

EVENTS ORGANISERS TOOLKIT



EVENTS MANAGEMENT



IN THE DOVER DISTRICT TOOL KIT

EVENTS ORGANISERS TOOLKIT

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EVENTS ORGANISERS TOOLKIT

INTRODUCTION

Whatever event you are planning, large or small, Dover District Council can offer support and advice. The Events Management Group at Dover District Council is comprised of representatives from all departments involved in the staging of events and a representative from the local Police. The Group discuss both internally and externally organised events and from these meetings have compiled this booklet, which is designed to offer practical help and guidance, providing an initial source of advice, information and checklists.

This booklet has been written with a focus on how Dover District Council Officers can help ensure your event runs smoothly and safely, however the information offered here is not a comprehensive guide to organising events and an invaluable section of this booklet is the list of 'Other Sources of Information' in Appendix 2, some of these publications are available on loan from the District Council. One of the most important documents providing guidelines on event organisation is the Guide to Health, Safety & Welfare at Pop Concerts and Similar Events, and it is recommended that organisers obtain a copy of this publication.

Dover District Council's Events Management Group meets on a regular basis at the offices in Whitfield and all organisers are welcome to attend one of these meetings to discuss their events in more detail. For further information, or to book an appointment, call 01304 872458.

TIMETABLE

UP TO 1 YEAR AHEAD

1. **Start to organise - appoint steering committee**
2. **Agree an outline event programme looking at key issues** (venue, insurance, licensing, permissions, etc) - Don't forget to check Appendix 1.
3. **Share out jobs across your committee**
4. **Investigate a site** (bear in mind parking considerations) eg local park, pedestrian precinct, hall.
5. **Initial talks with local authority officers**
 - Licensing re: entertainment, street trading & collections
 - Transport Unit re: road closures, traffic orders, etc
 - Events & Recreation re: clash of dates, contacts to help inc: emergency services and publicity.
 - Development Control re: planning permission, advertisement consent etc.
 - Environmental Health re: noise, catering, etc
6. **Initial talks with emergency services**
 - Police re: highways, crowd control, stewarding, selling of alcohol etc
 - Fire re: access, equipment on site, etc
 - Ambulance re: first aid procedures, etc
 - HM Coastguard re: water-based events & fireworks
 - Air Traffic Control - Manston flight path
7. **Undertake initial risk assessment to flag up any Health & Safety Issues**
8. **Encourage local community groups to get involved with the project**
9. **Draw up rough outline budget and list ways of raising funds towards the staging of the events**, eg grants and business sponsorship plus help in kind - all to cut costs
10. **Assess whether the project is viable at this stage taking into account costs and events limitations**

TIMETABLE

11. **Now you have agreed that the project has the go ahead, contact the Property Services department for Events Planning Forms.** Complete events planning form available from (01304) 872458.

TIMETABLE

9 MONTHS TO GO

as before plus:

1. **Review meetings with relevant local authority officers**
2. **Review Risk Assessment**
3. **Investigate public liability and wet weather insurances required for event**
4. **Draw up draft site plan and circulate to relevant local authority and emergency services contacts for comment prior to general committee**
5. **Check for artists and entertainers availability including insurance cover and references - if happy, make provisional booking**
6. **Check availability and confirm costs of equipment eg marquees, generators, toilets, barriers, radios, etc including insurance cover on equipment.**

DEPARTMENT TO CONTACT

- Property Services

TIMETABLE

6 MONTHS TO GO

as before plus:

- 1. Review meetings with relevant local authority officers**
- 2. Review Risk Assessment**
- 3. Prepare licence application and send**
- 4. Check funding progress from local authority, businesses, etc**
- 5. When incoming funding confirmed set out revised budget sheet, and trim or expand project accordingly**
- 6. Confirm booking of artists with contract**
- 7. Confirm bookings of major equipment hire**
- 8. Agree when and to whom press releases should be sent - first release sent at this point (communications plan)**
- 9. Apply for licence to sell alcohol - Justices**
- 10. Start contacting potential stallholders**

