



# EVENT APPLICATIONS

## Guidance and Useful links



# Contents

## Welcome

### Event sites in Watford

Map and event site facilities

## The Process – how to apply for permission to hold your event

### Roles & Responsibilities

### Planning your event

Who, what, why, where and when

### Application form supporting notes

#### Event activities

- 1 Event organisers details
- 2 Event details
- 3a Activities at your event/Licensing
- 3b Catering
- 3c Music: Performing Rights
- 4 Promoting your event
- 5 Risk Assessments
- 6 Insurance

#### Event infrastructure

- 7 Car parking
- 8 Traffic management and road safety
- 9 Temporary structures and event equipment
- 10 Toilets
- 11 Litter and waste
- 12 Electricity, water and gas
- 13 First Aid
- 14 Marshals and security
- 15 Lost children

### Useful links

Contacts, reference material, useful forms

### Terms & Conditions

# Welcome

The Council welcomes, encourages and supports safe events at a number of locations in Watford.

Events provide a varied and colourful entertainment calendar throughout the town, open and accessible to all, helping to make Watford a great place to work , live and enjoy.

Events come in every shape and size and while not all topics within this Guide will relate to all events, it provides a wide range of advice and information to help you organise and enjoy your event in Watford.

## How to use this guide

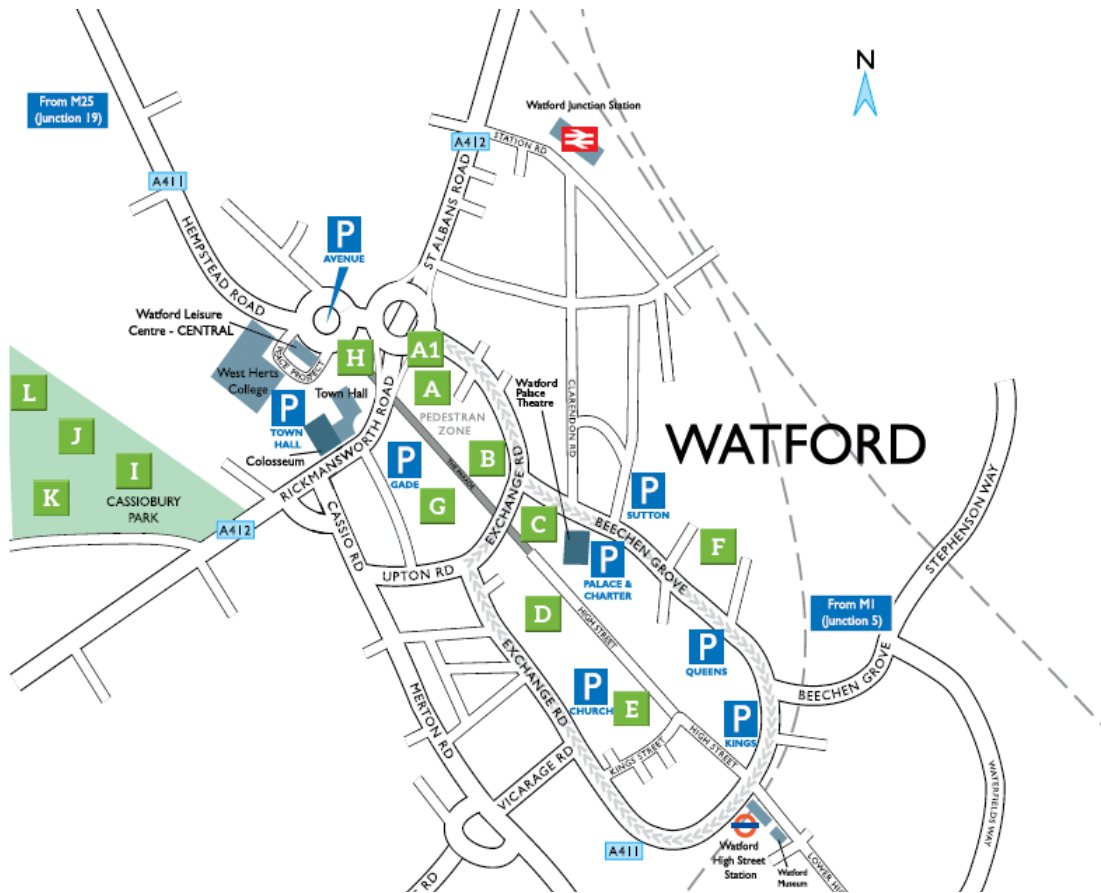
This Events Guide is written as a series of notes to help you complete the Event Application Form.

Each numbered Question has a corresponding Supporting Notes section with background information and advice. Look out for these additional tips and information.

If you need help at any stage please call the Events Team, we are on hand to help with any query you might have that will enable you to proceed.

Remember depending on the nature of your event some of the requests on the application form are not applicable, please state that.

