

A Guide to Organising Safe Events in Southampton



INTRODUCTION

This guide has been produced to help you organise your event. It contains guidelines, suggestions and ideas to help you run a safe, enjoyable and successful event in Southampton.

Individual circumstances will vary with every event or activity so you will need to adapt the information to match the size and nature of your event.

The emphasis of this guide is on small to medium outdoor events. For large events, we would always recommend that you employ a professional event organiser to oversee and project manage the entire event.

You will find at the end of this guide some useful contacts and suggested publications to assist you in your event planning and organisation.

RESPONSIBILITY

Before any planning takes place ensure that you and your organisation or company are prepared to take on the legal responsibility for the overall management of your event including all the health and safety, licensing and insurance aspects. All events must comply with these standards, even if it is a free event or in aid of charity. You and your co-organisers will be responsible under the law for the safety and welfare of everyone at your event. This includes your members, employees, volunteers, contractors and the public.

If you intend to hold your event at one of the City's green and open spaces you will first need to check availability and legal restrictions of the area, apply for permission to use the land and check if you require a licence to hold the event under the Licensing Act 2003. Details of all this information are available on the City's website and relevant telephone numbers are included at the end of this document.

PLANNING & ORGANISING YOUR EVENT

Organising Team

Decide on who is organising the event and what their responsibilities will be.

- Form a group or committee that will direct and manage the smooth and safe running of the event.
- Appoint an Event Manager – this person will be in overall charge of the event.
- Appoint an Event Safety Officer – this should be a suitably competent person for the scale of the event, bearing in mind the possible level of risk. Although the overall responsibility for the safe running of the event lies with the group / committee this person will be responsible for organising and managing safety matters.
- Everyone having a specific responsibility before, during and after the event should be named, have their roles identified and be appropriately qualified.
- Everyone assisting during the event should be properly instructed of their role including what action to take in the event of an emergency.
- Create an event document with everyone's responsibilities and contact numbers. Also include an event timetable, site plan, emergency procedures and any other relevant documentation to fully brief everyone involved in the event.

Venue & Audience

Carefully decide where the event should be held.

- Decide which venue would be most suitable; think about the type of event you are organising in relation to the potential numbers of people attending and your target audience.
- The venue must be adequate for your event and any existing hazards must be identified i.e. water hazards, uneven ground, loud music, tripping hazards.
- Consider the impact on the local community, how easy it will be for people to get to the venue, is it easily accessed by public transport, any car parking facilities, is it on a bus route, is it in a residential area.
- Check the conditions of the venue associated to probable weather conditions and the time of year.
- Identify who owns the venue and seek their permission to use it in writing.
- Check if there are any terms and conditions or restrictions that you need to abide by or charges / fees to use the venue.
- Include the dates and times you require the land for the setting up and breakdown of the event.

Date, Times, Entrance Fee

The date and timing of the event is very important.

- Check other event dates so that you do not clash with local or national events e.g. football, tennis, and other annual major events.
- Will the event take place during the day, evening, over a weekend?
- Will the event be free or ticketed? How will tickets be sold?

Consultation

Consider contacting all or the majority of the list below depending on the nature and size of your event.

- Contact the **owner of the venue** and obtain permission in writing to use the venue. If this venue is hired on a regular basis there will be a standard application form and conditions of use.
- If the venue is part of Southampton City Council's green and open spaces, you must complete an **Application Form To Hold An Event on Council Land**. This is available to download from www.southampton.gov.uk/whatson or contact Event Management on 023 8083 2906. When you submit your application, it is considered by the **Safety Advisory Group** which comprises of representatives from Southampton City Council, Hampshire Constabulary, Hampshire Fire and Rescue and Hampshire Ambulance. Your application is also forwarded to the City's Licensing department. This process usually takes approximately 14 days.
- Even if the venue is privately owned, you should contact the **City Council's Event Management Department** to inform them of the proposed event. They can advise you of other events at a similar time and add your event to the free Events Listing. (See Promotion and Publicity).
- Contact the **City Council's Licensing Department**. They will advise you of which licences you may require for your event e.g. for live music, theatre or sale of alcohol. The licensing process can take up to eight-weeks therefore you must ensure you enquire and apply in good time for your event. Please note that the amount charged for licences depends on the type of event and the anticipated size of audience.
- Please note that as the Event Organiser you will be responsible at your own expense for ensuring that a music license has been granted by the [MCPS-PRS](#) and [PPL](#) if required. This relates to playing copyright music outside of the home. More details are available from the **Mechanical-Copyright Protection Society – Performing Rights Society** and the **Phonographic Performance Limited** websites.
- If your event includes loud music you should contact the City Council's **Pollution and Safety** department to discuss your noise control measures.
- If you require a road closure you must contact the **City Council's Traffic Management** department for advice and implementation. They may be a charge for the road closure.