DEPARTMENT TO CONTACT

- Property Services

TIMETABLE

3 MONTHS TO GO

as before plus:

1. **Review meetings with relevant local authority officers**
2. **Review Risk Assessment**
3. **Produce draft Emergency Plan**
4. **Check for progress of relevant licences** - if you have not been granted a licence you may need to amend your event, it may not necessarily need to be cancelled
5. **Apply for road closure/traffic orders and to erect temporary directional signing** – you may also need to suspend parking bays for your event. Contact either Parking Services or the Transport Unit who can advise you on the procedure and any costs involved.
6. **Update meeting with emergency services**
7. **Appoint key task team members and circulate information to team**
8. **Start getting artwork together for fliers and posters**
 - Agree text and design
 - Agree distribution and quantity
9. **Check on Communications Plan**
10. **Confirm stallholders**

DEPARTMENTS TO CONTACT

- Property Services
- Parking Services/ Transport Unit

TIMETABLE

6 WEEKS TO GO

as before plus:

- 1. Advertise at premises for occasional public entertainments licence**
- 2. Check on Communications Plan**
- 3. Print fliers and posters and distribute**

DEPARTMENTS TO CONTACT

- Property Services
- Licensing

TIMETABLE

1 MONTH TO GO

as before plus:

1. **Review meetings with relevant local authority officers**
2. **Review Risk Assessment**
3. **Finalise Emergency Plan**
(i.e. evacuation procedures, fire points etc.)
4. **Make final checks** on artists, equipment hire, stalls, catering, beer tent, etc, including insurance cover for relevant items and services
5. **Organise own clean up teams**
or make arrangements with Dover District Council's Waste Services
6. **Train Team**
crowd/traffic control/emergency procedures/general information/basic fire fighting

DEPARTMENT TO CONTACT

- Property Services

TIMETABLE

DAY BEFORE EVENT

1. **Erect temporary signing in agreement with the Council's Transport Unit**

DAY OF EVENT

1. **Final team briefing**
2. **Erect road closure signs/barriers at opening**
3. **Dismantle at closing**
4. **Clear away all refuse**
5. **Follow own pre-prepared 'check list' to avoid overlooking any details**

DAY AFTER EVENT

1. **Remove temporary directional signing**

REVIEW

1. **Post-event de-brief meeting to be held within 2 weeks** including event report and opportunity for all agencies to comment on running of events for future reference

DEPARTMENTS TO CONTACT

- **Property Services**

LEISURE SERVICES

LEISURE SERVICES

The Leisure Services Section has experience in managing a wide range of sporting and recreational events and early contact with members of the Recreation Team would help you stage a successful and professional event. We can assist you with:

- Selection and booking of suitable venues
- Event format planning and timetable advice
- Contacting and forging links with schools, clubs and other community groups
- Advice on funding sources and budget planning
- Coaching, umpiring and refereeing contacts
- Issues relating to equipment

Whether you are planning a junior 5-a-side competition or a major Fun Run, a kite flying exhibition or charity Aerobathon, we can help!

The success of your event depends upon planning - contact the RECREATION TEAM at the earliest opportunity and give yourself a better chance of winning!

CONTACT NUMBERS:

Assistant Leisure Services Manager (01304) 872448

TOURISM

TOURISM SECTION

The Tourism Section is responsible for the effective marketing of White Cliffs Country and tourism development issues. It manages the Visitor Information Centre in Dover, and oversees the grant maintained VIC's in Deal and Sandwich. It is able to offer professional advice to events organisers on the following:

- Referrals to local designers and printers.
- Access to the Tourism Industry in White Cliffs Country through the White Cliffs Country Tourism Association (WCCTA).
- Visitor Information Centres – Dover and Sandwich can sell tickets for local events at 10% commission. Posters and flyers can also be displayed within the centres. (NB Poster space is limited and no guarantee can be given on space availability).

