

# Thanet District Council

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## GUIDANCE NOTES FOR ORGANISERS PLANNING AN EVENT ON COUNCIL PREMISES

### INTRODUCTION

We have produced this leaflet to help you identify some of the steps you need to take for a successful and safe event. It is not a comprehensive manual but it should help you to spot potential hazards associated with your event, point you in the direction of people who can help in the planning stage and provide you with a basic event check list.

The Events Team at Thanet District Council is always happy to help the area's event organisers in whatever way we can. In particular, as part of the council's duty of care, we want to make sure that organisers are aware of their responsibility for the event. You can contact us on 01843 577638 or 577167.

As part of our service to event organisers you can.....

- Download copies of this guide and a full events pack from our website. Visit [www.thanet.gov.uk](http://www.thanet.gov.uk)
- Pay your landhire administration fee by debit or credit card over the phone
- Advertise your event free of charge on [www.visitthanet.co.uk](http://www.visitthanet.co.uk) email details of your event to: [tourism@thanet.gov.uk](mailto:tourism@thanet.gov.uk)
- Advertise your event free of charge on our community information portal. Visit [www.thanet.gov.uk/communityportal](http://www.thanet.gov.uk/communityportal)
- Call us for advice on any aspect of event organisation including health and safety issues
- Join an Events Safety Liaison Group Meeting, held each month with representatives of the Emergency Services, and departments from Kent County Council and Thanet District Council with responsibilities associated with events

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## 1: INTRODUCTION

### **a) Your responsibility**

Your aim is to produce a successful event which can be safely enjoyed by visiting public. To achieve this you must identify all potential hazards and dangers and then decide, on your own or with help, the safety precautions that need to be taken and how you will put them in place.

As the event organiser you will be held ultimately responsible in law for the safety of people at your event. It is essential that all events, even those in aid of charity, should comply with recognised safety standards. Even if the purpose of the event is in aid of a good cause it will not protect people from having accidents or you from liability.

The most relevant safety law is likely to be the Health & Safety at Work Act etc 1974 and Occupiers Liability Act 1957/1984 and its accompanying Regulations and Standards of safety.

As the event organiser you are responsible for contacting the performing rights society if you are playing live or recorded music at your event.

#### **Main Contacts for PRS for Music:**

**Postal address:** Copyright House, 29-33 Berners St, London W1T 3AB

**Switchboard:** 020 7580 5544 **Fax:** 020 7306 4455

### **b) The Council's role**

If you are planning to use the council's land for an event which you are organising you will need to make a landhire application through the Events Team at Thanet District Council. You can contact us by telephone on 01843 577167/577638 or by E-mailing [events@thanet.gov.uk](mailto:events@thanet.gov.uk) alternatively you can visit our website [www.thanet.gov.uk](http://www.thanet.gov.uk) to download copies of this pack and the landhire application form.

You need to make your application well in advance of your event not only to ensure the area of land you have chosen is available but to give yourself sufficient time to collect the documentation that will be required as part of the process.

Once the Events Team has received your application we will begin the consultation process with the Emergency Services, other Council Departments and any additional agencies that need to be involved. This will give them the chance to comment on your event and to make any recommendations they feel necessary. We will collate these comments and advise the applicant of any changes required.

As part of your application we will require an application fee, (*figure will be quoted*) full supporting documentation which will definitely include £5 million public liability insurance to cover your event and a full risk assessment. Additionally, we will require all contributors to your event to carry their own £5 million public liability insurance and to have completed a risk assessment. Further documents that may be required are highlighted within this guide.

Once we have received all documentation and made sure that the event organiser has responded to the comments and advice of the Events Safety Group we will issue our permissions letter.

As a Council we have a duty to ensure that events operating on our land are appropriate and safe. Therefore, we are unable to grant permission for the use of the council's land until all the required documents are in our possession and until our colleagues in the Emergency Services and other agencies are satisfied with the way your event is being conducted.

## **Fairtrade**

Thanet is now officially a Fairtrade island and Thanet District Council is proud to support the Thanet Fairtrade Initiative. If you would like them to attend your event with an information stand, you can contact the Chair, Tammy Stewart - Jones on 07777 616697 or [info@thanetfairtrade.org.uk](mailto:info@thanetfairtrade.org.uk) to arrange.

