

PETERBOROUGH



# **Organising Safe Outdoor Events**

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## INTRODUCTION

***This document has been revised during September 2000 by a Cambridgeshire joint working group. It is designed to give general advice and guidance when organising safe events. The guide is not detailed enough for large scale events and further guidance is available.***

Events covered in the guide include outdoor fetes, fairs, country and craft shows, car boot fairs, etc. These may be held at schools or on public or private parkland, in an open field or hardstanding with little or no facilities.

The responsibilities of the organisers, to ensure safety are just as relevant to smaller indoor events such as jumble sales, presentations or exhibitions, etc, held in church, school or village halls and to Public Entertainments Licence Events such as discos, karaoke .

Typically, these events are put on by organisations such as school parent/teacher associations, church, community and voluntary groups and charitable societies, etc, for fund-raising.

Please remember that this is only a guide, and if you need further advice you will find a list of useful contact numbers at the end of this leaflet.

***There is also a list of other publications giving advice and information.***

### RESPONSIBILITY

Please note that all events, even those in aid of charity, must comply with recognised safety standards.

You and your fellow organisers will be responsible under the law for the safety of everyone at the event, including the public, your members and/or any employees.

(The most relevant safety law is likely to be the Health and Safety at Work etc. Act 1974 and it's accompanying Regulations).

***To meet the legal requirements you must carry out a risk assessment to:***

Identify all possible hazards (*anything that could cause harm to anyone*) and decide who might be harmed and how

Check the risks (*the likelihood and effects of a hazard happening*) and decide on the action you will take to minimise the risks (i.e. control measures)

Work out how you will put your planned action into practice and keep a written record of your plans (*a safety manual*)

***Further advice can be found in "5 Steps to Risk Assessment" published by the Health and Safety Executive. Copies can be obtained free of charge from the appropriate local authority department on page 16.***

# PLANNING THE EVENT

## FIRST STEPS

Decide on the venue, the size and contents of the event and the dates and times it will be open; whether admission will be free, by pre-sold tickets or by payment at the gate. Consider the impact on traffic in the area, notify the **Highways Authority Street Works Co-ordinator** at least 28 days in advance. Estimate the approximate number and age ranges of the people expected to attend.

## ASSESSING THE RISKS

Make a short written assessment of each of the attractions and/or activities that make up the event. Identify all the possible hazards that could occur. Remember any materials, structures or machinery on or around the site that might add risk to the event, such as ladders, water features, gas or other fuel containers, etc

***The following is a list of the type of attractions /activities that should have a written assessment:***

- Bouncy castles and children's amusement rides
- Karting and fairground equipment
- Bungee jumping, hot-air ballooning and helicopter rides
- Stands or stalls (especially those involving weapons, guns, darts, etc)
- Displays and parades involving animals, vehicles, weapons, flames, special effects, parachuting
- Each attraction/activity will have its own special hazards that should be identified so that comprehensive safety precautions can be prepared.
- Entertainment such as concerts/performances/dancing/laser and/or fireworks displays will present hazards that require specialised guidance.

***Note: This is not an exhaustive list - if in doubt further advice can be obtained from the appropriate local authority department (see page 16).***

When you have listed the possible hazards of each activity, decide how you will reduce the risks in each case and the precautions you intend to take. Ask anyone supplying and/or operating attractions/activities and/or equipment to provide you with their own written assessments and include these with your assessments. The significant findings of your risk assessments should be recorded and any relevant staff / volunteers made aware of the findings.

***When listing possible hazards consider:***

- volunteers
- older people
- people with disabilities
- children (who may be unsupervised)
- excitement generated by the activity
- approximate number of people expected
- weather/temperature/time of year
- fire hazards
- alternative routes
- safe use of fireworks (see additional guides)

The completed assessments will form part of the safety manual for the event. These documents may also be advantageous as they may form part of a defence should any accidents or incidents occur, and will help demonstrate that all reasonable precautions were taken to ensure a safe event.

