



Guidance for All Event Organisers

The completed pack with ALL relevant documentation must be returned to the Council for approval by at least 30 days before the date of your event.

These guidance notes have been developed to provide information and general advice to organisers wishing to arrange -

- An Event on Council owned land or a Council owned venue including Caldecott Park and the Art Gallery & Museum.
- Or for employees of the Council organising an Event.

Important - Please remember that events can be extremely diverse; ranging from a band playing in a park to a large outdoor carnival including food caterers and music to attractions with a much higher risk such as fireworks and therefore this guidance cannot be considered exhaustive.

- It is likely that additional guidance will be required for specialist events and larger scale activities. This can be obtained from us or other official associations such as the Health and Safety Executive. www.hse.gov.uk
- Please remember that organisers of any event have a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event and of the public and participants attending. This should be ensured by carrying out a detailed risk assessment. Please see Section 6.
- You must follow any recent legislation regarding the safeguarding of children and vulnerable adults.
- It is essential that you clearly state any higher risk activities you are proposing to have at your event.
- Licence Applications can take up to 8 weeks. www.rugby.gov.uk
- Formal Road Closure Application can take up to 6 weeks. There is a separate Application Form and Guidelines. www.rugby.gov.uk
- You will have to provide the necessary Insurance documentation and any certification in relation to these events/attractions. Insurance documents must be valid for the date of the Event and we will not accept any Public Liability Insurance less than £5,000,000. In some cases we may require higher cover.
- Large scale events may need to be reported to the local Safety Advisory Group.
- Where appropriate, a detailed site plan will be necessary showing the positions of the stalls, marquees, arena, fireworks and safety areas, car parking, etc.
- In respect of any road closures for events such as road runs; a detailed route plan with road closures must be provided, which should also show location of route marshals and signage.

Section 1 - The Application Pack

Application Packs – Can be sent by post or email or alternatively are available on the Rugby Borough Council website.

What is in my Pack?

- SE1 - Special Event Application Form
- SE2 - Terms and Conditions for the use of Rugby Borough Council Parks, Open Spaces and Recreation Grounds
- SE3- Licensing Act 2003 & Safe Use of Inflatable Attractions
- SE4 – Blank Risk Assessment Form
- SE5 - Potential Nuisance Assessment
- SE6 – Guidance for All Special Event Organisers
- SE7 – Planning Suggestions for All Special Event Organisers
- SE8 - Safe Use of Inflatable Attractions

Important - Once you receive your application pack please read it fully.

Section 2 – For entertainment that only uses Caldecott Park Bandstand

- We have a separate form for any entertainment that only uses Caldecott Park Bandstand.
- These events must be organised through the Park Ranger as he completes the pack with the organiser of the event or with each performer.
- The Park Ranger will give you a copy of the following: **These must be read carefully and understood.**
 1. SE3 – Licensing Act 2003
 2. SE11 – Parking Statement for Caldecott Park Events.
- Each performer to complete SE4a and SE4b along with Park Ranger
 1. SE4a – Entertainment in Caldecott Park Bandstand Application Form and
 2. SE4b - Caldecott Park Insurance Request Form
- The Park Ranger to complete following.
 1. SE2 - Terms and Conditions for the use of Rugby Borough Council Parks, Open Spaces and Recreation Grounds
 2. SE4 – Blank Risk Assessment Form
 3. SE5 - Potential Nuisance Assessment
 4. SE10 – Accident – Incident Report Form

Contact details for Park Ranger - Office number 01788 547621
Mobile number 07881 500899

Section 3 – Initial Consideration

You must consider the size of your event and what type of single events/attractions you have at your event. This will determine the detail you must include in the application form.

It may also be essential for you to complete additional forms, which will be in your pack, in the case of risk assessments, accidents and potential nuisance, paying particular attention to such things as Health and Safety issues and Food Standards.

You may also have to submit additional forms such as Insurance documents, PIPA certification, Food Hygiene Certificates, Formal Road Closures, etc.

If you do not have access to the website; we can arrange to have these forms sent to you if you contact 01788 533897.

Should you consider that more information is required there are many national associations and clubs who may be able to offer advice on specific types of event, e.g. Health & Safety Executive, Insurance Companies, PIPA, etc.

Please also consider provision for toilet facilities, litter and refuse, parking.

Section 4 - Insurance

The Hirer is required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Section.

Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Please Note that for stallholders selling items such as books, jams, preserves etc., soft toys, tombola or providing service advice e.g. air ambulance, cadets etc. who have PLI which is less than £5M, the Hirer may cover these stallholders on their own event £5M PLI but must have these individually listed on their PLI and forward a copy of this to the Council.