## **2.0 PLANNING THE EVENT**

### **a) *The Venue***

Select your venue depending on the size of the event you are planning i.e., the content as well as the size of the crowd you hope to attract. Consider, accessibility, the availability of parking and the times it will be open to the public, particularly if the site is in a residential area. Reserve the venue with the Council's Event's Team checking that there are no other events happening on or around the same time that might compete with yours.

Once you have made sure your venue is available make a plan of the site to scale if possible.

### **b) *Site Facilities***

Look at the facilities on site, i.e., toilet provision, electricity, water, fencing required and decide what infrastructure you need to cater for the size of the audience you hope to attract. As part of your application for landhire it may be necessary for the council to change the opening and closing times of toilet facilities or provide you with waste management systems. You need to consider these issues early in the process to give us sufficient notice.

### **c) *Exhibitors/Event Attractions***

Create an application form for exhibitors/attractions wanting to attend your event and ask them to submit all the documentation you will require with their application.

Third parties coming into your event, e.g., concessionaires, trade stands, fairground rides all come with standard documentation and they will consider it normal practice to be asked for copies of these in advance of your event. They should also be willing to supply risk assessments and copies of public liability insurance to the value of £5 million. (***See advice under 'Specific Attractions'***). These documents will form part of your overall risk assessment.

If anyone wants to attend your event without the proper paperwork be prepared to say no. Remember the responsibility for safety ultimately rests with you and if litigation occurs as a result of an accident at your event you will be liable.

Consider the audience you will attract. Each age group brings its own demands and risks. Also bear in mind that you must protect the safety of any person helping or working at the event.

**d) Consultation and Where to Go for Advice**

Make sure that you advise and consult with all of the agencies or emergency services well in advance of your event. As well as providing you with event support their advice can be invaluable and it is best sought as early as possible in the planning stage. It is helpful if, at this stage, you can provide as much information on your plans and proposals as possible. Some of the services you should speak to are:-

*The Fire Safety Office of the Fire Brigade*

*The Police*

*The Kent Ambulance Service*

*Maritime & Coastguard Agency.*

*Thanet District Council, Events Team*

***(See our list of useful numbers for contact details).***

Thanet District Council's events team holds monthly meetings with event organisers and emergency service representatives. This can prove a useful vehicle for 'fast tracking' the consultation process. If you would like to attend an Event Safety Liaison Meeting please telephone us on 01843 577638.

**e) Lead in Times**

Make sure you leave yourself sufficient time in which to plan and organise your event bearing in mind that you need time to publicise once all the arrangements are in place. You may also need to obtain licences or road closures which can take up to three months depending on the complexity of the application.

**f) Event Control**

Depending on the size of the event you are planning you will need help. It is a good idea to appoint an Event Manager and Safety Officer at a very early stage. It is very difficult to manage the organisation or the event as well as the health and safety elements and these roles need to be split. This is particularly true during the course of the event.

**g) Event Safety Officer**

Appoint a suitably competent person to act as the Safety Officer for the event. Before the event they will be responsible for compiling the risk assessment and all necessary documentation. During the event, they should be located in an easily identifiable area and available at all times.

An important duty of the Safety Officer is to ensure that there is continuous monitoring of site safety throughout the duration of the event. This should include numbers of people, any structure, barriers, electrical supplies and installations of other equipment provided. In addition this officer should take control of the welfare and management of the marshals/stewards throughout the event.

**h) Emergency Procedures**

Plans should be put in place (as part of the risk assessment process) detailing how you would deal with an emergency such as personal accidents, crowd disturbance, bomb scares or adverse weather conditions. (i.e., gales/thunder and lightning).

### 3 INFRASTRUCTURE AND SITE FACILITIES

The following expands on details that you should consider regarding the site and the facilities you are offering at the event all of which will have an impact on the equipment you will need to safely manage your event i.e., fencing, lighting etc. Remember that all hired equipment once on site, becomes your responsibility and must be covered by your insurance. Hirers will supply insurance values.

#### a) **Preparation and Condition of site**

Check site to make sure it is suitable for the proposed event. At this stage, consider likely dangers to the public during set up of the event. This could include the erection/placing of any staging, infrastructure or rides as well as vehicle movement. Will you need to close off the site (or part of it) during set up?