## ORGANISATION

As far as possible start organising several months before the event. This will give you time to carry out your risk assessments and obtain specialist advice where necessary. It will also allow time for the statutory authorities (*ie, police, fire and ambulance services and local authority*) and the voluntary organisations (ie, first aid societies, etc.) to make their arrangements, especially if they need to attend the event. This is important during the summer months when there may be several events taking place on the same day. Key issues are:

- **Organising Committee**  
Form a Committee, no matter how informal, with responsibility for the smooth and safe operation of the event.
- **Event Manager**  
One person must be in overall charge of the event, it is also advisable to have a deputy
- **Safety Officer**  
A suitably competent person must be appointed to act as the Safety Officer for the event with overall responsibility for safety matters (though overall responsibility for the event remains with the organising committee). This could be the same person as the Event Manager.  
  
This person must be suitably trained and/or have experience or knowledge of safety matters appropriate for the event having regard to the size and nature of the event and the possible level of risks,
- **Others with responsibilities**  
Everyone having a specific responsibility before, during and after the event should be named, have their responsibilities clearly identified and be appropriately trained.
- **Helpers**  
Everyone assisting during the course of the event should be properly instructed in their responsibilities and what action to take in the event of an emergency.
- **Record Keeping**  
The above should be confirmed in writing, minutes of all meetings should be recorded.

***Personal experience and knowledge may be adequate for a small indoor event. For large and/or complex events you may need professional help and advice. Some assistance may be available from the local authority (see page 16)***

Before and during the event the Safety Officer or a nominated deputy must: -

- ♦ be on site, easily identifiable as the Safety Officer and in a known location (ie, the Control Room);
- ♦ not be engaged in any other duties or activities that would prevent this responsibility being carried out;
- ♦ have the means to communicate with the people responsible for activating any part of the contingency arrangements; have the authority, if necessary, to close the event or part of it at any time, and
- ♦ arrange for a check of the safety arrangements to be made before the event is opened and for monitoring the continuing safety of the site throughout the event, including structures, barriers, electrical supplies and installations or other equipment provided. A specimen checklist can be found in Appendix 1 on page 13.

## WHERE TO GET MORE HELP

You may wish to contact the following people at an early stage of planning your event, and, if necessary keep in touch with them as your plans proceed. Their experience and advice/help may be invaluable:

### Police

**Contact the Police Station local to the site**, and confirm the details of the event in writing, including layout, with entrances/exits, and the number of people expected. They will give advice and may assist with crowd control; public order; emergency access; and local traffic management and parking. (The responsible local authority department (see page 16) may also provide advice and assistance with local traffic management for the event)

### Fire Brigade

**Contact the Fire Safety Office local to the site**. They will give advice on fire safety matters, including how the emergency services will be called; marshalling of spectators and traffic in emergency conditions; local access for emergency vehicles and provision of on-site fire precautionary and fire-fighting arrangements.

### First Aid

**Contact St John Ambulance, British Red Cross** or other voluntary First Aid society to arrange attendance and provide first aid cover. You may have to pay for this service.

**The Emergency Planning Officer of the East Anglian Ambulance NHS Trust** should be consulted at the planning stage on first aid and medical provisions at large events (usually over 5,000 attendance). The ambulance service is responsible for establishing a triage centre (casualty assessment centre) in the event of a major incident and deciding the hospital to which any casualties will be taken.

### Local Authority

**Contact the Council Departments** listed on page 16 for advice about:

- ♦ your duties under health and safety legislation, including carrying out risk assessments and emergency planning
- ♦ food hygiene, if food is going to be sold or prepared
- ♦ trade descriptions/trade marks/counterfeiting/food quality/product safety, where goods are going to be sold
- ♦ the need for a Licence, for the sale of alcohol and entertainment etc.
- ♦ assistance from Local Authority CCTV (where installed) for event security and monitoring assistance with local traffic management arrangements for the event

### Highways

**The Highways Authority** may also provide advice and assistance with local traffic management and road closures for the event.

