

Wigan Council – Guide for Event Organisers

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Planning an Event

This guide has been designed to provide information to individuals and organisations wishing to organise their own event within the borough of Wigan. This information can be used for and applied to most events regardless of their size. However, some parts may not be relevant for smaller events.

The guide provides general advice that should be considered 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 professional organisations who may be able to offer advice on specific types of events.

Event management is governed by many types of legislation and there are several guidance documents available nationally to help you understand what is required, what your legal responsibilities are and often contain useful tips on organising safe and successful events:

<https://www.hse.gov.uk/event-safety/>

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

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

<https://www.hse.gov.uk/pubns/indg142.htm>

<https://www.hse.gov.uk/legislation/hswa.htm>

<https://www.hse.gov.uk/construction/cdm/2015/index.htm>

Duties of an Event Organiser

You are legally responsible for ensuring that overall safety at the event is maintained so that as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risk to their health and safety.

You are also responsible for third party providers and contractors hired in for the event.

Safety at events where members of the public attend is the responsibility of the organiser and the owner of the land or property.

The Event Organiser must be able to demonstrate to the Safety Advisory Group an understanding of his/her roles and responsibilities and commitment to public safety.

In the case of 'large events' the Event Organiser will also be required to demonstrate that they are competent, or have competent assistance, for managing the event. A copy of the organisation's structure with clearly defined roles and responsibilities.

It is of the utmost importance that a robust risk assessment is carried out and submitted. It is equally as important to appoint a person who is responsible for overseeing the necessary safety arrangements for the event.

These duties will include:

- Having health and safety arrangements in place to control risks
- Ensuring co-operation and proper co-ordination of work activities
- Providing your employees and others with relevant information on any risks to their health and safety
- Ensuring the competence of staff to undertake their role safely
- Monitoring health and safety compliance
- Reviewing your health and safety arrangements
- Submit all Risk Assessments for the event
- Provide site plans indicating all relevant details
- Prepare an Event Safety Management Plan (Template available)
- Comply with the safety requirements of the Safety Advisory Group.

Starting Point – What do I need to do?

Please complete the Event Notification Form on the Wigan Council website and submit all relevant documents such as insurance details, risk assessment and event management plans.

You should ensure that you provide us with enough notice of your event. The amount of time that needs to be set aside for planning will be very much dependent upon the size, type and duration of the event. Your SAG contact can give advice on appropriate time scales for planning and guide you through the process.

What happens next?

Following submission of your Event Notification Form and supporting documents, these will be circulated to the Safety Advisory Group (SAG) members for review. Any feedback following this review will be passed back to the Event Organiser. Depending on the size of the event and the feedback received back from the SAG members will determine whether a meeting of the SAG is required.

Pre-Planning

Detailed pre-planning is essential to ensure the event is successful. The following areas need to be considered at this stage to facilitate a full discussion of the proposed event:

Where:

Ensure 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 that may be on the site, such as water hazards, overhead power lines, etc. Consider whether 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:

Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly, the disabled, those with sensory impairments? If so, specific facilities may be required to accommodate them or making the event inclusive to all.

Other factors to consider are whether DBS checks are required for events involving children?

Consider different languages and whether promotional materials or information boards need to be adapted depending on the target audience.

Consider different cultural requirements such as dietary restrictions if there is catering.

Consider any additional requirements for people with disabilities such as physical access, hearing loop technology in marquees/building etc.

What:

Decide on the type of activities to be held, for example:

- Music Festival
- Sporting Event including Water Sports
- Carnivals
- Parade
- Food and Drink Exhibitions
- Fete
- Animal Show

- Driving Exhibitions

Will there be any specific hazards associated with your event? If possible, also try to establish the size of the proposed event and whether an entrance fee will be charged.

Specialist equipment:

Will the activities require the use of any specialist equipment such as bungee jumps, stages, marquees, lighting towers, generators, temporary structures etc.? If so, does this equipment pose any specific hazards? Will specific activities 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. Toilet and first aid requirements should be based on these estimations. Advice is given in the Purple Guide. Permanent toilets should be checked for adequacy and maintained during the event. 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.