Will the site be suitable to give stability and safety to any staging or similar, including in any adverse weather conditions?

Are there any obvious hazards e.g. unfenced holes, drops, ponds, water or unsafe structures that it would be best to keep the public away from?

Will the event be during the hours of darkness and require the site to be lit, perhaps including emergency lighting?

#### b) **Structures**

Written certification should be obtained from any person that erects or constructs any item on the site confirming that it is safe. Any temporary structure, scaffolding or similar must meet the required standards for construction sites. If necessary these should be inspected by a Building Control Officer to ensure that it meets the required standards for safety. This includes staging.

If a marquee is erected, ensure that all stakes and pegs are highly visible and fenced off. Use a reputable company that is covered by Public and Employers liability and ensure that the marquee is certified fire retardant. You will need to install fire extinguishers and have clearly marked entry and exit signs.

Make sure that structures and installations do not obstruct any entry or exit points from the event site, including any emergency exit.

Consider how you will eliminate trip or other physical hazards (sharp edges/points) from the components of any staging, structures or event equipment.

#### c) **Barriers and Fencing**

The need for barriers/fencing on the site and around any attractions and equipment must be carefully assessed and re-assessed during the course of the event.

The type and design of fencing/barriers used must be fit for purpose i.e., selected according to the nature of your event, to contain and protect people including small children. Single rope barriers are seldom acceptable.

#### d) **Toilet Provision**

There should be an adequate number of toilets on site and how many you need will be based on how many people you expect to your event. A rule of thumb is one

toilet per 200 people but additional provision should be made for people with disabilities.

Ideally it is best to use toilets connected to mains services, however event cubicles are also suitable for sites without ready access to electricity and water. Make sure that you have arranged for them to be regularly serviced throughout the event to make sure kept clean and hygienic throughout the event.

The toilets should all be suitably located and with necessary directional signs. If your event continues into the evening, there must be adequate lighting to and inside them.

If your event is making use of Council owned toilets, then you should ensure that the waste and recycling department are aware that your event is taking place.

**e) *Rubbish ~ Clearance and Safe Disposal***

The public and those putting on entertainment will create rubbish, often in considerable quantities some of which may well be hazardous. Organisers must therefore make the necessary arrangements to deal with this problem.

Your arrangements should include a litter management plan. Litter bins will need to be provided on site. Our waste and recycling department can help you with this but must have adequate notice so that they can plan appropriately.

It is the responsibility of the organisers to dispose of all event trade waste and you should contact a reputable contractor to deal with this. You should also make it a condition of attending your event that all commercial operators take away and dispose of their own waste.

The Kent Fire Service advise event organisers not to have skips left on site for rubbish collection as these often pose a fire threat,.

**f) *Electrical Supplies, Installation and Equipment***

There are numerous hazards arising from any electrical supply and this is especially the case when running outside events.

A safe means of temporary supply for external use must ensure:-

All the wiring must be installed by a suitably competent electrician in a safe manner who should give you a written certificate to prove that this has been done.

That the supply is protected by suitable earth fault device – Residual Circuit Breaker (RCB) of maximum 30 m amp per trip.

The correct types of connectors for external conditions. Cables that are of the correct standard with no damage to the insulation.

Supply cables must be positioned safely, in order to ensure that they are NOT liable to physical damage, e.g. through door openings, across surface of walkways/roads.

Cables to be positioned in such a way to ensure they do not cause trip or other hazard

The safety standard of the installation should be at least that of the current 16<sup>th</sup>

Any generator should have a certificate with it to show that it is electrically safe. A safety fence must surround the working parts of the generator.

Any electrical equipment used at the event must be in a safe condition and be suitable for that type of use, e.g. in the open air where it may be subject to adverse weather conditions. Rubber matting should be used to protect cables from weather and to prevent tripping.

**g) *Entry and Exit by the Public, including vehicles***

Advice should be sought from the Council, Police, Fire Brigade and Kent Ambulance Service about the likely impact that will be created by the public you expect to attend your event. Traffic signs, entry routes and car parking may need to be arranged

If you are providing car parks you should arrange to design and steward them to control risks such as reversing vehicles. Hazards occur where pedestrians and vehicles are mixed and these must be properly controlled.