### Public Liability Insurance

The organisers could be held legally liable for the costs or damages for any injuries, etc, which may occur during the event.

It is highly recommended that you insure this risk via a public liability insurance policy. It is recommended that this insurance be arranged with a minimum limit of indemnity of £5 million. In many instances a greater level of cover may be needed. If you do not have this cover any claim could be made against all the organisers and their private finances.

Council establishments can contact the Council's Insurance Section (see page 16) to check that they are adequately insured. PTAs and other voluntary groups will require their own separate insurance cover.

### **Contractors Insurance**

Where organisers are using specialist contractors, such as marquee erectors or fairground ride operators, they should check they have their own public liability insurance and that they comply with any policy terms and conditions. Ask to see a copy of their policy.

### **Insurance Claims**

In the event of any injury or damage to property, full details of the incident must be written down, and the matter must be reported to your insurers without delay. If something happens, do not admit liability as it may invalidate your cover.

## **EMERGENCY PLANNING - CONTROL DOCUMENT**

In addition to carrying out risk assessments on the attractions and activities to be provided at the event, you must also consider what could go wrong on the day and draw up a **Contingency Plan** to deal with each emergency or contingency.

This written plan should include details of what you intend to do in the event of an emergency such as a fire, accident, crowd disturbance, bomb scare, adverse and inclement weather, the need to evacuate the site, etc.

### ***The Plan should include:***

- ♦ the action to be taken in the case of any of these emergencies occurring;
- ♦ who will take that action;
- ♦ how you will let the right people know about the emergency. (This may include the use of coded messages), and
- ♦ a clear statement of the stage during an incident when control is transferred from the Safety Officer to the emergency services.

It is important that your Contingency Plan is discussed and agreed with the emergency services, and that they are given a copy of the finalised document.

## **SITE PREPARATION and FACILITIES**

The following examples identify some of the hazards likely to require consideration in the choice and preparation of the site and the activities to take place and gives guidance on how to eliminate them:

### **The Site**

The site should be big enough for all the activities planned.

- ♦ For all events there must be plenty of space for the public to move around stalls; rides; performance/stage, arena/exhibition areas, etc, and to have unobstructed routes to exits. This is especially important at indoor events to prevent stalls/goods obstructing exit routes and doors

### **You should:**

- ♦ prepare a sketch plan of the site, preferably to scale, showing the position of all the activities/attractions, circulation routes and exits. This drawing should be updated regularly.
- ♦ if your plans change and copies of the final version be available at the event
- ♦ have enough exits for a mass orderly evacuation of the site
- ♦ have entrances and exits identified for emergency vehicles. These should be agreed with the emergency services, bearing in mind the size and weight of their appliances

## Condition of Outdoor Site

### Check that:

- ♦ all grassed areas should be kept to a maximum length of 10cm (4 inches) and kept clear of all grass cuttings
- ♦ the site will be suitable in all weathers and that any staging/structures will be safe in bad weather conditions
- ♦ there are no trip, slip or other similar hazards to the public
- ♦ wet weather will not cause any other additional hazards
- ♦ any traffic signs should comply with the requirements of relevant road safety legislation
- ♦ there are no obvious hazards on both the site and surrounding areas, such as overhead power lines; stored chemicals or machinery; unfenced holes; steep drops between different ground levels; ponds/water and unsafe or other structures (these may need barriers/fencing to keep the public away)
- ♦ there will be suitable lighting throughout the site, including emergency lighting, if the event will go on after dark

## Preparing the Site

- ♦ Make sure that construction work and vehicle movements that may take place during site preparation are supervised and/or protected by suitable barriers

## Public Entry and Exit

- ♦ Arrange separate vehicle and pedestrian entrances/exits to the site and arrange entrance queues that do not obstruct vehicle access or nearby road junctions.
- ♦ When there is a limit on the number of people that can be accommodated at the event, make sure the entrance is well stewarded and that where necessary an accurate form of headcounting is operated to prevent overcrowding on site and at exits.