# Event Sites Map



## Event Site Facilities

Event space (name)	Location	Approximate size
A	The Parade (chequered event space by the Pond)	800m2
B	The Parade (Nationwide to L'Artista)	530m2
C	The Parade (Twisted Monkey to Pret a Manger)	1750m2
E	St Mary's Square	75m2
G	Raised triangle area (outside Bosley's)	90m2
A1	The Parade (outside LP Café)	80m2 (two areas)
I	Cassiobury Park (whole)	0.48km2
J	Bandstand in Cassiobury Park	2000m2

# The Event Process

## Step 1

### Customer Enquiry

As soon as you have an idea for your Event, please contact the following to check that the date and venue are available:

For Town Centre events, tel 01923 278237 or email: [events@watford.gov.uk](mailto:events@watford.gov.uk)

For Park events, tel: 0203 567 6900 or email: [enquiries.watford@veolia.co.uk](mailto:enquiries.watford@veolia.co.uk)

### Initial Event Assessment

If the date and venue are available and your event suits the event site

- We will provisionally reserve the date for you
- Ask you to fill in an Events Application Form to give as much information on your Event as possible

There is a cost for holding an event in Cassiobury Park, please ask for further information.

## Step 2

### Completing the Events Application Form

The 'Guide to Organising Your Outdoor Event in Watford' is designed to help you to complete the Event Application Form. Completed forms should be sent to the following

#### Town Centre Events

Community & Environmental Services  
Town Hall  
Watford WD17 3EX  
Email: [events@watford.gov.uk](mailto:events@watford.gov.uk)

#### Parks Events

Veolia Environmental Services  
Wiggenhall Depot  
Wiggenhall Road  
Watford WD18 0FB  
Email: [enquiries.watford@veolia.co.uk](mailto:enquiries.watford@veolia.co.uk)

## Step 3

### Events Team assess your Events Application Form

On receiving your Form we will assess your Event Application to determine the suitability and size of your Event.

You will be nominated a case officer who will be your main point of contact throughout the process.

If an event needs Council services or Council employees to attend on site these costs must also be met by the Event Organiser. We will work with you to identify these costs as early as possible.

To help and support you we may share information on your Event with the **Watford & Three Rivers Safety Advisory Group** (comprising Watford Borough Council: Environmental Health, Licensing, Events Team, Emergency Planning Team; Hertfordshire Highways; Hertfordshire Constabulary; Hertfordshire Fire & Rescue Service and East of England Ambulance Service NHS Trust)

The case officer in the Events Team will keep you informed on any feedback and or may invite you to attend a meeting to resolve any concerns and provide guidance where appropriate.

## Step 4

### Event Permission Letter

Council permission for the Event will only be given to you in writing when we have received all paperwork needed for the Event. It will include arrangements for collecting/returning any site keys as needed.

**All events at the sites listed under Event Site Facilities must be booked through the Events Team**

**When you are ready to complete your Events application Form please refer to the number Supporting Notes.**

# Roles & Responsibilities

## Our role

Before your event goes ahead you will need the Council's permission as land owner. Our role in the Events Team is to assess your Event Application and work with you to meet your legal duties as Event Organiser so that your event is a success and is enjoyed by all.

We are happy to meet you on site to discuss your event and help answer any queries.

## Other Council/Partner roles

The Events Team is supported by the following Council departments and partner organisations:

### Environmental Health & Licensing

Licensing, noise monitoring, food safety standards, health & safety, charity collection permits.

### Building & Projects

Electricity & water supply on site. Safety of temporary structures eg. marquees, staging, fire escape provision etc.

### Regeneration and Development

Transport & Infrastructure, Road closures, car parking.

### Watford Palace Theatre, Watford Colosseum, West Herts College

Happy to support local groups and organisations in developing outdoor arts events. Can help with applying for funding, recruiting artists & makers and creating contracts.

### Culture and Events

Provide the lead for all events, co-ordinating, providing advice, responsible for policy, guidance, procedures. Happy to advise local groups and organisations in developing outdoor arts events.

### Veolia

Deal with event bookings in parks on behalf of the Council; can provide waste management on site.

See Useful Links for contact details.

## Your Role as Event Organiser

As Event Organiser you are legally responsible for the overall management of your event including all the health & safety, licensing and insurance elements. You are responsible for the safety and welfare of everyone at your event which includes staff, volunteers, contractors and the public.

### Establish your Team

Identify specific responsibilities for all members of the team to include:

**Health & Safety Co-ordination** - someone with suitable experience to oversee all health and safety at the event including appointing any contractors for specialist work such as electrics.

**Marshal Supervision** – responsibility for briefing, co-ordinating and supervising the work of event marshals.



**Communications** – promoting your event within the local media, liaising with local residents, local businesses, Watford Borough Council as appropriate, producing promotional material such as posters, leaflets etc.

### For events we will need the following from you:

1. A completed **Event Application Form**
2. **Public Liability Insurance Certificates** – for the event itself and also any contractors, performers, suppliers etc that you use from event set up to event take down.
3. **An appropriate Event Management Plan/ Risk Assessments** – etc. see samples on the website.
4. A **Site Plan** – giving the event layout to help our understanding of your event. Please mark out the position of all the intended attractions and facilities including entrance and exit points, circulation routes, vehicle access, temporary structures and the emergency plan. We can provide site maps for you electronically or on paper.
5. **Emergency Procedures** – detailing evacuation procedure, escape routes & fire exits, fire extinguishers, access for emergency services.
6. An **Events Programme** – activities proposed with timings including set up and take down time.
7. A list of **Stallholders/Exhibitors** – with names, addresses, contact numbers and their activity/merchandise.
8. A **Briefing Pack** – for marshals/security staff.
9. **First Aid** provision.

### Watford & Three Rivers Safety Advisory Group

The purpose is to offer guidance to help organizers [of large events] meet their responsibilities, to promote and encourage high standards of public safety and wellbeing at events.

The group will consider plans presented by organizers on the safety elements of an event.