***Access for Emergency Vehicles***

Advice should be sought from the Police and the other emergency services as to their requirements but as a general rule 4 x metres should be left as clearance for emergency vehicle access.

#### **4. SPECIFIC ACTIVITIES AND ATTRACTIONS**

These may involve more specialised hazards and therefore more comprehensive safety precautions are required. Further specific advice is available on request.

**a) *Fairground and Juvenile Amusement Rides***

If your event is to include fairground and children's' rides it is your duty to make sure they are operating safely. The risks associated with a fairground will probably require specialist advice which can be obtained through our events team.

If you are booking a fairground you must obtain copies of all current mechanical inspection certificates (**A.D.I.P.S**) as well as £5 million public liability insurance certificates and risk assessment for each piece of equipment. It is a good idea to have a list of the equipment that is being supplied to your event so that you can use this to check the documentation against. All of this paperwork must be copied and passed on to the events team as part of your landhire application.

All Fairground and Amusement Rides must be under the supervision and control of a competent adult at all times. During times of high use it may be necessary to increase the level of support and such arrangements should be in place.

Once the equipment is installed it is essential that you inspect the 'set up' to make sure you are happy that there are no obvious hazards. It is generally necessary to have spare fencing available at your event to create barriers around rides and generators where this has not already happened.

**b) *Bouncy Castles***

If the event is to include a bouncy castle or any other inflatable attraction you will need to obtain the same documents that are required from operators of fairground rides. In addition you may find the following pointers helpful.

Check the condition of the inflatable to ensure that it is well maintained and in a safe condition.

A safety mat (minimum of 1" thickness) is supplied at the entrance.

The inflatable is securely fixed to the ground with guy ropes and long stakes or mooring straps and these are clearly visible and fenced off.

The electrical apparatus or generator is fenced off.

The inflatable must be supervised by a competent adult at all times.

No children using the equipment are taller than the height of any walls.

The inflatable is operated as per manufacturer's and operator's guidelines. The inflatable must be covered by a **SAFETY CERTIFICATE** and £5 million public liability insurance, held by the operator/owner.

**c) *Barbecues/hot food retail outlets and similar***

If there are to be any barbecues or similar, there may be hazards from the use or storage of fuel, e.g. gas, also from naked flames and hot components. Specific advice is available from the Council's Environmental Service.

Barbecues on the beach are only permitted at Joss Bay, Broadstairs and a written request must be forwarded to the Foreshore Section of the Tourism and Leisure Department of the Council at the address at the top of the booklet.

Catering outlets operating at your event must provide you with copies of their risk assessment, £5 million of public liability insurance, their registration documents and their food hygiene certificate. Again, our Environmental Services department will be happy to give advice.

**d) *Firework Displays***

If your event is to include a firework or pyrotechnics show you will need to take specialist advice. Usually, this advice would come from the Fire Service and the council, through the events team who will generally ask for a site meeting.

It is Council practice that all displays on Council land must be operated by an established Firework Company who are Members of the BPA and hold a current licence certificate (HSE 1974 Safety Procedures for Public Firework Displays or similar) and £5 million public liability insurance indemnity. It is the responsibility of the organiser to obtain the necessary permits prior to the event.

Firework companies will expect to issue a detailed risk assessment and present their public liability to the value of at least £5 million – usually £10 million.

The launching area must be fenced off in accordance with the Licence requirements And marshalled at all vulnerable points to ensure the safety of the public.

Weather conditions can have a significant impact on the safety of a firework display and advice should be sought from the operator (whose risk assessment should cover this element) as well as from the Fire Service.

All firework displays must meet defined criteria by the Civil Aviation Authority (CAA). Contact information given in Appendix 1.

**e) Bonfires**

In view of the very real nuisance caused to residents and the risk from fire in hot dry weather, bonfires are not encouraged, however if a bonfire is a crucial part of the event, the necessary permits must be obtained from Kent County Council, the Local Authority and the Fire Brigade.

In general bonfires are not permitted on any foreshore area.

Permits to operate may not be authorised.

