainment's guide to child performance licensing by clicking [here](#). To register as a chaperone, apply for a child performance licence or an exemption declaration, please click [here](#)

City Centre Flyering

If you want to hand out flyers to promote your event in the city centre, i.e. within the ring-roads, you will need to apply for consent. This is to limit the amount of paper waste thrown on the pavement and pedestrianised areas.

For more information and to apply for consent, please click [here](#).

Selling goods

You need a licence to sell goods at an event.

If there will be more than 5 stalls, you will need to apply for an occasional market licence.

To apply for an occasional market licence, please click [here](#).

If there are 5 or fewer stalls you will require a street trading consent.

To apply for a street trading consent, please click [here](#).

Street Collection Permit: Collecting money for charitable purposes

If the aim of your event is to raise money for charity and you wish to collect money or sell items for your chosen charity, you will need a Street Collection Permit.

There is no fee charged to the application for a permit.

To apply and download your application visit [here](#).

Street Parties

If you want to organise a street party, a helpful government guide is available by clicking [here](#).

You can apply for a street party in Wolverhampton by visiting <https://www.wolverhampton.gov.uk/licences/street-parties>

More information is available at www.streetparty.org.uk

- You do not need a formal risk assessment for a street party
- You do not need public liability insurance to hold a street party

Street Trading Consent

Street trading is defined as *‘any person who is selling or exposing or offering for sale of any article (including living thing) in a street.’* ‘Street’ includes any road, pathway, beach or other area to which the public have access without payment, ‘streets’ located on private land are also captured under the relevant legislation.

Types of street trading include Annual Street Trading Consent, Temporary/Occasional Street Trading and Peripatetic Street Trading. Typical examples include Fairground Rides, Food and Drink vendors, and those wishing to sell goods.

For further details, including Special Event and Occasional Market/Fair Trading, fees and where to apply see [here](#).

Medical Provision

Every event should have an appropriate level of medical cover, set out in a medical plan, and based on a comprehensive medical needs assessment plan.

Every event is unique, and medical presentations may be influenced by a range of factors, including but not limited to the nature of the event, the number of people attending, the age profile, and environmental conditions of the site. Events are broken down into five TIERS, with minimum level of cover defined in each TIER. Further details can be found in the [Purple Guide](#)

Medical providers vary in capability and experience. Organisers should exercise due diligence in selecting one that is competent and reliable and remember to check that medical staff are appropriately qualified, skilled, experienced, and equipped to provide the service. If you're commissioning Ambulance Services for the event, the provider must be registered with the CQC. You can check CQC registration [here](#).

Plan ahead and [search for UK Defibrillator Locations](#) and [Bleed Kits](#) which are local to your event. Most will require access codes if registered, you can obtain these via a 999-call taker.

Further medical plan guidance can be found in the Guidance Notes below - **GN 1 – Considerations for Medical Plan and Medical Needs Risk Assessment**

.

Noise from Licensed events

Licensed events can cause adverse noise impacts to residents and businesses. Inappropriately managed events can subsequently lead to enforcement action by the City of Wolverhampton's Environmental Health Department on account of excessive noise.

To aid harmonious operation of such events, organisers are therefore required to prepare a Noise Management Plan (NMP) in advance of staging an event.

This plan must identify all potential noise sources such as amplified music and other sound, noise from plant and equipment used to service the event, patron noise leaving the event at unsociable hours etc.

Consideration on the use of pyrotechnics (fireworks etc.) falls within the NMP, however at the outset it is advisable to presume that their use is likely to be prohibited.

HSE Guidance on Noise at Events can be found [here](#).

An advisory note to aid in the compilation of a NMP is provided in the Guidance Notes below - **GN 2 - Compiling a Noise Management Plan**

Sanitation

As part of event planning, organisers will need to consider welfare and sanitary provision for workers. In terms of protecting public health, organisers will also have to think about welfare and sanitary provision for those expected to attend the event.

The law says that under **The Workplace (Health, Safety, and Welfare) Regulations 1992** suitable and sufficient toilets and welfare facilities must be provided for employees at workplaces. Separate facilities for food handlers are advised.

When determining the number of temporary toilets, you need to know the audience size, and male to female ratio. When there is insufficient information to assess this ratio, a 50:50 split should be assumed. You need to also consider sanitary accommodation for people with special needs.