- **Emergency Services.**

It is essential that you liaise with the Emergency Services so that they are aware of your event as this may affect emergency routes.

Contact the local **Police** who will advise you of crowd and traffic control.

The local **Fire Officer** can advise you on safety precautions including which type and amount of fire extinguishers you will need at your event.

Local **First Aid** organisations e.g. British Red Cross and St John Ambulance will give you advice on first aid facilities.

All the emergency services will advise you on developing an emergency plan and health and safety guide for your event. If you wish any of the emergency services to attend your event, check to see if they require a donation or charge for their attendance.

- **Specialists & Contractors.** Depending on your event it could be an entertainment agency, a sound and lighting expert, a fireworks company or an equipment contractor. They are the experts in their field and should submit to you their specifications, risk assessments and health and safety information.
- **Residents.** Contact all local residents and businesses to the venue area to inform them that the event is taking place.

Budgeting

It is important to budget for your event including all items of expenditure and possible income sources.

- Start with a rough budget based on not achieving any extra funding and include all possible items of expenditure including publicity. Research possible income sources e.g. ticket sales, trade stands, sponsorship, catering sites. Income is not guaranteed and your organisation will have to bear any possible financial losses.
- Obtain quotes from companies and organisations to firm up your estimates of expenditure. Negotiate with companies – they may give you equipment in kind in return for advertising or banner space.
- Your budget is also a good tool to show potential sponsors or organisations that issue grants that you mean business, if you have prepared your budget well, they may take you more seriously.
- If you are charging an admission fee think carefully about the pricing. What are similar events charging? How much do you need to charge to cover your costs?
- Keep an accurate record of all ticket sales and keep copies of all receipts and invoices.

Insurance

Insurance ranging from public liability to equipment insurance must be taken out for all Events.

- All events require Public Liability Insurance. All contractors and performers will also need their own insurance. Where City Council land is being used, evidence will be required of insurance of £10 million indemnity and such cover is strongly advised where the event is held on other locations. If you do not have this cover any claim could be made against all the organisers and their private finances.
- Other insurances may also be required. Check all your equipment hire agreements, insurance is sometimes included as part of the hire or added as an extra cost or all risk cover against damage to the venue or against bad weather conditions causing financial loss.
- If using specialist contractors, check they have their own public liability insurance and that the contractor complies with any policy terms and conditions. Ask to see a copy of their policy.
- Have an accident reporting system. In the event of any injury or damage to property, full details of the incident must be written down and the matter reported to the insurers.

Site Preparation and Event Management

Consider the areas outlined below when planning your site layout and event content.

- Draw out a site plan identifying the position of all intended attractions and facilities. Identify an area for the main control point – area used to manage the event, monitor and direct resources when required. Plan out designated entrances and exits, circulation routes, vehicle access and emergency evacuation paths.
- Devise a build up and dismantling programme.