**f) Light Displays - Laser or other specialist entertainment display**

Because of the risks associated with the operation of lasers there are special precautions that must be taken and our Health and Safety Officer, Environmental Services as well as the Fire Service must be fully consulted throughout the planning and operational stage.

Other displays using vehicles, flames, guns etc may well need special licences as well as needing special precautions such as barriers, according to the hazards and risks that are likely to occur. Further advice is available on request.

All light displays must meet defined criteria by the Civil Aviation Authority (CAA) and the Airspace Utilisation Section (AUS). Contact information given in Appendix

**g) Musical Entertainment/Performances or Dancing**

This type of entertainment may require you to have applied for and been granted a licence. Advice should be sought as early as possible from Licensing, Environmental Services, Thanet District Council.

**h) Sale of Alcohol**

Any event which includes the sale of alcohol must have a special licence which must be applied for from the council well before your event. Please contact the licensing department of the council or ask the Events Team for advice.

## **5. DUTY OF CARE**

**a) The Site**

It is the duty of the organiser to check the site prior to setting up for any event. Although regular inspections are made on all Council open spaces, it is not done on a day to day basis and hazards may exist. Should you spot any hazardous area please notify either the Parks Department or the Events Team as soon as possible so it can be rectified prior to the event.

Part of your responsibility as the organiser is to ensure that the entire area hired, including surrounding areas has not been littered with rubbish from event.

Your insurance should cover any damage to the Council's Ground Maintenance Equipment as a result of items left on or in the ground following the event. Care should be taken to avoid spillage of hazardous liquids resulting in damage to either grass or shrubs etc.

Try to keep vehicles using the site to a minimum particularly, in the event of unsuitable weather conditions when it is likely they will cause severe damage to the site.

Any holes, which are made in the surface, are to be refilled when the event finishes with suitable soil.

You must be aware that should the area of land that you have hired become damaged as a result of your event the repair costs will be recharged to the event organiser.

If the numbers of people a site can contain is limited there must be means of monitoring and controlling people entering the site. Advice must be sought from the Fire Brigade and Police

**b) *Stewards and marshalls***

To ensure the public's safety an adequate number of competent stewards who are well versed in your safety and emergency procedures should be on site throughout the event. The recommendations are one marshal per 100 public under 15 years of age and one marshal per 150 public for all other age groups. All marshals must be provided with high visibility clothing which makes them clearly identifiable.

**c) *Communications***

Communication on site can be vital, particularly in the case of an emergency but also to ensure that marshals can ask for support if it is needed. By providing a personal radio link to at least the key stewards you can greatly improve the safety and efficiency of your event

According to the size and type of your event, consideration should be given to providing a public address system. Public announcements improve event safety and deal with issues from, lost children and people separated from carers to site evacuation

**d) *First Aid***

It is essential that qualified first aid services are present at your event with, depending on the size of your event, ambulance cover. The St. Johns Ambulance, Red Cross or Margate Ambulance Corp will provide this service and will advise on the level of cover you require based on estimated numbers attending. Be aware that a charge is likely to be made for their services.

Make sure that the basic services required for First Aid are available, eg water and light and that the designated area is clearly marked.

All first aiders must have the necessary and current first aid certificates.

**e) *Risk Assessment***

In order for you to comply with current health and safety legislation and Thanet District Council's own guidance on events held on Council land, you must complete a Risk Assessment as part of your landhire application. This assessment is a careful examination of what, in your event, **could cause harm to people attending or working on the event.** The aim is to make sure that no-one is hurt or becomes ill as a result of your activities.

The Risk Assessment lists all potential hazards then assesses the level of risk before and after remedial measures are put in place e.g.,

<b>Hazard</b>	<b>Risk</b>	<b>Rating</b>	<b>Remedy</b>	<b>Risk</b>
Trailing Cables	Public/Workers Tripping	High	Cables covered by rubber matting	Low

Every component of your event needs to be subject to this level of examination. If, a risk remains high even after the remedy is put in place it is advisable not to include this as an element of your event. If it is an essential component then you immediately have a safety issue that requires stringent controls throughout the event.

We hope that you have found this guide useful. If you have any comments or suggestions perhaps on other topics that should be covered please feel free to contact us. Meantime, we look forward to working with you on your event.

