



WORPLESDON PARISH COUNCIL

Event Guidance

Introduction

This guidance pack has been designed to provide information to organisations wishing to arrange an event at a Council owned, or leased location. The forms contained within the pack can be used for all events regardless of size; however, some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple car boot sale, to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

Should you consider that more information is required there are many national associations and clubs who may be able to offer advice on specific types of event, i.e. the Kennel Club for dog shows.

Further information about running an event safely can be found on the [Health and Safety Executive website](https://www.hse.gov.uk/event-safety/running.htm). See here: <https://www.hse.gov.uk/event-safety/running.htm>

If you are organising a voluntary or community event, then the 'Can do' guide on the gov.uk website will help you to plan and run a successful event. See here: <https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events>

Risk assessment

Please remember that organisers of events have a legal responsibility (Duty of Care) to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of risk assessed, and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards, and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A sample guidance note, and an example form are provided with this pack. Completed forms should be retained for future reference and a copy returned to the Council a minimum of three months before the event.

Where the event consists of more than one attraction e.g. a summer fete - a written risk assessment may be required for each activity. In these circumstances, the enclosed blank risk assessment form can be duplicated.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these and also send copies to the Council.

Completing a site-specific risk assessment is an essential part of organising a successful event. It will ensure the safety of everyone involved with your event. Risk assessments are a legal requirement for employers under the Management of Health and Safety at Work Regulations 1999. Sometimes specific safety requirements will have to be applied and failure to apply them could result in the cancellation of your event or, in the most extreme cases, prosecution.

It is important for you to think about the aspects of your event which may involve a level of risk e.g. manual handling, inflatables, machinery, vehicle movements, structures, animal welfare, working at height, fireworks, first aid, electricity, lost children, fire safety, fuel, slips/trips/falls, money handling, staff welfare etc. Consider what accidents could happen and what you will do to prevent them?

For more information see:

- Event Safety: [Event safety - Running an event safely \(hse.gov.uk\)](https://www.hse.gov.uk/event/)
- The Purple Guide to Health, Safety and Welfare provides comprehensive guidance on all aspects of event planning and management: [The Purple Guide](#)
- Bouncy Castles and Inflatables: Serious incidents have occurred where inflatables have collapsed or blown away. These simple precautions can help you avoid serious incidents, whether you supply or buy bouncy castles and inflatables, are hiring one for an event, or operate them.
[Bouncy castles: safety advice - Health and safety in the entertainment industry \(hse.gov.uk\)](https://www.hse.gov.uk/bouncy-castles/)
- Temporary Demountable Structures: [Event safety - Temporary demountable structures \(hse.gov.uk\)](https://www.hse.gov.uk/event-safety-temporary-demountable-structures/)
- Animal Welfare: [Apply for animal activity licence](https://www.rspca.org.uk/adviceandwelfare/welfare/animals/). For general information see [GuidelinesForWelfare.pdf\(rspca.org.uk\)](https://www.rspca.org.uk/adviceandwelfare/welfare/animals/). The Council does not allow events that offer 'Pets as Prizes'.
- Fireworks: Displays on public land are restricted to professional operators and recognised bonfire and firework societies. [HSE Explosives - Organising firework displays](https://www.hse.gov.uk/explosives/)
- Fun Fairs & Circus Events: The event organiser must notify the Council at least two months before the event. Specific documentation must be completed and returned. The additional documentation for a Fun Fair includes 1) Agreement 2) Third Party Public Liability Insurance Cover of a minimum value of £10 million per Ride 3) ADIPS forms for all rides 4) Risk Assessment.
- Circuses: are required to be a Member of the Association of Circus Proprietors of Great Britain.
[The Association of Circus Proprietors of Great Britain \(circusgb.com\)](https://www.circusgb.com/)
- Fire safety guidance, [Event safety - Fire safety \(hse.gov.uk\)](https://www.hse.gov.uk/event-safety-fire-safety/)

Do not compromise on safety. You can always rearrange your plans and programme but you cannot correct the effects of an accident.

Stage 1 - Pre-planning

Detailed pre-planning is essential to ensure the event is successful. The following need to be considered at this stage:

- **Where.** Make sure the venue you have chosen, is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.
- **When.** Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise, and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.
- **Who.** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
- **What.** Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible, also try to establish the size of the proposed event and whether or not an entrance fee will be charged.
- **Specialist equipment.** Will the activities require the use of any specialist equipment such as bungee jumps etc? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person.
- **Welfare arrangements.** The organiser must estimate the number of attendees to the event and consider its duration. Temporary toilets and first aid requirements should be based on these estimations. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.
- **Licences** <https://www.guildford.gov.uk/licencesandpermits>
Some events will require a licence. You will need to allow 10 weeks for a premises licence and four weeks for a temporary event notice (TEN). For advice on licensing, see the links below or contact Environmental Health & Licensing Services at licensing@guildford.gov.uk