- For all events there must be plenty of space for the public to move around stalls, performance stages, rides, arena and exhibition areas etc, and to have unobstructed routes to exits.
- There should be suitable lighting throughout the site especially if the event continues after dark.
- Provide enough event stewards to assist with the smooth running of the event. Ensure they are identified and fully briefed about their responsibilities and communications on site with the organisers i.e. 2 way radio network.
- Depending on the event, specific security arrangements may be necessary e.g. to secure property, temporary structures or equipment over night or to handle any cash collection, deal with crowd control or supervise a temporary bar area. All security personnel used must have the appropriate training and qualifications.
- Provide facilities to enable persons with disabilities to gain access and participate in the attractions and activities. Check the ground conditions in public areas and access pathways are suitable for persons with disabilities and any carers, as well as families with pushchairs.
- Provide an adequate number and type of toilets with hand-washing facilities for the number of people expected, including provision for persons with disabilities. Use temporary recirculating or self-contained units if a mains service connection is not available. Toilets should be serviced at regular intervals to keep them fully operational, stocked and clean. Provide directional signs to indicate location and adequate lighting if event continues into the evening. The Health & Safety Executive make the following recommendations within "The Event Safety Guide: A Guide to Health and Safety and Welfare at Music and Similar Events (1999)"
 - For events with a gate opening time of less than 6 hours duration:*
 - Female: 1 toilet per 120 females*
 - Male: 1 toilet per 600 males, 1 urinal per 175 males.*
 - For events with gate opening times of 6 hours or more:*
 - Female: 1 toilet per 100 females.*
 - Male: 1 toilet per 500 males, plus 1 urinal per 150 males.*
 These are only guidelines to the number of facilities required and actual number of toilets provided should be determined by the nature of your events, event duration, weather conditions etc.
- Provide an information point on site – an area where all enquiries can be made including lost children, property and event information. At larger events provide site maps for visitors.
- Check if there is access to drinking water on site. Catering units etc will require this.
- Check to see if there is an electric mains power supply to the venue, if not you will have to provide a power supply via generators. Always use qualified companies and contractors to provide these services.
- Be aware of the smoke free legislation and create signs on site showing the no smoking areas e.g. in marquees etc
- Be aware of noise levels generated at your event, particularly from live music or fair rides. Depending on the direction of wind, residents may be affected. Always provide a telephone number for the public to call during the event.
- Organise adequate number of rubbish bins or even skips around the site. Make arrangements to litter pick and empty bins at regular intervals. Recycle as much waste as you can.
- If using mobile catering, ensure that all caterers have been licensed by a local authority and have food hygiene certificates. You can check these details with the City Council's Environmental Health Department. Ensure that they are sensibly positioned and adequate space should be left between each unit to prevent the risk of a fire spread.
- Once you have planned your event you need to let everyone know it is going on. Decide how you are going to publicise your event. (See Promotion and Publicity).

Assessing The Risk

For every event a risk assessment should be carried out.

A useful template for you to use is at the end of this document.

- Identify all possible hazards – anything that could cause harm to anyone. Decide who might be harmed and how.
- Check the risks – the likelihood and effects of a hazard happening. Decide on the action to take to minimise the risks.

- Work out how you will put your planned action into practice and keep a written record of your plans – a safety manual.
- Make a short written assessment of each of the attractions and/or activities that make up the whole event, from setting it up, running it and taking down. Identify all the possible hazards that could occur including the effects of weather. If you are planning to have activities that are not supplied directly by your organisation e.g. a fun fair, ask the providers for their risk assessment. Your Event Safety Officer will need to review this to ensure the risks are acceptable to you.
- During the event your Safety Manager should undertake checks of all the safety arrangements, such as the stability of any staging or marquees and that steward and security arrangements are adequately managed and controlled.
- In addition to carrying out risk assessments for your event consider also what could go wrong on the day and draw up a contingency plan to deal with each emergency or problem. This plan would include details such as what course of action to take in the event of a fire, bomb scare, crowd disturbance, accident or the need to evacuate the site.

Assessing The Fire Risk

In addition to the main risk assessment you should also complete a specific fire risk assessment in order to comply with the Regulatory Reform (Fire Safety) Order 2005. This Order emphasises the prevention of fires and reducing the risks and as the Event Organiser you are responsible to ensure the safety of everyone attending your event. In summary you need to avoid a fire at your event but if a fire does break out, ensure people's safety.

Click on the link to download a full copy of the [HM Government Guide to Fire Risk Assessment](#).

A useful template for you to use is at the end of this document.

Give consideration to

- When planning the overall event, effective fire safety should start at the same time as the planning for all other aspects of the event. E.g. site layout, selection of contractors, scheduled set up and breakdown of equipment and infrastructure as well as during the event.
- Identify the fire hazards – sources of ignition (catering appliances, cigarettes, camp fires, pyrotechnics), sources of fuel (flammable liquids, tents and display stands, litter), and sources of oxygen (high winds).
- Identify any persons on the event site who may be at risk, staff, contractors, performers, public especially disabled persons and children.
- Evaluate, remove, reduce and protect from risk; Evaluate the risk of a fire occurring, evaluate the risk to people from fire, remove or reduce fire hazards, remove or reduce the risks to people (Detection and warning, fire fighting, escape routes, lighting, signs and notices, maintenance).
- Record, plan, inform, instruct and train – record significant findings and action taken, prepare an emergency plan, inform and instruct relevant people and provide training where necessary.
- Review – keep the assessment under review and revise where necessary.