## **6: CONTACT POINTS FOR FURTHER ADVICE**

### **THANET POLICE LICENSING UNIT**

Police Station  
Fort Hill  
Margate - CT9 1HD  
Tel: (01843) 222108

### **THANET POLICE EVENTS UNIT**

Pc Tim Earl  
Events / Emergency Planning  
Tasking & Co-ordination Unit  
(East Kent)  
Tel: 01227 868 397  
Mobile 07772113088  
E- Mail [8516@kent.pnn.police.uk](mailto:8516@kent.pnn.police.uk)

### **KENT FIRE SAFETY, KENT FIRE & RESCUE**

**Folkestone Fire Station**  
**Park Farm Rd, Folkestone, CT19 5LT**  
**01303 227201**

### **HM COASTGUARD**

Andy Roberts – East Kent Sector Manager  
The Marina  
Deal  
CT14 6NG  
Tel: (01304) 210008

### **KENT INTERNATIONAL AIRPORT**

Flight Operations  
Tel: (01843) 825063

### **CAA – GATWICK AIRPORT**

Flight Operations  
Tel: (01293 573084) 276108

### **DIRECTORATE OF AIRSPACE POLICY**

CAA House  
45-59 Kingsway  
London – WC2B 6TE

### **KENT COUNTY COUNCIL HIGHWAYS**

Emma Proudfoot or Ian Biggs  
Roadworks Co-ordinator Thanet  
Kent Highway Services  
Ashford Highways Depot  
Henwood Industrial Estate  
Javelin Way  
Ashford  
Kent TN24 8DH  
Tel: 01233 614109  
Mob: 07500 080043  
Fax: 01233 648320  
Email: [Ian.Biggs@kent.gov.uk](mailto:Ian.Biggs@kent.gov.uk)  
Email: [emma.proudfoot@kent.gov.uk](mailto:emma.proudfoot@kent.gov.uk)

### **HEALTH AND SAFETY EXECUTIVE**

F.M.U. 12  
Group 3, East Grinstead House  
London Road  
EAST GRINSTEAD  
West Sussex RH19 1RR  
Tel: (01342) 334200

### **AMBULANCE SERVICE**

Paul Creasey  
Clinical Operations Manager  
Kent Ambulance NHS Trust  
Ambulance Headquarters  
Heath Road  
Coxheath  
Maidstone, Kent ME17 4BG

Tel: (01622) 759194

Mob: 07775714802

Email [paul.creasey@secamb.nhs.uk](mailto:paul.creasey@secamb.nhs.uk)

### **GENERAL HEALTH AND SAFETY ADVICE**

Thanet District Council  
Health & Safety Officers  
Steve Turner or Sheila Coupe  
For Professional HR Support and Advice:  
Tel: 01304 872799  
Mobile: 07837520208  
[Stephen.Turner.HRPartnership@dover.gov.uk](mailto:Stephen.Turner.HRPartnership@dover.gov.uk)  
[Sheila.Coupe.HRPartnership@dover.gov.uk](mailto:Sheila.Coupe.HRPartnership@dover.gov.uk)

### **PERMISSIONS FOR HIRE OF COUNCIL LAND**

Wendy Morris  
Events Section,  
Thanet District Council  
PO Box 9, Cecil Street,  
Margate, Kent CT9 1XZ  
Tel: (01843) 577638  
[Wendy.Morris@thanet.gov.uk](mailto:Wendy.Morris@thanet.gov.uk)

### **REFUSE COLLECTION, CONVENIENCE CLEANING**

Waste and Recycling  
Manston Road Depot  
Manston Road  
Margate  
Kent CT9 4LX  
Tel: (01843) 577741  
Fax: (01843) 232091

### **ENVIRONMENTAL HEALTH ENQUIRIES –**

including Licensing, Food Hygiene &  
Emergency Planning  
Environmental Services Department  
Thanet District Council  
PO Box 9  
Cecil Street  
Margate, Kent CT9 1XZ  
Tel: (01843) 577000

### **HIGHWAYS – including Coning, Road Closure**

Community Services  
Thanet District Council  
PO Box 9, Cecil Street  
Margate, Kent CT9 1XZ  
Tel: (01843) 577054  
Fax: (01843) 295343