Sustainability:

Please consider the sustainability of the event and the environmental affects it can have. For example, promoting public transport or walking and cycling to the event to reduce the event carbon footprint. No use of single-use plastics, etc.

Licensing:

Check any licensing requirements in relation to the proposed event. You are advised to do this at the planning stage to ensure you have sufficient time for the necessary licence or authorisation to be applied for and subsequently granted.

Further information is available via the following website www.wigan.gov.uk/licensing

Advice and guidance can be obtained by emailing licensing@wigan.gov.uk

Typically, the following are the types of licences or authorisations that may be required:

1. Temporary Event Notice
2. Premises Licence

If you intend to sell alcohol, provide late night refreshment, or provide regulated entertainment (examples are listed below), you will need to apply for a premises licence or a temporary event notice (TEN).

Regulated entertainment includes:

- A performance of live music
- Playing of recorded music
- A performance of play
- A performance of dance
- An exhibition of a film
- An indoor sporting event(s)
- A boxing or wrestling match

There are a number of restrictions with temporary event notices, the main ones being that Your event must have fewer than 500 people at all times (including staff running the event) and last no more than 168 hours (7 days). These are generally only issued in relation to smaller scale events. Large scale events will require a premises licence.

3. Animal Activity Licence – Keeping or Training Animals for Exhibition

4. Street Trading Consents

There may be other licensing requirements so please check you have everything in place for your event.

Insurance:

It is a legal requirement that appropriate insurance cover is provided for the event in respect of both public and employer's liability.

The certificate of insurance must be presented to the Safety Advisory Group for inspection at least 7 days before the event. The insurance will be checked to ensure that it will be valid during the period of the event and that the level of indemnity is sufficient. Please note that this should normally be at least £5m for the public liability and £10m for the Employer's liability.

Time scale:

Set out the proposed time scale 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 that 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 points 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.

Please note that there is an Event Management Plan Template available on the Wigan Council Website.

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 council, the local police force and other emergency services.

The event organiser should appoint a suitably competent safety co-ordinator to help comply with health and safety legislation. This person should report directly to the event organiser/manager. The safety co-ordinator must be appointed as early as possible, so they are involved in the event planning.

One person should also be given overall responsibility for the co-ordination and supervision of stewards.

Competence is best defined as a mix of education, training and experience. It is not the responsibility of the Safety Coordinator to appoint competent contractors (that remains with the organiser), but competence and good practice extend across all areas of event planning and risk management.

Liaison:

Contact the local police, fire brigade, ambulance and first aid providers. Tell them about the event and ask them for advice. Decide what additional information is required regarding specific activities and contact the council and/or the relevant organisations. Other emergency services may need to be contacted, such as HM Coastguard for waterborne events at sea.

All events will need to go through the Safety Advisory Group process which requires you to complete the Event Notification Form on the Wigan Council website as well as submitting a risk assessment and potentially an event management plan depending on the type and size of the event.

Site:

Consideration will need to be given to the maintenance of any Greenspace and/or Outdoor space where the event is held. This can cover the modification of the site to suit the event or additional maintenance to either prepare or repair.

Site plan:

Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

Emergency plan:

A formal plan should be established to deal with any emergency situations that may arise during the event. 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 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 council for further information.

Medical:

The following guidance is available for event organisers to assist them in the provision of adequate medical cover for events, ensuring best practice and statutory guidance is followed. Please note that this is not an exhaustive list.

- The Purple Guide to Health, Safety, and Welfare at Music and Other Events.
- Guide to Safety at Sports Grounds "Green Guide" Sixth Edition.
- Alternative uses of Sports Grounds.
- SG03: Event Safety.
- A Good Practice Guide for the Provision of First Aid and Medical Services at UK Athletics Licenses Road Races (United Kingdom Athletics, Road Race Medical Services).