For guidance on provisions and further information visit [the Purple Guide](#).

Temporary Structures

Temporary structures are designed for a limited duration and offer flexibility for various event needs. Examples of temporary structures are: Marquees, stages & platforms, exhibition stands, seating stands etc. This section provides practical advice to help you manage their use safely and responsibly.

1. Planning and Design

- Conduct a thorough risk assessment considering crowd size, location, weather, and structure type.
- Ensure the structure is suitable for the intended use, expected loads (people, equipment, wind), and ground conditions.
- Confirm the Safe Working Load (SWL) for all components including roof and platform loading, wind loading, and anchoring requirements.

2. Competency of Erectors

- Use only competent contractors with experience in temporary structures.
- Contractors should demonstrate relevant training, membership of recognised bodies, and evidence of previous similar work.
- Ensure a Construction Phase Plan is in place if required under CDM Regulations 2015.

3. Erection and Installation

- Contractors must provide a clear method statement outlining sequence of erection, equipment used, and safety measures.
- Work must be supervised by a competent person at all times.
- Check for underground services and ensure ground is stable and level.

4. Inspection and Sign-Off

- A competent person must inspect the structure before use.
- Obtain a Structure Completion Certificate confirming the structure is safe and meets relevant standards.
- Carry out regular visual inspections during the event.

5. Weather Monitoring

- Monitor weather conditions before and during the event including wind speed, rainfall, and lightning risk.
- Use a reliable weather service and set action thresholds for adverse conditions.
- Have a contingency plan for adverse weather including evacuation routes and shelter options.

6. Dismantling

- Follow the same safety standards as erection using competent personnel and method statements.
- Maintain exclusion zones and inspect the area post-dismantling for hazards.

7. Documentation

- Keep records of risk assessments, method statements, contractor competency, inspection and sign-off, weather monitoring, and emergency plans.

Terrorist Attacks

Event organisers have a legal duty to risk assess for a terrorist attack, and to provide a safe place for their employees to work and for the visitors to their attractions and events.

They should also consider what additional measures would be required, or if they would cancel their event, should the National Terrorism Threat Level Move to Critical.

The current threat level can be found at:

<https://www.mi5.gov.uk/threats-and-advice/terrorism-threat-levels>

The 10 attack types that should form the basis of this risk assessment are:

1. Improvised Explosive Device (IED)
2. Person Borne IED (PBIED)
3. Vehicle Borne IED (VBIED)
4. Marauding Terrorist Attack (MTA)
5. Vehicle as a Weapon (VAW)
6. Postal
7. Cyber
8. Chemical, Biological, Radiological (CBR)
9. Drones
10. Fire as a Weapon

All staff should complete the free [ACT e-learning](#) and [SCaN training](#).

You should then be able to [Risk assess](#) specific hazards on counter terrorism and have an [incident management plan](#) (including [Effective Incident Response & Command & Control](#)) for a suspicious package, knife attack, [marauding terrorist attack](#), [Hostile Vehicle](#), drone etc.

The following items can be included as your control measures:

- All first aid/medical roles to have completed the free [Counter terrorism first aid awareness](#)
- All security staff/marshals to have completed the free [ACT Security e-Learning](#).
- Consider [Basic DBS checks](#) for staff and volunteers.
- Include how staff will be visibly identifiable to each other.
- Include a plan on how you will stop and cancel the event, which will include escape routes and an evacuation plan.
- Undertake a search of the site for suspicious packages regularly, including before the opening of the event.
- Record what will you do if the [Current threat level in the UK moves to critical](#).
- Write a security briefing for your security staff, including [HOT](#).
- Ensure that only SIA badged staff undertake any searches/bag searches
- Consider the use of hostile vehicle mitigation (temporary) or selection of a location for the event where the protection already exists in permanent form.
- Encourage staff/volunteers/marshals to download and use the free [CitizenAID App](#)

For the latest guidance and information, please visit:

<https://www.protectuk.police.uk/>.