- Watford Borough Council:
  - Environmental Health
  - Licensing
  - Events Team
  - Emergency Planning Team
- Hertfordshire Highways
- Hertfordshire Constabulary
- Hertfordshire Fire & Rescue Service and
- East of England Hertfordshire Ambulance NHS Trust

As Event Organiser you may be asked to attend a Safety Advisory Group meeting to discuss elements of your event. The Events Team will advise you on whether this is necessary for your event.

See Useful Links for more information

**Attending a Safety Advisory Group meeting is a valuable opportunity to ask advice and learn from past experience**

# Planning Your Event

## Careful planning is essential to the success of your event

### Why

Have a clear purpose for your event and what you want to achieve from it.

### Who

Who would you like to attract to your event? Are families your target audience or will it be more specific? Is it for local residents or wider appeal within the region? Knowing this will help you to plan your welfare arrangements such as toilets, first aid, lost children, baby changing, lost property, refreshments and many more!

You must establish the maximum number of people that your event can safely hold. Remember that one particular attraction may draw large numbers of visitors and that attendance is boosted by good weather. Estimate how many people are likely to attend if your event isn't ticketed. Specific arrangements should be made to ensure people with disabilities can safely enjoy the event and have adequate facilities eg. parking, specific viewing areas etc.

### What

What type of activities will you offer at your event? Gear your provision to the age profile and size of your audience. Will any activity present specific hazards.

### Where

We have several event sites available. Consider which venue best matches your planned activities. Is there easy access? Will you need car parking? Are there any potential hazards such as nearby water or overhead power lines? Is there clear access for emergency services?

How will your event impact on the local community, local business?

### When

Seasons, day of the week, time of day can all affect the nature of your event with crowd size, noise, lighting and ease of travel etc. Outdoor events in the UK will always need a contingency plan for the weather! Check the events calendar on the Watford Borough Council website: [www.watford.gov.uk](http://www.watford.gov.uk) to avoid clashing with any other similar or local event.

Give yourself as much time as possible to organise the event. You may need as much as 12 months planning time to gain popular performers, specialist advice, licences or permissions that may be required.

### Contingency Plan

Please consider a contingency plan in the event of extreme weather conditions or other issues that could affect your event at short notice such as transport issues, national events etc. Will the event be cancelled or could other arrangements be made? How will you communicate this message?

Can you plan for scenarios such as dealing with a disappointed crowd if the main attraction has not turned up? Marshals play a key role in helping the public at your event.

# Supporting Notes

## Notes to help you complete the Events Application Form

There are 15 Questions in the Events Application Form. These Supporting Notes are numbered 1-15 to match each question.

### **NOTE 1**      **Event Organiser's Details**

Please give as much detail as possible including contact details for key members of your organising team. Tell us about your experience of running events.

### **NOTE 2**      **Event Details**

We appreciate that events can change in the process of being organised but it is important that you keep in touch with the Events Team and make them aware of any new ideas, changes to your event programme or activities.

Such changes can affect the nature, size and suitability of an event together with the costs involved.

### **NOTE 3A**      **Activities at your Event**

#### **Rides & Attractions**

Suppliers must provide you with copies of their:

- \* Public Liability Insurance
- \* ADIPS or PIPA certificates (see info box below) to prove that the rides are well maintained and fit for purpose.

All inflatables such as bouncy castles must be fully tethered to the ground, as per manufacturer's instructions, at all times, regardless of the weather conditions and use an appropriate anchor. Please do not use the trees, bins, benches etc!

All activities must be supervised at all times and suitably marshalled and or controlled to direct the public away from any hazards such as generators, fans etc.

#### **Car Boot Sales**

In general car boot sales are not allowed on Council owned land.

#### **Firework, Laser & Pyrotechnic Displays**

Only in exceptional cases where organisers can demonstrate the appropriateness of firework displays and the necessary safety measures are in place will fireworks be permitted.

Special effects and pyrotechnics may present additional hazards and must be carefully planned and a risk assessment carried out. It is important that they are all installed and operated in accordance with the manufacturer's instructions and stored in accordance with approved arrangements. They should be arranged so as to minimise any risk to the public,

performers and staff. Specific warning notices advising the public of the effects to be used must be displayed in appropriate places so that the public can read them.

You must discuss special effects especially lasers, smoke machines, dry ice, pyrotechnics, strobe lighting, fire breathing and fireworks with the Events Team.

### **Balloon and Lantern Releases**

The Council does not allow multi-balloon releases from Council land in Watford on environmental and wildlife protection grounds. This includes bio-degradable latex and foil balloons. Framed sky lanterns may pose a similar hazard and so design and use must be approved in advance.

### **Licensing & Permissions**

If appropriate to the Event, the Event Organiser must ensure that all required permissions and licences are acquired in an appropriate and timely manner including but not necessarily limited to:

- Performing Rights Society licence (PRS) - [www.prsformusic.com](http://www.prsformusic.com);
- Phonographic Performance Limited licence (PPL) - [www.ppluk.com](http://www.ppluk.com);
- permission to use the highway from the Highways Authority (from Hertfordshire County Council);
- permission from Watford Borough Council to use the town centre premises licence where relevant
- a Temporary Events Notice (TEN) or time-limited Premises Licence under the Licensing Act 2003 (from Watford Borough Council);
- permission to distribute leaflets, flyers, or other printed material (from Watford Borough Council);
- a street collection permit if collecting any money or selling any items to raise funds for a charitable cause (from Watford Borough Council);
- a street trading consent if selling any items for personal or private gain (from Watford Borough Council);
- a lottery registration if selling any tickets in advance for a raffle or lottery (from the Council which covers the registered office of the society or charity)

The Council holds a licence for the Town Centre. If it is appropriate, the Events Team can grant permission to organisers to benefit from this licence. If the event is to involve alcohol sales, the event organiser will need to put forward a Personal Licence holder to be the Designated Premises Supervisor (DPS) for the duration of the event. The Council will apply to name the DPS on the licence. Once the event has finished, it is recommended that the DPS formally notifies the licensing team that they want to be removed from the licence.