Risk assessment should consider medical requirements for an event and decide on the level of cover required, after consulting the above guides. It is down to the event organiser to ensure a competent medical provider is appointed to provide said cover. To complete this, a number of checks should be made:

- Public Liability Insurance - this must be current and valid, provide cover for any negligence claims and for the provision of first aid and medical cover. This insurance should cover all people providing the medical provisions, e.g. first aiders.
- Care Quality Commission (CQC) Registration – in the event an ambulance is required for treatment and transport at an event, the medical provider must be able to provide evidence of current CQC registration. This should be mandatory where the provider transports people off an event site to Hospital.
- Registration Numbers – when a medical provider uses registered health care professionals, e.g. Paramedics, Nurses, Doctors, the registration number must be provided by the supplier in order for the event organiser to complete a check on their registration status.
- Ambulance Provision – when an ambulance is required to cover an event, this normally means the vehicle will be staffed with at least one registered paramedic and a second member of staff trained to a suitable standard to operate an emergency ambulance, e.g. emergency medical technician.

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. 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 should obtain a list of their menu and charges to ensure their prices are reasonable.

Stewards/Security:

If there are stewards at events they must be fully briefed on all aspects of the event, including crowd management 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 that 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.

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.

Some of the Steward/Security roles will be licensable. There are two types of SIA (Security Industry Authority) licences which are:

- Front Line Licence: This is required if undertaking licensable activity, other than key holding activities.

- **Non-Front Line Licence:** This is required for those who manage, supervise and or employ individuals who engage in licensable activity, as long as front line activity is not carried out.

Licensable activities – manned guarding. Manned guarding activity includes any of the following:

Guarding premises against unauthorised access or occupation, against outbreaks of disorder or against damage.

Guarding property against destruction or damage, against being stolen or against being otherwise dishonestly taken or obtained.

Guarding one or more individuals against assault or against injuries that might be suffered in consequence of the unlawful conduct of others.

For more information please visit: <https://www.sia.homeoffice.gov.uk/Pages/licensing-events.aspx>

Crowd Management:

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

The crowd management plan will be concerned with prevention through identifying, eliminating and controlling hazards and risks related to the tasks undertaken by stewards. The overall event management plan, which details transport plans, infrastructure and amenities, should focus on hazards and risks that might impact on those attending the event be they staff, contractors, or performers. In each case, the appropriate risk assessment should be included.

Consider implementing a harm reduction strategy as part of the risk assessment for any events when alcohol is available for consumption. This proactive approach can help reduce any potential pressure on the emergency services and local communities in which the events take place.

Crowd management should be considered as an essential element at the start of an event planning process. Its inclusion ensures that the correct design, information and management system is developed in tandem with other aspects of the event plan. It should follow a progressive path of:

- Arrival
- Ingress
- Event
- Egress
- Contingency

- Emergency procedures

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 specific attraction may draw a large number 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. You should consider the following:

- Access to the venue, toilets, refreshment areas and other venues being used for the event.
- Having dedicated car parking spaces which are close to entrances (within 50m) for people with mobility difficulties. Ensure that the route from the car park to the entrance is clear of obstacles.
- Vehicle drop off points available close to the entrance (within 50m).
- Provide any event literature in a variety of formats. This might include maps, venue details, transport and access details, parking arrangement etc.
- Try to ascertain any requirements prior to the event via the registration process.
- Hiring additional equipment such as loop systems, roving microphones, portable ramps, etc.
- Trained staff (disability equality and deaf awareness)

For more information please visit:

<https://www.gov.uk/government/organisations/home-office/about/equality-and-diversity>

Temporary Traffic Regulation Order:

You will need to complete a [Temporary Traffic Regulation Order \(TTRO\) application form](#) for permission to close a highway or impose traffic restrictions upon a highway for the purpose of staging an event such as a parade or a race.