Additional guidance on Evacuation, Invacuation and Lockdowns can be found at:

[Evacuation, Invacuation and Lockdown Guidance | Incident Management | NPSA](#)

An example template for a Terrorism Risk Assessment can be found [here](#)

The National Stakeholder Menu of Tactical Options can be found at:

<https://www.protectuk.police.uk/advice-and-guidance/security/national-stakeholder-menu-tactical-options-0>

(This Menu of Tactical Options (MoTO) is a framework provided by ProtectUK offering enhanced, temporary security measures for businesses to implement when the national threat level rises to 'Critical' or following an incident. These controls supplement standard procedures and require evaluation once threat levels decrease).

Traffic Management

When running your event within, or on a public highway, event organisers will need to consider the impact to the road network. As the event organiser, you will need to employ a qualified traffic management company, to produce a Traffic Management Plan.

If you want to close a road as part of your event, you will need to apply to City of Wolverhampton Council's Highways department. You can find application forms by clicking [here](#).

If your event is to take place in Queen Square, you will need to arrange for the fountains to be turned off. Please contact Parks to arrange this.

wolvesparkies@wolverhampton.gov.uk

If your event is likely to attract a high footfall of cars to the local area, we advise that you contact residents to make them aware of your event and encourage attendees not to block driveways or to cause any access issues to the emergency services.

Even if your event does not need closures of a public highway, you will still need a traffic management plan. Your traffic management plan should include as a minimum:

- How you will manage traffic movements during set up of your event, including traffic flows, access to the site and protection of members of the public not involved with your event.
- How you will manage traffic movements during take down of your event, including traffic flows, access to the site and protection of members of the public not involved with your event.
- How you will manage traffic movement during your event
- Access and egress for emergency services during your event
- A site plan showing access and egress points, traffic routes, one-way systems, parking and unloading areas

Vehicles as part of an Event

All outdoor events involving vehicles, such as Go Karting, Vintage Car Displays, Engine Rallies, to Motorcycle meetings, require planning, infrastructure and crowds, by vehicle-based events have the increased risk associated with vehicle movements.

The events organiser must draw up a risk assessment, and should consider impact to participants, spectators, staff and the wider community as well as the impact the event may have on the local area, including the highways.

Key facts for organisers include:

- The venue selection should be suitable for the activities taking place, without compromising people's safety,
- There should be a clear traffic management plan, which includes all rules for vehicles and their drivers and should include a site/route map,
- Clear signage in and around the site should be provided
- Traffic marshals should be adequately trained and easily identifiable
- Plan for adverse weather conditions
- For Track Events, organisers should seek assurance that participating vehicles are suitable and safe to take part in your event
- Adequate medical provision must be in place, with extra cover considered for high-risk events

Restraint Barriers at events where vehicles are operating around a track or undertaking movements that could affect public safety, it is important that the correct barriers are used.

- There is a difference between the design, specification and use of vehicle restraint barriers and those barriers used as general segregation barriers.
- Barriers used on tracks and circuits must be tested and approved for that purpose.
- Organisers, or those responsible for safety at motor events, should confirm with the barrier manufacturer or supplier that the barrier being supplied is suitable for use on a track or circuit for the type of event taking place.
- Checks should be made that the barriers used are suitably maintained and installed, with documentation to support this.

Further guidance, including support on vehicle management, fuel storage and training can be found in the [Purple Guide](#)

Waste Management, Littering and Recycling

It is the responsibility of Event Organisers to manage their waste and recycling created during your event under The Environmental Protection Act 1990, which includes arranging a waste management company to remove the waste from site, with adequate and suitable bin storage based on the size and nature of the event.

Waste management companies must be competent, licensed and follow duty of care procedures. You can check for their licence [here](#), or request the company to provide evidence of their waste carriers licence.

During the event, you should continuously monitor any build-up of waste, especially combustible materials, and take necessary measures to remove it.

Event Organisers have a responsibility to prevent littering at their events.

Ensure that you arrange for regular litter picks, both during and after the event.

It is not acceptable for flyers, and posters to be attached to street furniture to advertise the event and is often illegal to advertise in this way.

Weather

Event organisers need to consider potential weather hazards as part of their risk assessments. Coping with the weather is part and parcel of running any outdoor event but it is important that you consider the risks that weather conditions can cause, from wind, lightning and excessive wet and cold to exposure to the sun.

Plan ahead and be aware of:

- Any severe weather warnings and take appropriate action to protect both those working on site and attending the event.