The Hirer will be required to produce evidence of their up to date insurance cover with their completed application pack.

The Hirer should ensure that any exhibitor, band/dance group, subcontractor, caterer, etc; whom they have instructed/authorised to appear at the Event, has appropriate insurance and any necessary safety or catering certificates. These should be included in the pack but must be available for inspection on the day of the event if necessary.

The Hirer will be required to produce evidence of the up to date insurance cover and ADIPS or PIPA certificates of any operator of each individual inflatable attractions or fairground rides with their completed pack.

A copy of all Insurance documents and any individual ADIPS or PIPA certificates must be produced along with the completed Application Form when submitting to the Council.

(For Internally Organised Events only)

Ensure you confirmed with the Council's Insurance Officer that your Event will be fully covered by the Council Insurance Policy

Section 5 – Licences

- **A Licence or Temporary Event Notice** may be required if your Event is public and/or consists of music, dancing, singing or similar. (Licence applications normally take approximately 8 weeks to process.) See attached leaflet SE3.
- Ensure **all** licences required to undertake the Event are in place and **allow sufficient time** to make these applications. You may want to contact our Licensing Department on 01788 533533 if you require any advice.
- A PRS Licence may be required from the Performing Rights Society (PRS). More information can be obtained by contacting PRS on 0845 309 3090 or www.prsformusic.com.
- Barbecues are discouraged due to the Health and Safety implications of their use and problems relating to the disposal of hot coals.
However, please see **Section 15 of the Terms and Conditions for Catering regarding Food Safety**.

Section 6 - Risk Assessments

You must undertake and act upon your own risk assessments.

The Health and Safety Executive website is www.hse.gov.uk

Please remember that organisers of any event have a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event and of the public and participants attending.

This should be ensured by carrying out a detailed risk assessment to cover the whole of your event. You must include as much detail as possible that is relevant to the risk of the whole event and individual attractions.

All hazards associated with the event and individual attractions should be identified, the level of risk assessed and appropriate action to be taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

Where the event consists of more than one attraction a separate written risk assessment may be required for each activity such as an inflatable at a summer fete, fairground ride or band and staging at a music festival.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you must obtain copies of these for your own records and forward a copy with your application pack.

A formal record should be kept of the risk assessments and a copy sent with your completed application pack to the Council.

'In submitting a risk assessment to Rugby Borough Council, the organiser is declaring that they have reviewed and assessed any possible risks that might arise at any time prior to, during, or after the event to which the risk assessment relates and that the organiser has taken the appropriate steps to reduce such risks. Rugby Borough Council, in holding a copy of the organiser's risk assessment, does so for file purposes only and therefore the risk assessment remains the sole responsibility of the organiser.'

Section 6 - Risk Assessments - continued

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ.

Tel: 01787 881165 or their website www.hse.gov.uk .

Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm.

Information on significant risks

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented. Any signage that is needed for your event as a control measure must meet the standards of any current legislation.

Identifying those at risk

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

- Members of the public attending event. Taking into consideration the likes of elderly and disabled people, children and vulnerable members of the public.
You must follow any recent legislation regarding the safeguarding of children and vulnerable adults.
- Local Residents.
- Stewards.
- Employees and volunteers.
- Contractors.
- Vendors, exhibitors and performers.

Examples of areas to consider

- The type of event.
- Type of attractions and amusements at your event.
- Potential major incidents.
- Health and safety issues and site hazards including car parks, water features.

- Barriers and safety zones for areas such as hot food provision, fireworks, inflatables.
- Types of attendees such as children, elderly people, disabled people and vulnerable members of the public.
- Crowd control, capacity, access and stewarding.
- Provision for the emergency services.
- Provision of facilities such as toilets, first aid, lost children point.
- Permanent or temporary structures including staging.
- Refuse management.

Assessing the risk

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

The following should be taken into account:

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

Consider the following:

- Removal of the hazard.
- Preventing access to the hazard e.g. by guards, barriers, ropes or marshalling the area.
- Implement procedures to reduce exposure to the hazard.
- The use of personal protective equipment. (PPE)
- Find a substitute for that activity which is lower risk.

Essential - Review and revise

If the nature of any of the risks changes in any way during the planning of the event, the risk assessments **must** be reviewed and updated.

Section 7 - Potential Nuisance Assessment

The potential for “nuisance” arising from the use of PA systems, music, fireworks, crowds, etc should always be assessed.

Along with the Risk Assessment Form, a Potential Nuisance Assessment Form should be completed and returned with your application form giving details of attractions such as fireworks, music, etc and other general event noise such as the use of PA systems.