Promotion and Publicity

You have organised a great event so you need to let everyone know about it. It is worth planning your promotion and publicity schedule to suit the event, its potential audience and your budget. It's up to you to decide what the best way to publicise your event is.

- Marketing and publicising your event is very important. This doesn't mean expensive advertising but can include - printed leaflets, posters, residents letters, free listings or notice boards, newsletters, advertising, press release, banners, a special launch or promotion. Remember who the target audience is that you identified at the beginning. Think about how you can reach them with event information.
- Send out a press release to inform the media including local newspapers and radio.
- Southampton City Council's website has a free listings facility – “what's on” where you can submit details of your event on-line. Click onto www.southampton.gov.uk/whatson
- When producing your event information, remember to include the following basics.
 What is it? Where is it? When is it? (Date & time) Is it for a special occasion?
 Who are the organisers? Where can you get further details, tickets?

From these details the audience will be able to know what to expect, where to find the venue, what date/s it is on, what time it starts and where to get further information.

- Create a distribution list – decide on where to send your promotional material and check them off your list on a regular basis. This is a handy way of not overloading one place and missing out others. It is also useful to keep for future events.

Remember that your name or your group’s name is on the publicity, so you need to make sure that any volunteers do not put up posters without permission – remember fly-posting is illegal!

- Below are some useful local media contacts

BBC South Today	newsq.south@bbc.co.uk	023 8037 4372 Main telephone number
Meridian News South	meridiannewssouth@itv.com	08448 812000 Meridian South
Daily Echo	newsdesk@dailyecho.co.uk	023 8042 4522 Echo newsdesk
Hampshire Chronicle	news@hampshirechronicle.co.uk	01962 833146 Hampshire Chronicle Newsdesk
BBC Radio Solent	radio.solent.news@bbc.co.uk	
Heart Fm (previously Ocean FM)	news@oceanfm.co.uk	01489 582556 Newsroom
The Coast	news@thecoast106.com	08454 662106 news room
Wave 105	news@wave105.com	01489 481058 main telephone number
Unity 101	kelly@unity101.org	023 80235055 Unity 101 main telephone number

After the Event

- After the event it is well worth holding a meeting for all involved where you can discuss and record everyone’s views on what went well and any improvements for future events.

USEFUL CONTACTS AND PUBLICATIONS

Southampton City Council's website address is **www.southampton.gov.uk**

Switchboard Main number for all departments	Southampton City Council	023 8022 3855
Event Management - use of City's green open spaces	Southampton City Council	023 8083 2906 events@southampton.gov.uk http://www.southampton.gov.uk/whatson
Tourist Information Centre	Southampton City Council	023 8083 3333 tourist.information@southampton.gov.uk http://www.southampton.gov.uk/leisure/tourism/tourist-information.asp#0
Licensing Department	Southampton City Council	023 8083 3245 or 023 8083 4209 licensing@southampton.gov.uk http://www.southampton.gov.uk/licensing
Trading Standards	Southampton City Council	023 8083 3999 trading_standards@southampton.gov.uk
Environmental Health – Food Safety	Southampton City Council	023 8083 2627 http://www.southampton.gov.uk/environment/environmentalhealth/food/new-pages/environmental-health-food.asp#0
Environmental Health – Noise	Southampton city Council	023 8091 7530
Traffic Management	Southampton City Council	023 8033 6759 www.romanse.org.uk
Police – reference events	Hampshire Constabulary	023 8059 9933
Fire	Hampshire Fire & Rescue Service (Technical Fire Safety Dept. Redbridge)	023 8077 6411 tfs.adminwest@hantsfire.gov.uk
First Aid Services	British Red Cross Headquarters	01962 865174
First Aid Services	St John Ambulance Headquarters	01962 863366
Mechanical-Copyright Protection Society – Performing Rights Society (PRS)		0800 068 4828 http://www.mcps-prs-alliance.co.uk/about_us/aboutcopyright/Pages/aboutmusiccopyright.aspx
Phonographic Performance Limited (PPL)		020 7534 1000 http://www.ppluk.com/
The Event Safety Guide. A Guide to health, safety and welfare at music and similar events.	Health & Safety Executive	HSG195 ISBN 0-7176-2453-6
5 Steps to Risk Assessment	Health & Safety Executive	www.hse.gov.uk
Fire Risk Assessment – for open air events and venues	HM Government Guide	http://www.communities.gov.uk/publications/fire/firesafetyassessment
Other HSE publications and leaflets	Health & Safety Executive	www.hse.gov.uk 01787 881165