You will need to apply for a TTRO **at least SIX WEEKS** before the date of the event.

A traffic management plan should be included with your application form. You will need to specify:

- a. If the Temporary Order will affect vehicles only;
- b. Vehicles and pedestrians;
- c. Pedestrians only.
- d. It will need to briefly describe the event taking place and provide reasons for the temporary traffic order.

- e. The duration of the temporary traffic order.
- f. Provide as much information as possible on how the traffic will be managed.

Consulting affected people – it is your responsibility to undertake sufficient consultation with affected properties/businesses and notify them in advance of any road closures.

Costs – For events affecting the highway, the cost is £1,160.00 plus advertising fees.

This information was correct at the time of writing, May 2020

Street Parties:

If you are organising a Street Party, you will need to read the [Street Party Guidance Notes](#) and abide by the conditions and guidelines set out within that document.

You will also need to complete/apply for a [Closure of Street for Street Party](#). A minimum of 3 months' notice is required.

On-site traffic:

Contractors' and/or performers' vehicles and other traffic should be carefully managed.

You will need to adhere to the 5mph speed limit and use hazard lights within Wigan greenspaces.

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.

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.

For more information and contact details please visit: <https://tfgm.com/contact>

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 £5million. 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 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.

Child performance and activities will require a child entertainment licence. Please refer to the following guidance for more information:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/401345/Child_performance_and_activities_licensing_legislation_in_England_-_departmental_advice_-_final.pdf

A performance includes work in television, film, voice over, theatre, certain sporting activities, modelling and photographic work. There are also differences in the number of days and hours which children of different ages may perform and the type of performance they may take part in.

You may not have to apply for a license if:

- No payment is to be made to the child or anyone else and they have not taken part in performances in the previous 6 months on more than three days.
- No payments to the child or anyone else and the performance or activity is given under arrangements made by school or the performance is exempted by the Secretary of State.
- The performance is made by Body of Person (group licence) (BOPA) in the case of amateur dramatic societies and small dance schools. The granting of a BOPA to an organisation replaces the need to apply for individual licences from each child's home local authority during the period of approval – as long as the BOPA criteria and conditions continue to be fulfilled.

For more information please visit:

<https://www.wigan.gov.uk/Resident/Education/Employment-and-entertainment/Child-entertainment.aspx>

Facilities and utilities:

Where electricity, gas or water are 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 and items such as portable generators, etc. Generators should be suitably fenced to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

Contingency plans:

The list below gives an idea of the types of hazards or threats that could affect the event and result in an emergency. You should consider the implications on the event if any of the below happen. Will the event be cancelled? Could specialist equipment/services be hired in at short notice? Or could the event be moved to an alternative venue? This will involve a lot of planning and may be too complex for anything other than the smallest of events.

- Fire or gas leak
- Terrorism threat
- Structural failures, such as the collapse of a stage
- Serious crowd-related incidents such as crushing or disorder
- Severe weather conditions
- Flooding
- Equipment failures communication system failures
- Data breaches
- Loss of services or utilities failure
- Loss of key staff or disruption to key performers
- Disruption to traffic/transport arrangements

The likelihood to some of the above points will be low but it has never been so important to truly understand the risks and manage them.

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 that need to be disposed of safely. This will require specialist training and equipment.

Final Preparations

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

Inspections:

A checklist is provided as an example (see appendices). A walk-through inspection/dynamic risk assessment of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check that communications are working. You may want to carry out more than one inspection during the event. All defects should be noted, and 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 allocated position. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place.

Vehicles:

Check that all contractors', performers' and exhibitors' vehicles have been removed from the site if there are restrictions in place.

Structures:

Ensure all staging, 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.

After the event

Site condition:

After the event another inspection should be carried (see appendix 1) out to make sure nothing has been left on the site that could be hazardous to future users. This inspection should also identify any damage that may have been caused during the event. If any structures are left overnight it must be ensured that they are left in a safe condition and are safe from vandalism, etc. If numerous structures are left, specific security arrangements may be required.