Met Office National Severe Weather Warning Service (NSWWS)

[Wolverhampton \(West Midlands Conurbation\) weather - Met Office](#)

- Risks from excess sun or cold weather exposure, particularly for those working on site.

UKHSA Health Alerts

[Health alerts | UKHSA data dashboard](#)

Make sure that structures are suitably rated and properly secured for high winds. A suitable means of physically measuring wind speeds will need to be available for some structures and installations, for example marquees, television, and media screens, inflatable amusements, and fairground rides. Relying on a 'weather app' is not suitable as wind speeds can be affected by local topography of the event site. Be aware of the risks from lightning and consider the action that may be needed if it occurs.

Dealing with and accounting for weather conditions must be included in your event risk assessment. Further details can be found in [the Purple Guide](#).

Guidance Notes

GN 1 – Considerations for Medical Plan and Medical Needs Risk Assessment

These two documents below will allow the proposed medical cover for an event to be assessed by the Statutory Ambulance Service at Public Events Safety Advisory Group (PESAG) meetings, giving the PESAG an insight into the methodology used by the medical provider when determining what medical provision is being provided

1 - Medical needs risk assessment

A document that shows the methodology used by the medical provider to the event organiser and PESAG on how they have determined what level of medical cover they are proposing for the event It should cover:

- Date and time of event
- Type of event (injuries you may have to deal with)
- Location of event
- Maximum number of persons attending the event on site at any one time
- What guidance they are using to determine the level of cover (e.g. Old Purple Guide, New Purple Guide, Green Guide any event specific guidance)
- Nature of the event
- Numbers of people attending
- History of the event
- Age profile
- Activities on site
- Environmental conditions
- Public camping
- The proposed level of cover and any variance to that guidance level an explanation

2 - Medical Plan

A document that details the operational medical deployment for the event It should cover as a minimum:

- Date and time of event
- Agreed start and finish times of contracted cover
- Type of event with reference to audience profile, activities on site and past history
- Location of event with access and egress routes
- Site plans showing access routes (including routes for emergency access) and delineating medical provider's area of responsibility (agreed with NHS ambulance service)
- Maximum number of persons attending the event on site at any one time
- Attendee profile which will assist in medical resource planning
- Name of the Medical provider/s and if registered under the CQC registration details
- Named individual(s) with responsibility for coordinating medical provision and normally available on-site during the event
- Specific arrangements for covering campsites
- Communications plan, with command-and-control structure where appropriate
- Infection prevention and control measures, including the management and disposal of sharps and other clinical waste
- Contingency plans for major or mass casualty incidents – JESIP implemented into plans

Details of medical provision to include:

- Numbers of staff being deployed to include their skill set (Minimum skill set is now set at FREC level 3 or equivalent)
- Details of any cycle responders / response cars being deployed and with what staff skill set
- Details of any ambulances deployed to the event, and will they convey to hospital (need to be CQC to undertake this task)?
- Details of treatment areas to be used at the event
- Details of any standby points for the medical team
- If operating shifts – timings

Full guidance available at:

The Purple Guide @ <https://www.thepurpleguide.co.uk/>

This tool can be used for most events , covers all elements of running an event and is regularly updated, current cost is £25 plus vat for 12 month access

National Bodies to check medical registrations:

Doctor

A person currently registered as a doctor with the General Medical Council

- Registrations can be checked by visiting the GMC website: www.gmc-uk.org

Paramedic/Specialist Practitioner

A person currently registered as a paramedic with the Health Care and Professionals Council

- Registrations can be checked by visiting the HCPC website: www.hcpc-uk.org

Nurse / Emergency Nurse Practitioner (ENP/ANP)

A person currently registered as a nurse with the Nursing and Midwifery Council.

- Registrations can be checked by visiting the NMC website: <https://www.nmc.org.uk>

Emergency Medical Technician(EMT) or Technician

A person trained (usually) by the NHS using the Institute of Health Care Development (IHCD) framework or by a private provider using a similar structure i.e. First Response Emergency Care QCF (FREC 4), St John Ambulance Qualification etc.

- No National register to check on currency of qualification

First Responder

A person who has the following awards: First Response Emergency Care (FREC3) or First Person on Scene (FPOS)

- No National register to check on currency of qualification

*Please note that first aid at work, (FAW) and emergency first aid at work (EFAW) **are not** suitable qualifications for the event environment

GN 2 - Compiling a Noise Management Plan

A Noise Management Plan (NMP) is designed to be a dynamic and proactive approach to ensure ongoing control and mitigation of noise from proposed events commencing from set up through to de-rigging and site clearance.