POSTER SITES

- Hire of Community notice boards across the District.
- Access to White Cliffs Country website for events promotion.

A range of poster boards in Dover and Deal for use by local groups in promoting arts or special events in the District. Sites are bookable through the Tourism Section (Tel: 01304 872061) for a maximum of 3 weeks at a time.

CONTACT NUMBERS:

Dover Visitor Information Centre (01304) 205108
Administrative Assistant (01304) 872061

EVENTS WEBSITE

For information regarding events in White Cliffs Country or for event organisers wishing to add their event details, please visit our website www.whitecliffscountry.org.uk/events

ARTS & CREATIVE INDUSTRIES DIRECTORY

A web-based directory of artists, arts organisations and creative industries working and/or living within the Dover District. This enables the local community to locate artists and creative businesses in the District in order to commission work, book performers or get involved in arts activities.

INFRASTRUCTURE

DOVER DISTRICT COUNCIL'S VENUES

VENUES

To find out more about Dover District Council owned venues, please call them directly on the numbers listed:

Dover Museum	(01304) 201066
Dover Sports Centre	(01304) 201145
Dover Town Hall	(01304) 201200
Tides Leisure Pool, Deal	(01304) 373399

PARKS & OPEN SPACES

Dover District Council also has a number of parks and open spaces available for hire:

Dover:	Kearsney Abbey	Granville Gardens
	Connaught Park	Bushy Ruff
	Pencester Gardens	
	Crabble Athletic Ground	

Deal:	Marke Wood	Walmer Green
	Victoria Park	

Sandwich:	The Quay
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If you wish to use any of the Dover District Council owned parks and open spaces, you must book by calling: (01304) 872458.

Please note that bookings should be made as early as possible at least two months prior to the event.

If you wish to book sports pitches or tennis courts, you must call:
English Landscapes (01304) 832938.

INFRASTRUCTURE

TRANSPORT UNIT

The Council's Transport Unit has a duty to keep the highways free of obstruction and in a condition which allows the safe passage of people, vehicles and goods.

Factors affecting the public highway, which need consideration when planning for events are as follows:

- Temporary Road Closure (including Temporary traffic orders)
- Diversion route for traffic (including temporary signing)
- Suspension of parking bays

In the first instance, any of the factors should be reported, in writing, to the Council's Transport Unit. The cost of road closure and any associated temporary or other required diversion signing, and suspension of parking bays will have to be met by the event organiser.

The Council's Transport Unit can give advice on these matters and provide details of approved contractors who are able to provide and install diversion signing and barriers.

TIMETABLE

6-12 months in advance

Initial discussions and a site meeting are required to take place to ascertain the likelihood of road closures etc., and what effects these will have on:

- a) The road user
- b) Effect on businesses and services
- c) Public safety
- d) Car parking
- e) Public transport

INFRASTRUCTURE

TRANSPORT UNIT - continued

3- 6 months in advance

Applications for Temporary Signing to the event must be made.

2- 4 weeks in advance

The Council's Transport Unit will place notices on-site informing of any proposals that will affect the Public Highway (following advertisements and consultation).

1 day before the event

All temporary signing to the event needs to be in place. The "Road Closed" and "Road Closed Ahead" signs should not be displayed nor closure barriers erected until the day and time of the actual closure.

Day of the event

All "Road Closed" signs, including barriers and diversion route signing, needs to be in place. The "Road Closed" signs and barriers need to be removed immediately after the event. All other signing should be removed as soon as reasonably possible after the event, and in all cases, within 24 hours.

CONTACT NUMBERS:

Telephone: (01304) 872422/ 872431

E-mail: barry.knight@dover.gov.uk or karen.arbuckle@dover.gov.uk

Fax: (01304) 872445

INFRASTRUCTURE

PARKING SERVICES

Parking Services operates 40 car parks throughout the District, 14 of which offer free parking. Free disabled parking is available in all car parks.

