

event safety

A guide to holding a public
event in Dudley borough



An introduction to holding a public event

Thousands of borough residents and visitors enjoy the wide range of public events on offer in the area every year.

Public safety should be a top priority at any event being held. Organisers who have any doubt about the safety of their event, should be cautious about holding it.

Dudley's Safety Advisory Group aims to ensure people remain safe at borough events. This includes small and large scale events, as well as those held on borough roads which inevitably involve a degree of risk.

The number one priority for event organisers must be to minimise the risk to both participants and the general public. Organisers should also think about the impact and potential inconvenience the event may cause for pedestrians and traffic not attending the event.

Organisers should consult with Dudley's Safety Advisory Group when planning an event. They may also be invited to the advisory group meetings to discuss their proposals.

An event application form is included at the back of this leaflet.

The safety advisory group's role

The group is made up of representatives from:

- **Dudley Council**
- **West Midlands Ambulance Service**
- **West Midlands Fire Service**
- **West Midlands Police**

It considers all event notifications and offers advice and guidance to anyone planning or organising an event. Generally, the police do not support any event that takes place on the public highway due to the inherent dangers to public safety. However, they may make contingency plans to deal with any potential public safety issues as a result of an event being held.

They may also take action on the day of the event to resolve any public order issues that occur. Organisers should be aware there may be a charge for emergency services or local authority resources, if they are required.

Advice given by the safety advisory group to event organisers will be documented. If there is an incident resulting in court or public inquiry proceedings, the group is obliged to notify any investigating authorities about the safety advice given in advance of the event.

Its advice is in addition to any legal requirements and government guidance which should be considered (see useful publications on page 10).

Planning an event and giving sufficient notice

At least three months notice should be given to the safety advisory group for small to medium sized events and those where road closure orders are required.

At least six months notice is required for large or major events.

The size of events are deemed as:

Small - 50 or less / Medium - 50 to 500 / Large - 500+

For every event there must be a competent, named organiser(s) identified at the earliest opportunity. Event organisers must be 18 or over.

If members of the public are invited to participate in a staged and planned event, the organiser is responsible for public safety.

The owner of the venue also has responsibility for public safety.



Risk assessments and health and safety issues

A risk assessment is a careful examination of the potential risks an event may create. It also includes advice on how to reduce or eliminate risks.

Organisers will need to carry out a risk assessment to ensure all the necessary health and safety measures are in place. A standard risk assessment form can be obtained from Dudley Council's events officer.

The risk assessment must include all safety aspects of the event such as:

- **crowd control**
- **evacuation procedures**
- **barrier safety**

A fire risk assessment is also required for all events either in buildings or the open air. More information is available in the events application form or from useful publications on page 10.

You will also need to take out public liability insurance to cover your event.

For more information contact Dudley Council's events officer on 01384 817834 and Dudley Council's central safety team on 01384 814722.

Licences

Organised entertainment held in a public or private place may require a licence from Dudley Council. You may also need additional licences for specific entertainment such as live music. Organisers must give reasonable time for a licence to be processed and be aware it may include a charge.

For more information contact Dudley Council's licensing section on 01384 815377 or visit www.dudley.gov.uk

Road closures

Closing public highways can be a complex legal matter. An application should be made in writing to Dudley Council so the implications of the closure can be assessed. Only closures of minor roads or streets can generally be considered and there can be a charge to obtain an order. All temporary signs will require specific approval from Dudley Council which is the highway authority. **Neither Dudley Council or the police are able to provide 'rolling' road closures for parades, marches or processions.**

For parades taking place on the public highway an 'events on the highway' form will need to be completed and submitted with the events application form at the back of this leaflet to Dudley Council's traffic and road safety team. Alternatively, the form can be completed online at www.dudley.gov.uk

Dudley Council's traffic and road safety team - 01384 815453.

Informing the emergency services

For any medium to large scale event, organisers are strongly advised to notify the police, fire and ambulance services directly, in addition to returning the event notification form at the back of this leaflet. The emergency services need to ensure events don't pose operational problems either at the scene or in the surrounding areas.

For notification in writing, contact:

West Midlands Ambulance Service

Emergency Preparedness Manager
Millennium Point, Waterfront Way, Brierley Hill,
West Midlands, DY5 1LX

West Midlands Fire Service

Fire Safety Applications Team
Licensing Section, 99 Vauxhall Road, Birmingham
West Midlands, B7 4HW

West Midlands Police

Chief Superintendent
Brierley Hill Police Station, Bank Street, Brierley Hill,
West Midlands, DY5 3DH

First aid

Following contact with the ambulance service and other relevant groups, an appropriate level of medical, paramedical and/or first aid cover should be provided at the organiser's expense.