It is important that you provide a draft NMP to Environmental Health for comment at least 8 weeks prior to any event before submitting a final version to the Licensing Authority for approval. If the NMP is not approved, this will compromise the viability of the event.

The following table details what to include in the plan:

Contents of a Noise Management Plan	
1.0	Summary of the Event (Introduction) • Dates/times/of event(s) • Genre(s) of music to be played • Location of all sources of music (amplified/unamplified and reproduced. • Location of stages/speakers/delays etc. as part of the overall layout • Times of all music sources being played • Details of other potential noise sources e.g.: people arriving and departing; traffic routes; mobile catering vehicles; generators; erection of fairground rides, dismantling activities, smoking areas, play areas etc.
2.0	Objectives of the Noise Management Plan • Minimise impact of nuisance on noise-sensitive receptors • Fulfilment of Licensing Authority/Environmental Health Department requirements. • Identification of noise sources • Agreement of acceptable Music Noise Levels (MNLs) with Environmental Health. • Identification of steps and measures to control and mitigate noise to achieve agreed MNLs

3.0	Provide a location plan and to scale site plan • Detail the site boundary • Show all noise sensitive receptors • Provide location of stages, speakers, delays etc include orientation (to scale). • Show all other potential noise sources, generators, fireground rides, public address systems etc. • Indicate all proposed noise monitoring positions on the plan.
4.0	Provide an Inventory of Potential Noise Sources • Stages – orientation and operational times • All sound systems/speakers – including technical details of equipment • Marquees – when they will be used • Tents and campers – arrival/departure times • Fairground rides – when they will be used including any incidental music and other sounds • Stage sound checks – means by which these will be undertaken and times • Generators – siting and locations times of use • Pyrotechnics – proposed usage including times and technical details • Impromptu parties (staff and guests) - location and times • Patrons arriving and departing, including traffic routes • Smoking – position(s) of shelters • Erection and dismantling activities – dates and times • Deliveries, waste disposal and collection – locations of facilities and times

5.0	Approved Music Noise Levels (MNLs) • These must be agreed with Environmental Health prior to finalising the NMP. References will include, but not limited to, the Noise Council's Code of Practice 'Environmental Noise Control at Concerts 1995', general and specific guidance/advice relating to low frequency noise • This Code of Practice was issued by the Noise Council in 1995 and is presently the most up to date published advice on the control of noise from outdoor concerts used at a national level. It provides guidelines for noise levels and a noise control procedure to minimise any disturbance caused. It should be noted that compliance with the Code of Practice does not, itself, confer immunity from legal obligations. It suggests that, if the event is to continue after 23:00 hours, music noise should be 'inaudible' within noise sensitive properties. See: https://www.cieh.org/
6.0	Proposed Noise Mitigation • Assess the impact of noise sources and what controls are needed. Pay special attention to low frequency ('bass') noise, which can travel up well over 1 to 2 kilometres and is difficult to attenuate. • Evaluate any issues that have occurred at previous events and how these can be negated. • Limit times and volume of music/amplified sound • Location, orientation and design of temporary structures and loudspeakers to minimise noise dispersal. • Maximum MNLs not be exceeded at noise-sensitive receptors. • Sound checks before an event to demonstrate compliance with noise limits (an officer from Environmental Health to be in attendance). • Design and location of public address system to minimise noise impact • Consideration of acoustic enclosures/bespoke sound attenuation measures for generators, chiller units, extract ventilation, waste disposal etc. • Assess the need for acoustic barriers or screening to control or reduce noise as deemed necessary.