If the event is not able to be held under the Town Centre Premises Licence, then organisers will need to either obtain a Temporary Events Notice (TEN) or their own Premises Licence in order to legally provide licensable activities.

The Licensing Team can advise whether you need a licence depending on the size and nature of your event and guide you through the appropriate process.

For more information, please contact the Licensing Team by email: [licensing@watford.gov.uk](mailto:licensing@watford.gov.uk) or tel: 01923 278476

### **NOTE 3B Catering**

It is your role to ensure that all caterers have been registered by their local authority and they hold current caterers' food hygiene certification.

Catering must be sensibly positioned away from children's activity areas and near to water supplies, waste bins etc. Adequate space should be left between catering facilities to prevent any risk of fire spread.

### **NOTE 3C Music: Performing Rights**

#### **Music**

Where necessary, it is expected that the event organiser will employ suitably qualified noise consultants to measure, monitor, control and report noise levels and these will be identified and approved as part of the event management plan. Should it be necessary for the Council to carry out noise monitoring an hourly rate as approved in the Council's fees and charges will be applied. You will also be expected to notify residents and local businesses at least 14 days prior to the event that there will be amplified sound. You must send this letter in advance to the events team so it can be approved before going out to residents and or businesses. Further advice can be sought from the Council's Environmental Health team, email: [envhealth@watford.gov.uk](mailto:envhealth@watford.gov.uk) or tel: 01923 278503.

#### **Performing Rights Society (PRS)**

The Council is obliged to declare all musical performances taking place as part of an event to the Performing Rights Society Ltd. This includes both live and pre-recorded music. We use the information that you provide to help make our annual declaration.

### **NOTE 4 Promoting Your Event**

Planning how to communicate your event well in advance can often be more cost effective. Your event can be added for free to several 'what's on' listings available locally including the Council's website [www.watford.gov.uk](http://www.watford.gov.uk)

Remember that as the number of people expected to attend your event increases, you may need to increase the number of marshals, first aiders, rubbish bins and toilets.

#### **Signage, Banners & Posters**

Watford Borough Council does not permit fly posting and will charge Event Organisers for the removal of it. Similarly costs resulting from litter picking event flyers will be recharged.

On site signage must not cause any damage on site or obstructions.

## Outdoor advertisements and signs: a guide for advertisers

No advertising material is to be displayed anywhere on the Site or elsewhere in the Watford Borough Council in relation to the Event unless it conforms to the permitted displays authorised by the Town and Country Planning (Control of Advertisement) Regulations 1992 or relevant legislation from time to time in force and has been agreed with our Development Management Section whose instructions must be adhered to in all detail.

It is likely that advertisement consent will be required by event organisers who wish to advertise their event by means of banners, flyers, posters or other forms of advertising. It can take up to 8 weeks to obtain advertisement consent, so please allow for this in your event planning processes. Please contact the Development Management Section for guidance on whether or not you need advertisement consent for your advertising; telephone 01923 278293 or e-mail [developmentcontrol@watford.gov.uk](mailto:developmentcontrol@watford.gov.uk). Further information can also be found on the Government's online planning resource at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Please call them for further advice.

## NOTE 5 Risk Assessments

Your event must have a detailed risk assessment to cover any activity that could pose a danger or hazard to anyone attending, involved in or in the vicinity of your event. A sample risk assessment is in Useful Links

The following healthy & safety aspects should be considered together with any other issues relevant to your event:

- Emergency plans necessitating site evacuation eg. for fire
- Transport / vehicle management on and around the site
- Temporary electrical installations on site and use of electrical equipment
- Waste management
- First Aid provision

### Fire Safety

It is the Event Organiser's role to ensure that a fire safety risk assessment is completed and any preventative or protective measures identified and addressed.

The Fire Authority enforces The Regulatory Reform (Fire Safety) Order 2005 and is able to provide practical advice or if the risk is serious, issue a formal notice. Further guidance available in Useful Links.

### Performers

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

### **Contractors**

If you are appointing contractors for your event, they should be vetted to ensure they are competent to undertake the tasks required of them.

- Wherever possible personal references should be obtained and followed up.
- Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely.
- Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million.
- Provide contractors with a copy of your event paperwork and arrange liaison meetings to ensure they will work within your specified parameters.

### **Accidents**

If an accident occurs on site, the names and addresses of witnesses should be obtained, photographs or a sketch map taken and a report made by the organisers. An Accident Report Form should be completed and a copy sent to the Events Team straight after the event. You will need to advise your own insurance company.

Some accidents are reportable by law. While all accidents need to be recorded, some may need to be reported to health & safety officials. For further advice [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

A sample Accident Report Form is in Useful Links

## **NOTE 6 Insurance**

All Event Organisers must have public liability insurance in place for at least **£5million** in respect of one claim. The Event Organiser must ensure that all contractors and performers assisting with the event have the same amount of public liability insurance in their own name. Depending upon the nature of the organisation and the proposed event, other insurances may also be required. These policies must indemnify the Council against any claim arising from the event.