Parking Services are also responsible for the enforcement of on-street Parking Regulations (yellow lines, pay and display and limited waiting).

Some events may require parking bays to be suspended in order to prevent cars parking. In order to enable this to be carried out legally, events organisers must apply to Parking Services for a bay suspension application form 3-6 months before the event. Event organisers may be requested to inform all residents of the roads where the bay suspension will be in place of the impending parking restrictions. Parking Services staff will place and remove cones on all roads covered by the suspension, but events organisers will be held responsible for the cost of lost, damaged or stolen cones. It is expected that cones will be removed immediately after the event, in order that losses may be kept to a minimum.

There is an administration cost for bay suspensions, although this charge may be waived in certain circumstances.

CONTACT NUMBERS:

Telephone: (01304) 216865
E-mail: parking@dover.gov.uk
Fax: (01304) 216869

INFRASTRUCTURE

PROPERTY SERVICES

The Council's Property Services Division has responsibilities that cover a wide range of property management services and we are, therefore, able to offer professional advice and support to events organisers in a number of ways. The key aim is always to work to ensure effective control of issues such as:

- Provision of sufficient toilet facilities
- Direction signing to events
- Managing the proper use of council land

In order to enable the best advice to be given, organisers should try to give a reasonable lead-time, particularly where the event will involve the provision of additional toilet facilities or extensive litter control measures.

Toilet Facilities

Specific support can range from arranging for late opening and/or additional cleaning of facilities to the provision of Portaloos.

Direction Signing

Advice can be given in conjunction with the Council's Transport Unit to ensure that any direction signing needed meets the required standards and is erected so as not to conflict with existing signage.

Litter Control

Advice and support can be provided to organisers to ensure that sufficient numbers of litterbins are provided and that emptying arrangements are adequate.

Rubbish Collection

Special arrangements can be made such as providing extra collections and/or waste bins.

INFRASTRUCTURE

PROPERTY SERVICES - continued

Managing Council Land

Before any events take place on Council land, it is important to ensure that any measures needed to protect flowerbeds, street furniture etc., are taken. By taking account of this at the planning stage, potential problems can be avoided.

Additional Support

Sometimes events are proposed which directly support the work of the section. In these cases, additional help can be given. For example, when special clean-ups are organised using volunteers, we can arrange for gloves, sacks and even skips to be provided.

In summary, the key to a successful event is to plan and to talk to us at an early stage.

CONTACT NUMBER:

Telephone: (01304) 872458

E-Mail: propertyservices@dover.gov.uk

Fax: (01304) 872240

INFRASTRUCTURE

EMERGENCY SERVICES/OUTSIDE AGENCIES

Some events may require you to notify the emergency services or other agencies. For large events it is always advisable to contact the Police well in advance. You should also inform the Fire Brigade and Ambulance in writing, particularly if there are fireworks or large crowds.

Ambulance (Emergency Planning Unit)

Kent Ambulance NHS Trust (01843) 823107

Civil Aviation Authority

Airspace Utilisation Section (0207) 453 6599

Coastguard

HM Coastguard (Dover) (01304) 210008

Fire Brigade

Fire Safety Officer (01304) 226886

Police

Community Support Team (01303) 289303

Licensing Unit (01303) 289056

HEALTH & SAFETY

HEALTH & SAFETY

Question: When is an accident not an accident?

Answer: When it was foreseeable.

Without exception, event organisers will want their event to be a happy, pleasurable and safe experience for all those taking part or attending. The only way to be sure that they have done everything they could reasonably be expected to do to prevent accidents occurring is to include health & safety as part of the event planning process.

A fundamental part of health and safety management is planning for the foreseeable. Health and safety legislation deals with the legal duties placed upon event organisers. Some duties are absolute and must be complied with, whilst others apply a “reasonableness” qualification. This may be different for each event but the process remains constant. What can happen when the process goes wrong was graphically illustrated by the Hillsborough tragedy. Here was an event that was professionally organised but where a breakdown in communications led to tragic consequences.

