



Appendix C - Conditions for Outdoor Events

1. Suitable and sufficient precautions shall be taken for securing the health and safety of persons in and about the premises. Overcrowding shall not be permitted in any part of the premises.
2. Gates serving the premises shall be kept unlocked and immediately available for use in an emergency or evacuation.
3. Temporary structures shall be capable of withstanding any load or force to which they may be subjected, and shall be erected by competent persons in accordance with safety guidelines.
4. Temporary demountable structures shall comply with the recommendations in the Institution of Structural Engineers document Temporary demountable structures – Guidance on procurement, design and use.
5. Marquees, tents and stage structures including roofs and walls shall:
 - a. be capable of withstanding any load or force to which they may be subjected;
 - b. not readily collapse when exposed to fire;
 - c. have coverings and fabrics of durably or inherently flame-retarded material;
 - d. have any poles, frames, guy ropes, stakes and anchors clear of gangways
 - e. and exit routes.
 - f. be erected by competent persons.
6. Marquees and tents shall not be fully enclosed and have at least one open side, or alternatively, have at least two or more exits remote from each other not less than 2000mm wide by 2000mm high.
7. Inflatable marquees and tents shall have at least two air blowers. Each air blower shall have an independent power supply.
8. Electrical installations shall comply with the requirements in the **Conditions for electrical installations** below.
9. Public address systems shall be provided in suitable locations so that messages can be transmitted to the public in the event of an emergency. Power supplies shall be arranged to ensure continuous operation of the public address systems in the event of failure of the main power supplies.
10. An event control point staffed throughout the event shall be provided in a strategic location, equipped with; a telephone for calling the emergency services, radio communications with the stewards, first aiders and public address systems operators. Communications equipment shall be tested and fully operational before the event.

11. Where the audience is largely under 16 years of age, the number of adult stewards on duty shall be not less than two for up to 50 persons present and thereafter one additional steward for every 50 persons or part thereof. Stewards shall be located at key points to exercise effective control.
12. Children involved in the performances shall be kept under the supervision of responsible adults including transfer from the performance area to dressing rooms or anywhere else on the premises. It is important that the children can be accounted for at all times in case of an emergency or evacuation.
13. Suitable notices and signs shall be provided throughout the premises to indicate clearly the location of all available services and facilities such as; event control, first aid, lost children, toilets, drinking water and fire points etc.
14. First aid facilities shall be provided with adequate equipment and a sufficient number of trained first aiders.
15. Adequate toilet facilities, at least two water closets with wash hand basins for every 100 people or part thereof, shall be provided for the public. Toilet facilities shall be kept clean and in proper working order.
16. Food and refreshment units shall comply with the requirements in the attached document **Conditions for food and refreshment units**.
17. Amusement devices shall be operated correctly and inspected, tested and maintained in accordance with the HSE document Fairgrounds and Amusement Parks – Guidance on Safe Practice HSG 175. Examination Reports shall comply with the Amusement Devices Inspection Procedures Scheme (ADIPS) and be readily available for inspection by the council's officers.
18. Inflatable devices shall comply with the requirements in the HSE information sheet Safe use and operation of play inflatables, including bouncy castles.
19. Competent persons shall at all times supervise the events activities.
20. In addition to the fire fighting appliances required in the attached documents water fire extinguishers (rating 13A) in conformity with BS EN 3, inspected and serviced by a competent person within the last 12 months, shall be located around the premises in staffed areas. Event organiser needs to make assessment as to the number of extinguishers required based on risk of activities and numbers of expected attendees. The organiser will need to carry out their own risk assessment and Islington Council need to agree that numbers are acceptable.
21. Suitable receptacles shall be provided for refuse. Arrangements shall be made for the expeditious removal of refuse to secured storage areas.
22. Adequate access for emergency services vehicles shall be provided and maintained both to and within the premises. Such access shall only accommodate items that can be easily removed in the event of an emergency.
23. The arrangements for the control of crowds and vehicles outside the premises shall be to the satisfaction of the Metropolitan Police Service and the council.



Conditions for food and refreshment units

1. Food and refreshment units shall comply with food safety and hygiene legislation.
2. Barbecues and spit roasting shall be guarded from the public and sited clear of any combustible materials.
3. Food and refreshments shall not be sold or served in glass receptacles, cans or in any other hard containers.
4. Food and refreshment units shall be structurally suitable and capable of withstanding any load or force to which they may be subjected.
5. Generators and fuel storage vessels shall be sited in a well-ventilated place away from drains, combustible materials, public areas and guarded against unauthorised interference. Suitable no-smoking signage should be visible and this should be enforced.
6. Fuelling and re-fuelling of generators shall not be carried out whilst the public are present.
7. Adequate and easily accessible spill kits must be kept near any generators brought on site, to absorb any spillage of fuel. Once used the absorbents are classified as hazardous waste. All used spill kit absorbents must be stored safely and securely and separated from all other waste streams before collected by a fully licensed Hazardous Waste Carrier before leaving the site.
8. Generators and their electrical distribution positions shall be provided with earth electrodes.
9. Electrical installations shall comply with BS 7671 and BS 7909.
10. Electrical distribution positions, switchgear and wiring shall be kept out of reach of the public and guarded against unauthorised interference.
11. Electrical equipment exposed to the weather shall be of a weatherproof design or alternatively shall be provided with suitable weatherproof protection.
12. Temporary electrical wiring shall be an approved flexible type cable having a tough insulation and sheath.
13. Electrical circuits shall be provided with RCD and overload protection of the correct current rating. Means of electrical isolation shall be provided at the source of supply, at each distribution position and adjacent to electrical equipment.