<ul style="list-style-type: none">• Premises Licence• Personal Alcohol Licence• Temporary Event Notice (TEN)	Find out about alcohol, entertainment and late night refreshment licences - Guildford Borough Council
<ul style="list-style-type: none">• Charity Collection Licence	Find out about charitable collection licences - Guildford Borough Council
<ul style="list-style-type: none">• Street Trading Licence	Apply for a street trading licence - Guildford Borough Council
<ul style="list-style-type: none">• Animal Licensing	Animal licensing - Guildford Borough Council

- Food Hygiene Rating – See [Food hygiene rating scheme - Guildford Borough Council](#). Make sure that anyone selling food at your event has been awarded a Food Hygiene Rating of 5. A good food hygiene rating can help you keep your customers safe.
- Alcohol – Events of less than 500 people: You will need to obtain a Temporary Event Notice (TEN). Applications need to be made at least 10 days before the event. Events of more than 500 people: You will need to obtain a Temporary Premises Licence. Applications need to be made at least two months before the event.
- Street Trading Licence and Selling of Goods – If your event is free to attend and you will be trading (selling any item including food, drink) or collecting, you will need to apply for a Street Trading Licence. The Council prohibits the sale of illegal goods, animals, birds and fish, replica or real guns, knives, and other weapons on its land. A Street Trading License should be applied for at least two months before your event.
- Raffle – If you are planning to sell raffle tickets and complete the draw on the same day then permission is not normally needed. If you are planning to sell tickets in advance of the draw, then you may need a Lotteries Registration License. If you are planning to sell £20,000 or more in raffle or lottery tickets, then you will need to register with the [Gambling Commission](#). Individuals cannot raise money for private gain.
- Charitable Collections – The permission of the landowner is required and/or a street collection permit is required before collections can take place. The Borough Council is able to issue a street collection permit so that you can collect money from the general public on behalf of charities. Applications for a permit must be made at least one month in advance.
- **Insurance.** All events will require public liability insurance. All contractors and performers will also need their own public liability cover with a £10 million Limit of Indemnity. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.
- **Timescale.** Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.
- **Event plan.** This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Stage 2 - Organising the event

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

- **Establish a committee.** Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other

organisations such as the Borough or County Council, the local police force and other emergency services. One person, with suitable experience, should be given overall responsibility for health and safety, and another person co-ordination and supervision of stewards.

- **Liaison.** Contact the local police, fire brigade, ambulance and first aid providers. Notify them about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the council and/or the relevant organisations.
- **Site plan.** You will need to produce a detailed site plan showing the layout of your event, positions of stalls, marquees, exhibition units, car parking, stages, structures, seating, toilets, emergency access points, marshal points, first aid etc. For races, a detailed route plan will need to include the location of route marshals, refreshment points, first aid etc.
- **Emergency plan.** A formal plan should be established to deal with any emergency situations, which may arise during the event, including any potential acts of terrorism (bomb threat, knife attack, vehicle being driven into the crowd). The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local hospitals and the County Council's emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. Organisers of larger events may wish to contact the County Council for further information.

You are requested to notify the police and other appropriate emergency services of your proposed event particularly if more than 1,000 people are expected to attend or if your event activities are of an unusual nature, for example, balloon launches. You will need to supply details of your first aid provider. You will be held responsible for ensuring adequate fire precautions are in place, that exits are kept clear for emergency vehicles, and for seeing that none of the footpaths are blocked. For smaller events the Police Liaison Officer will distribute details and information about your event to the relevant PCs or PCSOs.

- [Surrey Police](#)
- [Ambulance Services](#)
- [St Johns Ambulance/Red Cross](#)
- [Surrey Fire & Rescue](#)
- **Temporary structures.** Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. Ensure you obtain copies of any safety certificates. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles, and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependent upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.
- **Catering.** Ensure any caterers have been licensed by their local authority and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire

spread. Ask to see caterers' food hygiene certification. You may wish to use only caterers who are members of the Mobile Outside Caterers' Association. You should obtain a list of their menu and charges to ensure their prices are reasonable.

- **Stewards.** Stewards at larger events must be 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. It is important that stewards 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, and the event manager.

All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and firefighting. Stewards may require personal protective clothing such as hats, boots, gloves, or coats. For evening events, they may need to be issued with torches. At all-day events, duty rotas will be required.

- **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 which can be heard by a large proportion of the attendees.
- **Numbers attending.** The maximum number of people the event can safely hold must be established. This may be reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors.
- **Provision for the disabled.** Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.
- **Security.** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. 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. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.
- **On-site traffic.** Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events, and these will have to be stewarded. Consider where such facilities should be situated.
- **Off-site traffic.** Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the

placement of cones are required then an application must be made for a traffic regulation order and/or approval from the highway authority (Surrey County Council).