A copy of the Event Organisers policy documents must be given to the Events Team when submitting your Event Application Form. If you make a claim on your insurance you must advise the Events Team.

## **NOTE 7 Car Parking**

Car parking must be properly controlled with trained marshals, leaving clear emergency access. No public parking on grassed areas/open space will be allowed without the prior consent of the Events Team.

If car parking is allowed a risk assessment must be carried out regarding marshalling levels and traffic management.

Public car park spaces can not be guaranteed as part of your event booking. You must also consider the impact your event will have on parking in residential streets and parking for

Blue Badge holders. In the Central area of Watford and many of the surrounding wards Controlled Parking Zones exist.

## **NOTE 8      Traffic Management & Road Safety**

If any part of your event requires Traffic Management on the Public Highway e.g. Temporary Traffic Signals, Pedestrian Management or Road Closures then you must apply to the Highway Authority department at Hertfordshire County Council for approval by contacting them using the following link [nm.southwest@hertfordshire.gov.uk](mailto:nm.southwest@hertfordshire.gov.uk). It is advisable to notify the Highway Authority at the earliest opportunity to ensure road space is available. All costs associated with Traffic Management are met by the Event Organisers. Please note that the Highway Authority do not supply Traffic Management.

Where road closures are required you will need to apply for a Temporary Traffic Regulation Order (TTRO). An application for a TTRO can be found at <http://www.hertsdirect.org/services/transtreets/highways/hhonlineservices/trafficorders1/emptro/>.

You are advised to appoint a competent Traffic Management company to assist with the appropriate signage of your event.

### **Traffic to and from event site**

Site traffic access and exits must be carefully located, signed and managed to reduce the risk of a potential accident.

### **On-site traffic**

During event set up vehicle movement must be carefully directed. The Event Organiser must agree at what stage vehicles must clear the area leaving only essential vehicles on site. Any vehicle movement must be overseen by experienced marshals walking in front of the vehicle (including reversing). The speed limit is 5mph and pedestrians on site have right of way.

Only essential vehicle movement will be allowed during your event, and this must be managed by trained marshals and vehicle hazard lights. Such vehicle movement must be included in your risk assessment.

Catering or essential stall holder vehicles must be sited prior to the event opening and not move until such time as deemed safe by the Event Organiser or safety advisor.

Separate signposted entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access.

Use of access and exit points to the site must in no way impair the use of the rest of the site by the general public. Access times to the site will be agreed with the Events Team or their appointed representative (Veolia) Please consider local residents during your set up and take down and keep noise levels at an acceptable level.

### **Communicating Traffic Management**



Where Traffic Management will have a significant impact on the road network it is the Event Organisers responsibility to advise the public through various channels as appropriate. Where local residents might be particularly adversely affected (e.g. noise, traffic, parking etc) then a letter drop will be required and costs met by the Event Organiser.

## NOTE 9 Temporary Structures & Event Equipment

Many events will require temporary structures such as staging, tents, marquees, stalls, feather flags etc.

If your event involves the erection of temporary structures, such as marquees and stalls, it is likely that these structures will need planning permission. It can take up to 8 weeks to obtain planning permission, so please allow for this in your planning processes. Please contact the Development Management Section for guidance on the planning implications of your proposals; telephone 01923 278293 or e-mail [developmentcontrol@watford.gov.uk](mailto:developmentcontrol@watford.gov.uk). Further information can also be found on the Government's online planning resource at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Decide where this equipment is to be obtained, who will erect it and what safety checks will be required.

Temporary structures should only be obtained from experienced suppliers. The location of any structures that require stakes or peg anchorage in the ground must be agreed with the Events Team and clearly identified on the site plan.

The Parade in Watford High Street is classified as public highway and if you wish to place temporary structures the following guidelines apply to request permission. Its important to avoid any clashes with other events or programmed construction works. Note, no stakes or pegs can be placed in the ground along the Parade.

The table below indicates the time frame should you should be notifying the Herts County Council for Events, at the earliest opportunity by emailing the Event details to [NM.SouthWest@hertfordshire.gov.uk](mailto:NM.SouthWest@hertfordshire.gov.uk)

- For Events held on the Highway or likely to impact the Highway with a duration of 11 or more days then the Highway Authority will require 3 months notification.
- For Events held on the Highway or likely to impact the Highway with a duration of between 4 and 10 days then 10 working days notification is required.
- For Events held on the Highway or likely to impact the Highway with a duration of between 1 and 3 days then 3 working days notification is required.

It is advisable to notify the Highway Authority at the earliest opportunity to ensure road space is booked.

### Marquees

The security of all marquees and equipment is the responsibility of the Event Organiser. The lifting equipment used to erect the marquees shall be certified with a copy of the certificate produced for inspection. Organisers are advised to consult their contracts and insurance should be taken out to cover the hire of equipment from private sources.

### **Gazebos**

Domestic gazebos are often not suitable for use at a public event and can pose a safety risk in the event of high winds or proximity to fire risks such as barbecues.

### **Guy Ropes**

All guy ropes and ground pegs must be clearly marked with hazard tape or similar hi-visible material to minimise trip hazards.

### **Barriers**

Appropriate and industry recommended barriers must be used to protect the public against specific hazards such as moving machinery, generators, barbecues, vehicles, crowd control in front of staging etc.