14. Earth leakage protection shall be provided to electrical installations by means of a residual current device with a residual operating current not exceeding 30 milliamps.
15. Suspended electrical cables shall be adequately supported throughout their length. Where long lengths of cable are used they shall be suspended on catenary wires.
16. Electrical cables at low level shall be kept clear of gangways and exits. Where electrical cables are liable to be walked on or damaged they shall have suitable mechanical protection that will not cause a trip hazard or buried underground.
17. Exposed and extraneous conductive parts shall be effectively bonded to earth.
18. Liquid petroleum gas cylinders shall be secured with chains in an upright position and sited in a well-ventilated place away from drains & sumps, combustible materials, sources of ignition, public areas and guarded against unauthorised interference.
19. Liquid petroleum gas flexible piping shall consist of neoprene synthetic tubing in compliance with BS 3212 and connections shall be by means of compression type clips or purpose made assemblies.
20. Changing or connecting liquid petroleum gas cylinders to appliances should be carried out by a competent person and shall not be carried out whilst the public are present.
21. Fire blankets in compliance with BS EN 1869 and fire extinguishers in conformity with BS EN 3, inspected and serviced by a competent person within the last twelve months, shall be provided in the locations specified below.
 - a. Dry powder or carbon dioxide fire extinguishers (rating 34B) sited near to any generators or fuel storage vessels.
 - b. Fire blankets and carbon dioxide fire extinguishers (rating 21B) should be sited near to food cooking/heating and refreshment units.
22. Suitable receptacles shall be provided for refuse.



Conditions for electrical installations

1. Electrical installations shall comply with BS 7671 and BS 7909.
2. Electrical distribution positions, switchgear and wiring shall be kept out of reach of the public and guarded against unauthorised interference.
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8. Electrical cables at low level shall be kept clear of gangways and exits. Where electrical cables are liable to be walked on or damaged they shall have suitable mechanical protection that will not cause a trip hazard or buried underground.
9. Exposed and extraneous conductive parts shall be effectively bonded to earth.
10. Lighting bars or other suspended rigs and their fixings shall be designed for the purpose. At least three non-combustible means of suspension shall be provided to any lighting bars or other suspended rigs.
11. Where steel wire ropes are attached to suspended lighting bars or rigs, other than by means of purpose made barrel clamps, the ropes shall be taken a full turn around the bars and the dead end of the ropes shall be secured to the working part of the ropes by not less than three bulldog grips.
12. Any suspended fittings or apparatus, other than small lamp pendants, shall be provided with suitable means of suspension independent of the conductors. Heavy fittings or apparatus shall, unless rigidly fixed, be provided with two non-combustible independent means of suspension.
13. Motor driven winches supporting suspended rigs and equipment shall be placed in their respective positions before admittance of the public. When the winches have driven the suspended rigs and equipment to their positions the electrical supply shall be isolated to prevent unauthorised interference.

14. The suspended rigs and equipment shall be secured by steel wire ropes independent of the winches. Winches, rigs, wire ropes and their fixings shall have test certificates giving their safe working load.
15. In the absence of adequate daylight two independent systems of lighting (normal lighting and emergency lighting) shall be provided and maintained on all parts of the premises to afford sufficient illumination to allow the public and staff to move about safely and find their way to the exits at all times.
16. Generators and fuel storage vessels shall be sited in a well-ventilated place away from drains, combustible materials, public areas and guarded against unauthorised interference. Suitable no-smoking signage should be visible and this should be enforced.
17. Fuelling and re-fuelling of generators shall not be carried out whilst the public are present.
18. Adequate and easily accessible spill kits must be kept near any generators brought on site, to absorb any spillage of fuel. Once used the absorbents are classified as hazardous waste. All used spill kit absorbents must be stored safely and securely and separated from all other waste streams before collected by a fully licensed Hazardous Waste Carrier before leaving the site.
19. Generators and their electrical distribution positions shall be provided with earth electrodes.
20. Electrical installations shall be under the supervision of an approved competent person who shall test the completed installations before the public are admitted to the premises.
21. Larger installations where there is a higher electrical safety risk the person testing the installation should be an NICEIC qualified electrician.
22. Fire blankets in compliance with BS EN 1869 and fire extinguishers in conformity with BS EN 3, inspected and serviced by a competent person within the last twelve months, shall be provided in the locations specified below.
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