- **Transportation.** The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. You will also need to liaise with them if road closures or diversions are intended.
- **Contractors.** All contractors 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 £10 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.
- **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.
- **Facilities and utilities.** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances, including extension leads etc, should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

Where events are taking place outside, residual current circuit breakers should be used and, if possible, the power supply stepped down to 110 volts. All cables will have to be safely channelled 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 barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

- **Contingency plans.** Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.
- **Clearing up.** Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. At some events there could be discarded hypodermic needles which need to be disposed of safely. This will require specialist training and equipment.
- **Risk assessments.** Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken,

and any remedial action specified in the updated event plan. A timescale should be specified where necessary.

- **Noise.** [Report a noise complaint - Guildford Borough Council](#)

The control of noise including music from public address systems is covered by Environmental Protection legislation. When planning your event, always consider residents living close by. Nominate a noise monitor who regularly checks the noise levels at the perimeter of your event and adjusts them as necessary. Advise residents of your planned activities, giving start and finish times. This is not compulsory but highly recommended and good practice. Any event on Council land using amplification for music or speech must comply with the maximum noise levels set by The Council and end by 10:30pm, unless a licence has been granted.

- **Advertisements and Signs**

If you intend to use banners, posters, or flyers around the Borough then you will need to get written approval from The Council. [Consent to display an advertisement\(s\) - Guildford Borough Council](#)

If you intend to use banners, posters or flyers at the event site then please add details of this to your event application form. You must not advertise your event until the relevant permissions have been granted for your event to go ahead. Posters & banners must be secured safely and removed immediately after your event.

The location of some banners (on highway land) may require permission from Surrey County Council.

Worplesdon Parish Council cannot give permission for advertising outside of its property. "Fly posting" is an offence under the Town and Country Planning (Control of Advertisements) Regulations 1992. The council reserves the right to remove and cancel any unauthorised advertising and to recover the cost incurred from the event organisers. For more information see: [Outdoor advertisements and signs: a guide for advertisers - GOV.UK \(www.gov.uk\)](#)

- **Waste Management and Litter**

To ensure that the Council's obligations under the *Environmental Protection Act 1990 - Code of Practice on Litter and Refuse* are met, the event organiser is responsible for:

1. Ensuring that the event site is regularly litter-picked during the event
2. Ensuring that the event site is completely cleared of all refuse & recycling and disposed of legally following the event

If the event organiser fails to do this, then the Council reserves the right to carry out the works and charge the event organiser for any costs incurred. Guildford Borough Council are able to offer an Event Waste Service. There is a fee for this service. For more information see [Event waste management - Guildford Borough Council](#)

It may be possible to hire litter picking equipment from the Parish Council – contact the Clerk for further details.

Stage 3 – Final preparations

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

- **Routes.** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.
- **Inspections.** A walk-through inspection of the site should be carried out immediately prior to, during, and after the event to identify any potential hazards, and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference.
- **Siting.** Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.
- **Signage.** Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information, and lost children points and other welfare facilities such as toilets and drinking water. Please note that temporary signs must not be nailed to trees.
- **Vehicles.** Check that all contractors, performers, and exhibitor's vehicles have been removed from the site or parked in designated areas before the public are permitted to enter.
- **Structures.** Ensure all staging, seating, marquees, and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.
- **Barriers.** Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.
- **Stewards.** Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.
- **Lighting.** Check all lighting is working, including any emergency lighting.
- **Public information.** Make sure the public address system is working and can be heard in all areas.
- **Briefing.** Check that all stewards and staff have been fully briefed and understand their responsibilities.

Stage 4 – After the event

- **Site condition.** After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.
- **Accidents.** If an accident occurs, the names and addresses of witnesses should be obtained, comprehensive photographs taken, and a report made by the organisers. An accident form should be completed and a copy sent to the Parish Council, together with any relevant photographs. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.
- **Claims.** Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form, as well as a copy of your risk assessment.

General Data Protection Regulation (GDPR)

Personal data and company information will be kept on file for a period of up to three years. We may share information you provide with other agencies involved in your event application including but not limited to Guildford Borough Council Services such as licensing, Surrey County Council, other emergency services, Visit Guildford, and Experience Guildford. Your information will not be shared with anyone else, or any other organisation not associated with your event. Risk assessments and public liability insurance information will remain on file in accordance with our document retention policy.

Worplesdon Parish Council will use your information to administer events on land for which the Parish Council is responsible. We will contact you for the following reasons:

1. To discuss, request further information, acknowledge, and confirm your event.
2. We may need to inform others of your events/activities if they are likely to impact on others. This does not include your personal information.

Keep Your Information Updated

If any of your application details change once your application has been submitted, please inform us. No additional items/activities may be included without the Council's consent.