If the site has been damaged from the event, the Event Organiser will be responsible for paying for this damage after the event.

Accidents:

If an accident occurs the names and addresses of witnesses should be obtained, photographs taken, and a report made by the organisers. An accident form should be completed, and a copy sent to the landowner. A sample accident reporting form is included in the pack (see appendix 3). 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.

In the case of a serious injury/accident you will need to submit a RIDDOR report. The following incidents will need to be reported:

- Report of an injury
- Report of a dangerous occurrence
- Report of a case of disease
- Report of flammable gas incident
- Report of a dangerous gas fitting

For more information please visit: <https://www.hse.gov.uk/riddor/>

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.

Event Management Plan

The Safety Advisory Group will require that every event organiser produces an Event Safety Management Plan. For smaller scale events, a risk assessment and completion of the Submit an Event Form will be sufficient. It will be the responsibility of each of the Safety Advisory Group members to evaluate and comment on the suitability and sufficiency of the submitted plan for the proposed event. An Event Safety Management plan template is available from the Wigan Council website.

The plan should consider matters such as:

- The delegation of safety responsibilities
- Event risk assessment
- Fire risk assessment
- Details of the event
- Meeting the four key objectives of the Licensing Act 2003
- Licensable activities
- Site plan
- Resources
- Crowd management
- Transport and traffic management
- Fire, Medical and First Aid and Emergency Plan
- Welfare
- Communications plan
- Other relevant information

APPENDICES

Appendix 1: 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 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.

Event Name:

Site access/egress	Yes	No
Are entrances / exists clear?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff / stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>
Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>
Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>
Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Site condition:		
Is site free from tripping hazards, e.g. cables, potholes, footpath defects, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Are permanent fixtures in good condition, e.g. seats, fencing, signage, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>
Attractions / activities / structures		
Have all structures been completed?	<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"/>
Are all structures clear of branches (“bursting hazards”) and correctly weighted down?	<input type="checkbox"/>	<input type="checkbox"/>
Area all activities / attractions supplied evidence of insurance, health and safety and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are all potentially hazardous activities segregated and / or fenced as required?	<input type="checkbox"/>	<input type="checkbox"/>
Have temporary flags / decorations been installed correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>
Have any unanticipated hazards been introduced?	<input type="checkbox"/>	<input type="checkbox"/>

Event provisions		
Is firefighting equipment in place?	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting in place where required?	<input type="checkbox"/>	<input type="checkbox"/>
Have electrical supplies / equipment been checked / certified?	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid facilities in place?	<input type="checkbox"/>	<input type="checkbox"/>
Is control centre in place and public address system working?	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate waste bins in place?	<input type="checkbox"/>	<input type="checkbox"/>
Are stewards in place	<input type="checkbox"/>	<input type="checkbox"/>

Defects notes:

Appendix 2: Accident report form

This form is only to be completed by the event organiser or their representative and not by the person suffering the loss or injury.

Event name: _____

Event ref no: _____

Event date: _____

Injury person

Surname: _____ First name: _____

Address: _____

Postcode: _____

Tel No. _____ Date of birth: _____

Contractor Employee

Exhibitor Member of the public

Volunteer

Other, please state: _____

Date and time of accident

Date and time reported: _____

Person reported to: _____

Details in accident book?

Yes No

Details of injury and loss / damage:

Details of action take:

Assisted by event representative (please give name): _____

First-aid administered (please give name):

Please tick relevant boxes

	Yes	No		Yes	No
Ambulance called	<input type="checkbox"/>	<input type="checkbox"/>	Taken to hospital	<input type="checkbox"/>	<input type="checkbox"/>
Taken home	<input type="checkbox"/>	<input type="checkbox"/>			

Hospital taken to: _____

Circumstances of accident and location:

Name and address of witnesses:

Person completing this form:

Name: _____

Address: _____

Postcode: _____

Tel No. _____ Signature: _____