It is important to ensure that overcrowding is not allowed to occur, particularly with indoor venues where the maximum number of patrons will be set either by the area of available floor space or the size and number of exits. A simple calculation is to allow 0.5m<sup>2</sup> per person floor area and an evacuation time of 2.5 minutes based upon 40 patrons passing through one exit within one minute. (Therefore a pair of doors 1050mm wide will allow 200 people to exit in the required time.) It must always be the practice to use the lowest occupancy figure to ensure the safety of the patrons.

NB: If a Public Entertainment Licence is required the maximum numbers allowed could be limited by the number of sanitary facilities provided.

- ♦ Outdoors, provide at least two pedestrian exits from the site. The number and size of the exits should be large enough to permit an orderly evacuation from the site in under 8 minutes. Exits should be not less than 1.2m in clear width [which will allow up to 1000 people to pass through in 8 minutes], spaced well apart around the site, clearly marked, kept free from obstructions and well lit where the event is likely to last beyond dusk

## Vehicles and Car Parking

- ♦ Site any car parking well away from the pedestrian areas of the site. Clearly signpost the parking area and do not allow cars to be parked anywhere else.
- ♦ Design and steward car parking areas to eliminate hazards to pedestrians such as reversing vehicles.

- ◆ Except for emergency purposes, vehicle movements in the public areas of the site during the event or as the public are leaving should not be permitted.
- ◆ Consider the provision of security staff to patrol car parking areas

### Emergency Access

- ◆ Keep the emergency service entrances, exits and routes within the site clear of obstruction at all times.

### Safety Barriers

- ◆ Decide if you need to provide barriers around attractions, displays and equipment to protect the public and/or to prevent unauthorised interference, taking account of the presence of excited people, especially children.

Examples where barriers may be required include barbecues/spit roasting; moving machinery, including displays/demonstrations involving steam engines, welding, woodturning, etc; electrical equipment/ switchgear.

- ◆ Any barrier/fencing used must be capable of withstanding any reasonably foreseeable loading. The design must be suitable to contain and protect people, including small children. Single rope barriers may not be sufficient.

### Staging or Structures

- ◆ If seating staging, lighting/sound towers, etc, are to be erected this must be done by a competent person. Written certification should be obtained from them to say that the structures are safe.
- ◆ **The Fire Safety Officer** will advise you on the safety aspects of marquees and tents, including their siting, construction, and the provision of exits, normal and emergency lighting, etc. Allow time for site visit and remedial action.
- ◆ Arrangements should be made to stop unauthorised persons gaining access to/interfering with equipment, etc, when the event is open to the public.
- ◆ All staging and/or structures should be positioned so as not to obstruct any entrances or exits from the site.
- ◆ The open edges at the side and rear of any performance platform should have rails to prevent people falling off. Secure, safe flights of steps should be provided to access the platform.
- ◆ All staging and structures should be free from trip hazards and other physical hazards (ie, sharp edges/points/ protruding support members).

### Electrical Supplies, Installations and Equipment

- ◆ The whole installation, including wiring, switchgear and any generator, should be installed in a safe manner by a **suitably competent and qualified electrician** who should provide a written certificate to prove this.
- ◆ The safety standard of the installation should be at least that of the current Institute of Electrical Engineers Wiring Regulations.
- ◆ All electrical equipment used at the event must be in a safe condition and suitable for that type of use, ie, in the open air where it may get wet.

**A safe temporary electrical supply should at least include:**

- ♦ Protection by suitable residual current device[s], R.C.D, having a maximum tripping current rating of 30 mA
- ♦ The use of cables of the correct rating for the possible load with no damage to the insulation and using the correct type of connectors for external use
- ♦ All supply cables being positioned so they are NOT liable to physical damage, eg, not through door openings, across the surface of walkways/roadways
- ♦ All cables, including to sound equipment, being positioned so as not to cause trip/other hazard
- ♦ Any generator and/or electrical equipment, including switchgear, being satisfactorily barriered to prevent unauthorised access and/or interference
- ♦ Any generator being supplied to have a certificate to show it is electrically safe.