### **Crowd control**

The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system.

Emergency exits must be clearly signposted and kept clear at all times.

## **NOTE 10 Toilets**

It is essential that you provide an adequate number of toilets at your event, all of which must have hand wash facilities. The use of urinals as well as cubicle toilets should be considered where alcohol consumption is expected.

Please do not rely on existing toilet facilities on site as unfortunately they can be subject to closure at short notice.

The Health & Safety Executive "The Event Safety Guide: A Guide to Health, Safety & Welfare at Music and Similar Events (1999) advice for temporary toilets at events:

## **NOTE 11 Litter & Waste**

You are responsible for keeping the site clean and tidy for the duration of your event and must make arrangements for the litter to be removed from the site afterwards. This includes any litter escaping the boundaries of the site. Failure to leave the site and boundaries as found will incur cleaning costs which will incur an after event charge.

For advice and a quote on bins please contact Veolia on tel 0203 567 6900 or email [enquiries.watford@veolia.co.uk](mailto:enquiries.watford@veolia.co.uk).

Other waste companies may quote for bin provision but all waste collected, stored and transferred should be in accordance with Section 34, Environmental Protection Act 1990.

Please recycle waste where possible; events with more than 100 people should also have recycling bins on site.

## NOTE 12 Electricity, Water & Gas

The site information details what facilities are available at each site. Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe.

The Event Organiser will be expected to produce evidence of the correct electrical inspection and testing of portable appliances and any installed distribution system.

Appropriate certification may include PAT Certificates and Completion Certificates.

Failure to provide the correct certification may result in disconnection or removal from site.

- Residual current circuit breakers must be used and if possible the power supply stepped down to 110volts.
- Electrical sockets and cabling should be fit for purpose and designed for the environment that they are to be used in
- All cables will have to be safely channelled and covered with matting, preformed cable protectors or raised above the audience to eliminate any electrical and tripping hazards.
- Potential hazards due to extreme weather should not be overlooked at outside events.
- Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public.
- The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barriers used to prevent public access.
- If the LPG is to be used then a current safety certificate must be provided.
- Silent generators should be used and preferably diesel fuel only.

All these arrangements should be clearly shown on the site plan.

## NOTE 13 First Aid

You need to carry out a medical risk assessment taking into account the numbers, age groups and activities involved in your event. First aiders, ambulances etc should be arranged accordingly. Please do not rely on any potential first aid cover that already exists for other activities on site to cover your event.

The Health & Safety Executive Event Safety Guide recommends:

- All events should have no fewer than 2 first aiders.
- Events with no special risks needs 2 First Aiders for every 1,000 people attending (up to 3,000 people).

You must ensure adequate signage and information on location of first aid facilities is available to all who attend your event.

## NOTE 14 Marshals & Security

Marshals must be trained and fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them in a briefing pack.

It is important that marshals can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, security staff and the Event Organiser. Where radios are to be used, provide a list of channels to be used for different communications.

Marshals may be required to guide vehicles, clear emergency exits, and work with security staff to tackle any behavioural problems. For this reason marshals should not be used for add-on roles such as collecting entry fees/donations etc.

Marshals will need to be adequately trained, wear hi-visibility vests and may need other kit such as torches. At all-day events, duty rotas will be required.

### Security

Depending upon the nature of the event, specific paid security officers may be needed, all of whom must be Security Industry Association (SIA) registered. Names and SIA registration numbers must be supplied to the Events Team before the event.

Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Event staff collecting cash may require money belts or other carrying facilities.

**A small laminated site map (with key contacts on the back) can be clipped to a lanyard for event staff**

**Money counting and banking arrangements should be given careful consideration**


## NOTE 15 Lost and Found Children

### Found Children Procedure:

It is the responsibility of the Event Organiser to make arrangements for dealing with lost children. A clearly advertised collection point must be set up on site, out of public site, and staffed by people who are Disclosure and Barring Service Certificate (DBS) checked. This should form part of your overall risk assessment for the event.

Ensure that lost children are not left in the sole care of a single worker. If there is a children's area on site, this will be the best place for the care of lost children. In some circumstances it may be necessary to make an announcement over the PA system. Take care to ensure that announcements do not refer to children specifically or give personal details, descriptions or names.

The parent's or guardian's name, address, signature and proof of identity should also be obtained and recorded as well as the child's name and date of birth.



Once a child has been reunited with their parent or guardian, inform marshals and the Police immediately if they have been involved. If a child is not collected within 30 minutes then the Police must be informed and advice sought. The Events Team would appreciate notification out of courtesy.

If Multiple hires are being planned eg around coaching activities, then the event organiser's should have a safeguarding /children's/Vulnerable adults policy or safeguarding statement as appropriate covering DBS, training and reporting disclosures

### **Missing Child Procedure**

If a missing child report is made to stewards then they should contact the lost children point to ascertain whether the child is there.

If the child is there then parents/guardians should be directed or escorted directly to the lost children point to verify their identity and collect the child.

If the child is not there then parents/guardians should be directed to the lost children point give essential details and a description of the child.

Details of the missing child should then be forwarded to event control.

Event Control should then issue a message to all Police/stewards so that they can remain vigilant. No details of the lost child should be relayed over the PA system.

If a child is not found within 30 minutes then the Police must be informed and advice sought. The Events Team must also be advised.