Summary of Persons at Risk

Identify who will be at your event and could be at risk – contractors, staff, members of the public, exhibitors, caterers.

All Workers	<input type="checkbox"/>	Inexperienced Staff	<input type="checkbox"/>	Outdoor Workers	<input type="checkbox"/>
Pregnant Women	<input type="checkbox"/>	Cleaners	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
Performers	<input type="checkbox"/>	Volunteers	<input type="checkbox"/>	Elderly People	<input type="checkbox"/>
Staff with disabilities	<input type="checkbox"/>	Maintenance Staff	<input type="checkbox"/>	Other	<input type="checkbox"/>

Summary of Core Hazard Categories

Identify the hazards which could impact on your event

Access / Egress	<input type="checkbox"/>	Environmental	<input type="checkbox"/>	Hazardous Substances	<input type="checkbox"/>	Manual Handling	<input type="checkbox"/>	Temperature Extremes	<input type="checkbox"/>
Adverse weather	<input type="checkbox"/>	Explosion	<input type="checkbox"/>	Hygiene & Welfare	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Vehicles	<input type="checkbox"/>
Animal	<input type="checkbox"/>	Fall of object from height	<input type="checkbox"/>	Ladders	<input type="checkbox"/>	Radiation	<input type="checkbox"/>	Ventilation	<input type="checkbox"/>
Biological	<input type="checkbox"/>	Fall of person from height	<input type="checkbox"/>	Lifting Equipment	<input type="checkbox"/>	Sharp Objects	<input type="checkbox"/>	Violence to staff	<input type="checkbox"/>
Collapse of Structure	<input type="checkbox"/>	Fire Safety	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Slip / trip / fall	<input type="checkbox"/>	Work equipment	<input type="checkbox"/>
Crowd Control	<input type="checkbox"/>	Food Hygiene	<input type="checkbox"/>	Lone Working	<input type="checkbox"/>	Storage	<input type="checkbox"/>	Other	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	Gas	<input type="checkbox"/>	Machinery - forklift	<input type="checkbox"/>	Stress	<input type="checkbox"/>		

Hazard – is something with the potential to cause harm. For example -

- Any possible risk from activities or demonstrations
- Chemicals or substances hazardous to health including dust and fumes
- Crowd intensity at the event
- Electrical safety
- Hazards relating to any fire risks or fire evacuation procedures
- Moving parts of machinery and any vehicles on site
- Manual handling and lifting
- High noise levels
- Poor lighting, heating, ventilation
- Sale of hot food and drink and the supply of alcohol
- Slipping, tripping and falling hazards on site

Put measures in place to stop or minimise the likelihood or impact of the hazard – the level of risk (high, medium, low)

e.g. remove the hazard, prevent access to the hazard, put in measures and procedures to reduce exposure to the hazard, find an alternative activity or machine.

Fire Risk Assessment –Record Significant findings

Event: **Event Date:**

Venue:

Evaluate the risk of the fire occurring / Remove and reduce the hazards that may cause a fire

Evaluate the risk to people from a fire starting at the venue / Remove and reduce the risks to people from a fire

Hazard / Risk Sources of Ignition / fuel/ oxygen	Who Might Be Harmed? People at risk.	Control measures put in place to take away risk or reduce the risk	Notes

Completed by

Date

The risk assessment record of significant findings should refer to other event plans, records or other documents as necessary. E.g. plan of where fire extinguishers and fire exits are situated including an emergency vehicle access route.

The information in this record should assist you to develop an emergency plan; co-ordinate measures with other ‘responsible persons’ at the venue; and to inform and train staff and inform other relevant persons