**Fire-fighting**

- ♦ Provide equipment (eg, fire extinguishers, fire blankets) for putting out small fires throughout the site.
- ♦ Make sure that stewards know where the equipment is and how to use it. They should be told not to attempt to fight major fires.
- ♦ The Fire Brigade should be called at once to any fire, however slight.
- ♦ Extinguishers should be provided on the following basis.  
Please confirm requirements
  1. Carbonaceous materials -1 x 9 litre water per 210m<sup>2</sup> floor area
  2. Electrical risks (minimum) -1 x 2 kg carbon dioxide
  3. Vending Units (minimum) -1 x 2kg dry powder and one fire blanket.

**First Aid**

- ♦ The first aid provision needs to be suitable for the number of people expected to attend and for the type of event.
- ♦ For higher risk events of young audience or large concerts an **NHS Ambulance and Officer** may be required to attend in addition to the voluntary services.
- ♦ In large crowd events a **qualified medical practitioner** may also be required to attend.
- ♦ Make sure that the basic services for first aid are always available. At smaller events, ie, indoor markets/jumble sales, etc, a **qualified first-aid**er should be present and an area suitable for first aid treatment, including a supply of water, be available.
- ♦ A voluntary first aid society can be asked to provide a First Aid Post, staffed by **qualified first-aiders**.

The following gives a guide to the minimum provision:

Number of people attending	Number of first aiders	Number of first aid posts	Ambulances
500	2	1	-
3,000	6	1	1
5,000	8	1	1
10,000	13	2	2

**Further advice can be found in *The Event Safety Guide* (see *Recommended Reading* on page 15).**

- ♦ The first aid post should be clearly signposted and provided with easy access for spectators and an ambulance at all times. Where an ambulance is required, a parking area should be provided close to the first aid post with a clear exit from the site.
- ♦ Make sure that all persons assisting at the display know where the first aid post is, and, where appropriate, the identity of the first-aider.

### **Stewards**

- ♦ Provide an appropriate number of adequately trained stewards for the security and control of the site and the attending public. They should be aware of emergency procedure which may include ; access /egress, fire, first-aid, difficult / unruly members of the public.
- ♦ The number of stewards needed may be calculated by considering each of the separate tasks to be covered (ie, staffing entrances and exits; controlling access to attractions / activities; general crowd control; patrolling public areas; securing unauthorised areas; securing hazards; car parking duties; etc).
- ♦ If the event is to last several hours, extra stewards should be available to allow others to take meal breaks, etc.
- ♦ Some of the duties of the stewards are covered in detail in Appendix 2 on page 14.
- ♦ Stewards should be advised not to consume alcohol during the event.

### **Control Room**

***For large events consider setting up a control room on the site to:***

- ♦ monitor the event, giving an early indication of any problems;
- ♦ control any incidents;
- ♦ direct resources to deal with any problems, and
- ♦ act as a base for any communications systems.
- ♦ The control room should be constantly staffed during the event and provided with a telephone.
- ♦ Provide a focus point for any public concern.

### **Communications**

- ♦ Provide personal radio / telephone contact between the safety officer and senior stewards and any other people responsible for activating the contingency arrangements.

- ◆ Locate the nearest telephone box, provide access to a telephone or provide a mobile phone.

### **Public Address**

- ◆ Consider providing a public address system for announcements and instructions to staff and the public.
- ◆ For smaller events a portable loudhailer may be sufficient. Larger events may require a system with an emergency power backup.

### **Staff Safety**

- ◆ **Cash handling** - There is always a risk of criminal attack when handling cash in any amount. Consider not using money bags to store or move money, only keeping small amounts of cash on site and constantly change routines. Think about the routines and security arrangements for staff who are handling cash, many of whom may be unfamiliar with this role.
- ◆ **Late finish** - If the event is to finish late, make sure that all staff can get home safely and that they do not have to wait alone at bus stops, stations and/or travel alone. Consider arranging taxis for staff where public transport will be a problem.