	• Limit times for deliveries, waste disposal and collection (not to take place between 23:00 and 07:00). • Ensure generators are not located near noise sensitive receptors (provide details of generators to Environmental Health). • Limit times for the erection and dismantling of structures such as stages, marquees, tower mixers etc. • Use an external noise management consultant to help plan/monitor the event (to be qualified as a minimum to Institute of Acoustics - Diploma in Acoustics and Noise Control). Evidence to be provided to Environmental Health to substantiate this. • Location and configuration of access and egress routes (both for pedestrians and vehicles) to be agreed with Environmental Health. • Management of patrons leaving the site at the end of the event to minimise noise impacts on sensitive receptors.
7.0	Noise Monitoring
	• Site Plan showing all noise monitoring points to be included. • Proposed monitoring (on and off site) to check compliance with MNL • Means by which sound measurements will be carried out (and by whom) • Provision of measurement data to Environmental Health • Specification and calibration certificates of all sound measuring equipment to be provided. • Details of when sound/noise monitoring will take place • Communication with the Public including a hot line to receive complaints during an event • Details of how residents and other noise-sensitive receptors will be informed about an event • Details of which residents and other noise-sensitive receptors will be informed • How/where complaints/actions taken in response to complaints will be recorded. • Action to be taken in the event of complaints or if MNLs are exceeded and by whom. • Timescales to respond to complaints

8.0	Noise Management command and communication structure • Detail who is responsible for what sources of noise • How will entertainment contractors, facility hirers, mobile caterers etc be made aware of the NMP and MNL's set/agreed • What is the 'chain of command' during the event regarding ensuring commensurate noise control • Designation of a person with full control over sound levels and with authority to require others to comply with the NMP including finish times • Schedule of contact details including the person with overall control for sound levels • Details for people responsible for sound systems • Details of Sound Engineer(s) • On site contact details of someone the Council can contact directly during the event if problems arise.
9.0	Post event analysis A report shall be submitted no later than 21 days after the event which details the following. • Provision of all results in respect of noise monitoring • Weather data to be provided including wind direction(s). • Contact details of any complainants received, including date and time of receipt. • Action taken to deal with any complaint, including time(s) and date(s). • Post event conclusions and recommendations for future events (if granted).

GN3 - Third-Party Provider Health & Safety Compliance Checklist

Before you agree to accepting third parties to be present at your event, as the Event Organiser, it is your responsibility to ensure they will offer a safe activity and presence.

The following checklist has been put together to help you with this, however it is your responsibility to ensure that all health and safety matters are addressed by your third party attendees.

Please ensure the following documentation and safety measures are in place for all third parties at your event, and evidence and certificates are provided as part of your documentation submitted the Public Events Safety Advisory Group (PESAG). Failure to provide the information may result in PESAG recommending that the third parties are not allowed to attend your event.

Third-Party Provider Health & Safety Compliance Checklist		
Event Name		
Event Date		
Supplier Name		
Supplier Contact Number		
Supplier Email Address		
Item	Notes	Received? (Yes/No/NA)
Public Liability Insurance	Individual minimum cover of £5 million. They must provide a valid certificate to you.	
Fire Risk Assessment	Specific to their setup or activity.	
Fire Extinguishers	Appropriate types, in-date servicing, and clearly accessible especially applicable for food vendors where cooking will be taking place. You must have evidence of the annual test and inspections.	
Fire Blankets	If cooking or heating equipment is used, ensure availability and servicing as above for fire extinguishers.	
Staff Fire Safety Awareness	Their staff should be briefed on fire procedures and extinguisher use.	
PAT Testing Certificates	All portable electrical appliances, including all extension leads must be tested and inspected. You should request documentary evidence of these tests and inspections.	
Safe Cabling	Cables must be securely routed to prevent trip hazards, and be suitable for where they are being used. E.g. cables intended for use inside are not suitable for use in outside environments.	
Generators	Must be safely installed and maintained. NO PETROL generators are allowed.	
Gas Safe Certification	For any LPG or mains gas appliances. You should be provided with copies of the Gas Safe certificates.	
Gas Appliance Inspection Records	Recent checks and servicing documentation.	
Secure Storage of Cylinders	Cylinders must be stored upright and away from ignition sources.	
General Risk Assessment	Covering all their activities, equipment, and potential hazards and to be submitted with your own event risk assessment.	
Activity-Specific Risk Assessments	For high-risk or interactive activities	
First Aid Provision	Adequate first aid kits and trained personnel on-site.	
Incident Reporting Procedure	Clear process for reporting accidents or near misses.	
Emergency Contact Details	Provide key contact names and numbers.	
Gazebos and small marquees	Have you referred third parties to the specific guidance on gazebos and made them aware of the H & S requirements?	