# Useful Links

## Useful Contacts

### Watford Borough Council

Events Team

01923 278237 [events@watford.gov.uk](mailto:events@watford.gov.uk)

Environmental Health & Licensing

01923 278503 [licensing@watford.gov.uk](mailto:licensing@watford.gov.uk)  
[envhealth@watford.gov.uk](mailto:envhealth@watford.gov.uk)

Development Management Section (eg for Planning consent)

01923 278293

Regeneration and Development

01923 278079

### Veolia Environmental Services

0203 567 6900 [enquiries.watford@veolia.co.uk](mailto:enquiries.watford@veolia.co.uk)

### Emergency Services

Hertfordshire Police

<http://www.herts.police.uk/>

Hertfordshire Fire & Rescue

<http://www.hertsdirect.org/services/commsafe/commprotect/hfrs/>

Hertfordshire County Council - Highways

<http://www.hertsdirect.org/services/transtreets/highways/>

Health & Safety Executive

[www.hse.gov.uk](http://www.hse.gov.uk)

PIPA Inflatable Play Inspection Scheme

[www.pipa.org.uk](http://www.pipa.org.uk)

Showmen's Guild

[www.showmensguild.co.uk](http://www.showmensguild.co.uk)

## Reference Material

### Event Safety Guide

The Purple Guide to Health, Safety and Welfare at Music and other events

<http://www.thepurpleguide.co.uk/>

### The Good Practice Safety Guide

For small and sporting events taking place on the highway, roads and public places.

[www.homeoffice.gov.uk/publications/police/operational-policing/event-safety-guide?view=Standard&pubID=818935](http://www.homeoffice.gov.uk/publications/police/operational-policing/event-safety-guide?view=Standard&pubID=818935)

### Fire Safety Risk Assessment – Open Air Events and Venues

[www.communities.gov.uk/publications/fire/firesafetyassessment](http://www.communities.gov.uk/publications/fire/firesafetyassessment)

### Fire Safety Risk Assessment - Small and medium places of assembly

[www.communities.gov.uk/publications/fire/firesafetyrisk7](http://www.communities.gov.uk/publications/fire/firesafetyrisk7)

### HSE Guide Electrical Safety for Entertainers

[www.hse.gov.uk/pubns/indg247.pdf](http://www.hse.gov.uk/pubns/indg247.pdf).

### Small Event Safety Advisory Guide

[www.conwy.gov.uk/upload/public/attachments/433/smalleventsafetyguide.pdf](http://www.conwy.gov.uk/upload/public/attachments/433/smalleventsafetyguide.pdf)

### Safety Advisory Groups and Event Planning

[www.cieh.org/policy/safety\\_advisory\\_groups\\_and\\_event\\_planning.html](http://www.cieh.org/policy/safety_advisory_groups_and_event_planning.html)

### National Outdoor Events Association

[www.noea.org.uk/](http://www.noea.org.uk/)

### Licensing Act 2003

[www.legislation.gov.uk/ukpga/2003/17/contents](http://www.legislation.gov.uk/ukpga/2003/17/contents)

### Government Dept Culture, Media & Sport - alcohol and entertainment

[www.culture.gov.uk/what\\_we\\_do/alcohol\\_and\\_entertainment/default.aspx](http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/default.aspx)

### Food Standards Agency – a guide to food safety legislation

[www.food.gov.uk](http://www.food.gov.uk)

### HSE Managing Crowds Safely

[www.hse.gov.uk/pubns/books/hsg154.htm](http://www.hse.gov.uk/pubns/books/hsg154.htm)

### Reporting of serious accidents

[www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

### Watford Borough Council Park Byelaws

<http://www.watford.gov.uk/ccm/content/leisure-and-community/public-park-byelaws.en>

# Useful forms

## Event Risk Assessment Guidance and Form

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided.

### Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment.

A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. The following should be taken into account:

- Any slipping, tripping or falling hazards
- Hazards relating to fire risks or fire evacuation procedures
- Any chemicals or other substances hazardous to health eg. dust or fumes
- Moving parts of machinery
- Any vehicles on site
- Electrical safety eg. use of any portable electrical appliances
- Gas
- Manual handling activities
- High noise levels
- Poor lighting, heating or ventilation
- Any possible risk from specific demonstrations or activities
- Crowd intensity and pinch points

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

### Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Marshals
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled people
- Children and older people
- Potential trespassers
- Expectant mothers
- Local residents



## Areas to consider

The following are examples of areas to consider:

- Type of event
- Potential major incidents
- Site hazards including car parks
- Types of attendees such as children, older people and disabled people
- Crowd control, capacity, access and egress and marshalling
- Provision for the emergency services
- Provision of first aid
- Provision of facilities
- Fire, security and cash collection
- Health and safety issues
- Exhibitors and demonstrations
- Amusements and attractions
- Structures
- Waste management

## Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- any information, instruction and training regarding the event and the activities involved
- Compliance with legislative standards, codes of good practice and British Standards
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable

## Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

High	An unsecured inflatable being used in adverse weather conditions by young children.
Medium	A display of animals in a roped off arena.
Low	A mime artist performing amongst the crowd.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Removal of the hazard
- Preventing access to the hazard eg. by guarding dangerous parts of machinery
- Implement procedures to reduce exposure to the hazard
- The use of personal protective equipment
- Find a substitute for that activity/machine etc.