## **WELFARE FACILITIES**

### **People with Disabilities**

- ◆ Provide facilities wherever possible to enable people with disabilities to gain access, see and take part in the attractions and activities.
- ◆ Make sure that the ground conditions in public areas and access pathways are suitable for people with disabilities, as well as families with toddlers and pushchairs.

### **Toilets**

- ◆ Provide an adequate number and type of toilets for the number of people expected, including provision for people with disabilities. Seek further advice from your local environmental health department.
- ◆ It is best to use toilets that are connected to mains services, but temporary units may have to be provided.
- ◆ Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event
- ◆ Provide direction signs to indicate the location of the toilets and provide adequate lighting where necessary and if the event continues into the evening.
- ◆ Consider the need for additional washing facilities for certain activities, e.g. exhibits of livestock.

### **Information Point, Lost Children and Lost Property, etc**

- ◆ Provide a location where enquiries can be made about lost children, lost property and for information about the event. This could be in the Control Room.
- ◆ At larger events provide site maps at the entrance and around the site and signs indicating the other activities, attractions and facilities.

### **Barbecues and Hot Food Outlets**

- ♦ Barbecue hazards include the use and storage of fuel, (eg, gas bottles), naked flames and hot components. Safety barriers may be required.
- ♦ Guidance notes and advice on all aspects of food hygiene at the event can be obtained from the appropriate local authority department (see page 16).

### **Water**

- ♦ Be aware of dehydration and consider making free drinking water available on site.

### **Rubbish**

- ♦ One event can generate a lot of rubbish - provide an adequate number of rubbish bins around the site where they will be most required.
- ♦ Make arrangements to regularly empty the bins, and to satisfactorily dispose of the rubbish at the end of the event.

### **Community Safety**

- ♦ In promotional literature/event programmes, suggesting directions and travel routes with advice on planning journeys, travelling in groups and avoiding short-cuts, can be helpful, particularly if the event is to finish late.

**PRE and DURING EVENT CHECKLIST**

Have you contacted all the relevant authorities for advice about your event

YES,NO,N/A

<b>CROWD SAFETY</b> - Are premises free from hazards? [ie, even ground/floor surfaces; no trip hazards; hazards fenced;]	
<b>ACTIVITIES</b> - Are all attractions/activities/structures complete and staffed?	
<b>STRUCTURES</b> - Are structures/seating sound and secure; stairways/platforms and equipment guarded; protective barriers/ fencing secure?	
<b>ENTRANCES/EXITS</b> - Are adequate entrances and exits open, clearly marked and staffed to control admission where necessary?	
<b>OBSTRUCTIONS</b> - Are all circulation areas, staircases/escape routes/exits unobstructed with all doors/gates unlocked?	
<b>CROWD CONTROL</b> - Is the control room operational, with communications and PA systems working?	
<b>STEWARDING</b> - Are the required number of stewards in their allotted positions; fully briefed on their duties and wearing jackets/ tabards?	
<b>ELECTRICS</b> - Is installation complete/certified; cabling/equipment secure/protected; clear of public circulation areas?	
<b>LIGHTING</b> - Is normal and emergency lighting provided, in working order and lit where necessary?	
<b>MEDICAL FACILITIES</b> - Are there adequate trained first-aiders on site; is a suitable clearly marked room (provided with water) available as a first aid post?	
<b>FIRE PRECAUTIONS</b> - Is fire fighting equipment in place; rubbish/combustible materials stored away from tents/structures?	
<b>TOILET ACCOMMODATION</b> - Is clearly marked toilet accommodation available (including for disabled); have arrangements made to service them during the event?	
<b>RUBBISH</b> – Are sufficient bins provided around the site and arrangements made to empty them during the event to safe locations	
<b>ROAD CLOSURES</b> - Have road closures and redirections been arranged and approved.	