For more information, call:

British Red Cross - 0121 766 5444

St John Ambulance - 0121 524 1109

West Midlands Ambulance Service - 01384 215555

Environmental issues

Venue suitability and smokefree laws

Event organisers must take into account environmental concerns. For instance, whether the venue is suited to the type of event proposed and any appropriate legislation such as smokefree laws.

Animal welfare

Dudley Council has a responsibility to ensure the health and welfare of animals in the borough. Organisers should give careful consideration to the welfare of animals taking part in any event.

Local residents

Attention should also be given to the concerns of local residents in respect of noise and litter. Public facilities such as toilets, hot and cold drinks, PA systems, lighting and tents should also be reviewed.

Food

Any food preparation must be carried out in hygienic conditions and comply with the relevant legislation.

Temporary structures

Any temporary structure which will bear loads must be installed in strict compliance with health and safety regulations.

Other considerations

Disabilities

Disabled spectators and participants should also be considered during planning arrangements.

Stewards

Adequately briefed stewards are needed at any event. It is not the role of the police to provide stewarding, or to provide training to steward personnel. It is essential that stewards and organisers are able to communicate effectively with each other and the public.

For more information on environmental issues, including:

- **Noise pollution**
- **smokefree laws**
- **food hygiene**
- **temporary structures**
- **litter and public conveniences**

Call Dudley Council Plus on 0300 555 2345.

Disabled access

For queries regarding disabled access call 01384 814111

Legal requirements

Representatives of the safety advisory group will not be held responsible for any personal injury (including sickness and death) or loss of or damage to any property (including property owned by one or more of the safety advisory group representatives) caused by or arising from the holding of your event. It is your responsibility to ensure you have taken all necessary steps (including necessary insurance cover) to protect yourself from liability of this nature.

If your event is to be held on Dudley Council-owned land or on a public highway, you will be required to sign a form which will:

- indemnify Dudley Council against any action, claim, loss, costs or expenses resulting from or consequential upon any liability of the above nature and
- agree to insure and provide evidence of insurance with an insurance company approved by Dudley Council to cover liability of this nature for a minimum limit of indemnity of at least £5,000,000 in respect of each and every claim.

Useful publications

The information contained in this leaflet highlights the importance of making safety the number one priority when planning an event. The considerations are by no means conclusive and the following publications may be useful.

Event Safety Guide - Produced by the Health & Safety Executive
<http://www.hse.gov.uk/event-safety/index.htm>

Risk Management - Produced by the Health & Safety Executive
<http://www.hse.gov.uk/risk/index.htm>

The Purple Guide to health and safety and welfare at music and other events
Available online only, subscription fee applies - <http://www.thepurpleguide.co.uk/>

Working together on firework displays – a guide to safety for firework display organisers and operators
<http://www.hse.gov.uk/pubns/priced/hsg123.pdf>

Giving your own firework display – how to run and fire it safely
<http://www.hse.gov.uk/pubns/priced/hsg124.pdf>

Celebrating with bonfires and fireworks - brief practical advice for communities who wish to organise local celebrations
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/413835/141015_Bonfires_and_Fireworks_-_VE_Day_update.pdf

Green Guide to safety at sports grounds - Produced by the Sports Ground Safety Authority
<http://www.safetyatsportsgrounds.org.uk/publications/green-guide>

Managing crowds safely - Produced by the Health & Safety Executive
<http://www.hse.gov.uk/pubns/books/hsg154.htm>

National Outdoor Events Association Code of Practice - Produced by the National Outdoor Events Association - <http://www.noea.org.uk/>

Guide to Regulatory Reform (fire safety) Order 2005 - Produced by the Department for Communities and Local Government (DCLG)
www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business

The Highway Code www.gov.uk/highway-code

Name of event:

Name of organiser:

Contact address:

Contact telephone number:

Type of event planned:

Proposed location:

Date and time of event:

Expected number of people attending:

For events on the public highway, return this slip by post to the traffic and road safety section, Dudley Council, 4 Ednam Road, Dudley DY1 1HL

For other events return this slip by post to the events officer, Dudley Council, Himley Hall and Park, Dudley, West Midlands DY3 4DF

Alternatively, visit www.dudley.gov.uk