## Record the risk assessment findings

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

## RISK ASSESSMENT TEMPLATE

<b>Event</b>	<b>Date of event</b>
<b>Venue</b>	<b>Organiser</b>

<b>Hazards identified</b>	<b>Persons at risk</b>	<b>Risk factor (high, medium, low)</b>	<b>Measures required to control the risk</b>	<b>Action to be taken by (name)</b>	<b>Date completed and signature</b>
<i>Litter – tripping hazard, contamination etc.</i>	<i>All</i>	<i>L</i>	<i>Regular litter picks Provision of litter bags around area</i>	<i>Designated litter pickers</i>	
<i>Congestion and overcrowding – injuries due to lack of crowd control</i>	<i>All</i>	<i>M</i>	<i>Event layout planned to avoid pinch points and congestion and to allow a circular movement of human traffic flow around the site.  Stewards to continuously monitor</i>	<i>Event Safety Officer Marshals</i>	
<i>Vehicle movement on site</i>	<i>All</i>	<i>H</i>	<i>Vehicle movement restricted – no vehicle movement during event opening hours 10am to 4pm.  Any emergency vehicle movement during this time will be escorted on and off site by a trained banksman wearing hi-vis jacket.</i>	<i>Event Organiser Marshals Other staff</i>	

<b>Name of assessor (printed)</b>	
<b>Signature</b>	<b>Date</b>

## SAFETY INSPECTION CHECKLIST

### Before, during and after the event

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form, note all defects and also the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

<b><u>PRIOR TO THE EVENT START</u></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Site access/egress</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff/marshals in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site condition</b>			
Are permanent fixtures in good conditions eg seats, fencing, signange etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is site free from tripping hazards eg cables, potholes, footpath defects etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attractions/activities/structures</b>			
Have all structures been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all structures been inspected and approved by a competent person where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all activities/attractions sited correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all activities/attractions supplied evidence of insurance and health & safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all potentially hazardous activities segregated and/or fenced as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have temporary decorations been installed correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any unanticipated hazards been introduced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Event provisions</b>			
Are marshals in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting in place where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fire fighting equipment in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is signage adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have electrical supplies/equipment been checked/certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have toilets been provided where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid facilities in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is control centre in place and public address system working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate waste bins in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>Notes:</b>
<b>Name of inspector:</b>
<b>Date &amp; time of inspection:</b>



<b><u>DURING THE EVENT</u></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Site access/egress</b>			
Are entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff/marshals in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site condition</b>			
Are permanent fixtures in good conditions eg seats, fencing, signage etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is site free from tripping hazards eg cables, potholes, footpath defects etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attractions/activities/structures</b>			
Are all structures still safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all activities/attractions still safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all potentially hazardous activities segregated and/or fenced as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are temporary decorations still safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any unanticipated hazards been introduced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Event provisions</b>			
Are marshals still in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting in place where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fire fighting equipment still in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical supplies/equipment still safe behind barriers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are toilets clean and facilities still available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid facilities still in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the public address system working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the waste bins require replacing/emptying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Notes:</b>			
<b>Name of inspector:</b>			
<b>Date &amp; time of inspection:</b>			

<b>AFTER THE EVENT</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have all the public gone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exhibitors/attractions</b>			
Have all attractions been dismantled and removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all exhibitors vacated the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all vehicles left the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Temporary Facilities</b>			
Has all equipment been dismantled and removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all structures been dismantled and removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have temporary markers such as stakes, ropes, flags etc been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any holes/trenches etc been made good?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all temporary electric installations been isolated and made safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Waste collection</b>			
Has all waste been collected satisfactorily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has all waste been removed from the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all residue fire hazards been checked eg fireworks, bonfires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Venue condition</b>			
Has any damage to permanent facilities, buildings or the ground been reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has any damage been found during inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Notes:</b>			
<b>Name of inspector:</b>			
<b>Date &amp; time of inspection:</b>			

## ACCIDENT REPORT FORM

Event name	
Event organiser	
Event venue	
Event date	

### Injured person

Name	
Address	
Postcode	
Date of birth	
The person is	<input type="checkbox"/> An employee <input type="checkbox"/> A volunteer <input type="checkbox"/> An exhibitor <input type="checkbox"/> A contractor <input type="checkbox"/> A member of the public <input type="checkbox"/> Other (please state)
Details of personal injury (if applicable i.e. specific left or right side, loss, damage etc)	

### Details of accident/incident

Date/time of accident/incident	
Circumstances of accident/incident	
Location of accident/incident	
Date/time reported	
Reported to HSE /RIDDOR if appropriate	
Person reported to	
Details recorded in accident/incident book?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## LOST CHILD AND VULNERABLE ADULTS REPORTING FORM

Event name	
Event venue	
Event date	

### Person details

Child/adults name and age	
Male/Female	
Eye and hair colour	
Ethnic classification	
Clothing (colour/pattern)	
Parent/guardian/carer name	
Has child /adult any special requirements?	

### Lost/found details

Time lost/found	
Location lost/found	
Name of marshal dealing	
Time child/adult handed over to the lost child/adult point	
Details of adult handling over child/adult	
Time Police Control Unit informed	
Any other information	

### Renunion

Time child/adult reunited with parent/guardian/carer
--

Parent/guardian/carer details		Reunion witnessed by	
Name		Name	
Address		Address	
Postcode		Postcode	
Telephone		Telephone	
ID provided		This is to certify that the child or vulnerable adult named above has been re-united with parent/guardian/carer in a safe manner	
Signature			
Signature of marshal/lost child and vulnerable adult officer		Signature	