**If you have answered NO then further action is required.**

## STEWARDS DUTIES

### ***Stewards should:***

- ♦ be aware of the location of the entrances and exits in use on the day, first aid posts and fire-fighting equipment;
- ♦ know the layout of the site and be able to assist the public by giving information about the available facilities, remembering especially people with disabilities;
- ♦ be adequately trained and competent to carry out their duties effectively; see your risk assessments for the main hazards and risks identified.
- ♦ receive a written statement of their duties, and where appropriate a checklist and a layout plan showing the key features of the site;
- ♦ receive a final briefing of their duties on the day of the event, particularly about communicating with supervisors and others in the event of an emergency;
- ♦ be easily identifiable, e.g. wearing fluorescent wearing jackets, tabards or arm bands etc;
- ♦ know the ticketing arrangements and be aware of the routes in/out for any celebrities;
- ♦ be provided with torches where the event is likely to go on beyond dusk and test these and any other equipment issued to them prior to the event
- ♦ be responsible, fit and active

### ***Patrol their allotted areas, being on constant watch for emergencies and being aware of what actions to take, paying particular attention to:***

- ♦ any potential emergencies / problems near their location
- ♦ ensuring that overcrowding does not occur in any part of the site
- ♦ preventing the public climbing fences, barriers, lighting/sound towers, equipment, etc
- ♦ ensuring that circulation areas and exits [including entrances and exits for emergency services] are kept clear at all times. This can be particularly important at indoor events where visitors may well park their cars outside halls across exit doors/routes from the building
- ♦ know, understand and have practiced their specific duties in an emergency and the arrangements for evacuating the public from the site, including the use of coded messages

## RECOMMENDED READING

The following publications provide additional information and advice on safety at events:

- ◆ 5 Steps to Risk Assessment - HSE (Health and Safety Executive) - Available free
- ◆ Guide to Fire Precautions in Existing Places of Public Entertainment and like Premises HMSO (Her Majesty's Stationary Office) (priced publication)
- ◆ The Event Safety Guide - HSE priced publication
- ◆ Fairgrounds and Amusement Parks - Guidance on Safe Practice – HSE (priced publication)
- ◆ Safe operation of passenger carrying amusement devices: Inflatable bouncing devices – HSE (priced publication)
- ◆ The Radiation Safety of Lasers Used for Display Purposes - HSE
- ◆ Code of Practice for Outdoor Events - The National Outdoor Events Association (priced publication)
- ◆ A Guide To Organising Safe Firework Displays (free from Local Authorities)
- ◆ Working Together on Firework Displays - HSE priced publication
- ◆ Managing Crowds Safely - HSE priced publication
- ◆ Guidance on The Amusement Device Inspection Procedures Scheme (ADIPS) - HSE free leaflet
- ◆ Electrical Safety for Entertainers - HSE free leaflet
- ◆ Health and Safety at Motorsport Events - HSE priced publication
- ◆ Avoid Ill Health at Open Farms - HSE free leaflet

**Advice on these publications and copies may be available from the Council Departments listed on page 16 and from:**

HSE Books  
PO Box 1999  
Sudbury  
Suffolk  
CO10 6FS

Tel: 01787 881165  
Fax: 01787 313995

## **CONTACT TELEPHONE NUMBERS**

### **LOCAL AUTHORITIES**

	<b>Telephone</b>
East Cambridgeshire District Council	01353 665555
Cambridge City Council	01223 457900
South Cambridge District Council	01223 443000
Huntingdonshire District Council	01480 388388
Fenland District Council	01354 654321
Peterborough City Council	01733 747474
Health and Safety Executive	01582 444200

### **POLICE STATION**

**01480 456111**

### **FIRE SERVICE**

**01480 444500**

### **AMBULANCE SERVICE**

**01603 424255**

### **HIGHWAYS (STREETWORKS CO-ORDINATOR)**

**01353 667826**

### **CIVIL PROTECTION UNIT**

**01223 717418**