The Health & Safety at Work etc. Act 1974 (HSWA) and all relevant supporting regulations identify the legal (criminal law) requirements for all event organisers. These should be seen as the minimum standards needed to organise a safe event. The Health & Safety Executive (HSE) produces a number of guidance and information documents related to event safety. The enforcing authority for most local events will be the Environmental Health Division of Dover District Council.

In addition, event organisers will have a (civil law) “duty of care” towards those persons involved with or attending their event. Liabilities arising from any failures connected with a duty of care will normally be covered through insurance. It must be noted that Health & Safety (criminal) law liabilities are not insurable.

Health and safety must be integral to the overall event planning process and be part of the production schedule. As different elements of the event are pieced together their implications for health and safety on the whole event must be assessed.

What is planned for can be accounted for. Accidents are unplanned and therefore take people by surprise. In a perfect world every eventuality would be planned for and nothing would be left to chance with no surprises. This is, of course, totally un-realistic.

The most practical, and arguably the most important, skill used during the planning of events to avoid or minimise the risk of accidents is the “Risk Assessment”.

As individuals we encounter potential hazards and perform risk assessments on a daily basis, most of the time without realising it. When crossing the road or driving a car for example. These are things we have learned to do and we don't usually need to consciously think through our actions.

Risk assessment is the process of identifying what has the potential to cause harm (the hazard), the likelihood and severity of harm actually occurring (the risk) and how to prevent or minimise it. Hazards that present a low risk need only be looked at briefly whereas those that present a higher risk need to be investigated more thoroughly. Hazards with the potential for significant harm must be eliminated or controlled to a safe level. The hierarchy of risk controls need to be chosen in the following order.

HEALTH & SAFETY

- First: Eliminate or remove the hazard likely to cause harm
- Second: Substitute the hazard with something less harmful
- Third: Modify the hazard to reduce the likelihood and/or severity of harm
- Fourth: Introduce engineering controls to minimise the likelihood and/or severity of harm
- Fifth: Protect the group or individuals likely to be exposed to harm

Those engaged in event planning and risk assessment need to be competent. Competence and competent person are terms often used in health and safety. Competence in connection with events can generally be defined as “having sufficient practical and theoretical knowledge and actual experience to identify the type of potential hazards arising from the proposed event and to assess their importance in relation to the risks they pose to the people involved or attending”. It is clear that the required level of competence will vary according to the proposed activities. The competence required to assess and manage the risks associated with a small fund raising event in a village hall attended by less than a hundred people would be within the capabilities of the average community volunteer. However a large public event involving multiple activities attended by many thousands of people will require the event organisers to be competent to assess all the potential risks associated with crowd control in the context of the proposed site and each of the proposed activities. Under these circumstances the technical aspects of the risk assessment and event management plan will need to be undertaken by a specialist in the field of event management.

For the benefit of organisers of events of modest scale and low risk an example of an event risk assessment form with some explanatory notes has been included in this guide. This approach allows each element of an event to be separately noted stating the potential hazards, whether there are any identified existing controls and who might be affected by the hazard. From this information it is possible to quantify the level of risk and whether more needs to be done to reduce the level of potential risks. Remember the higher the risk the more effort (time, resources, money) will be expected to be applied to reduce or eliminate the risks. For most potential hazards the assessed level of uncontrolled risk will be higher for young people.

If the event involves the use of contractors, the organisers will be under an obligation to ensure they are competent to do the work safely. Does the work require the contractor to hold a particular qualification (electrician, scaffolder etc.) Check their safety policy (if they are required to have one), ask for their risk assessment(s), if appropriate require them to provide a method statement, ask for references. During the setting up and dismantling phases of the event ensure the work activities of contractors and others do not create potentially hazardous situations.

The importance of this part of the planning for an event should not be underestimated. It needs to be started at an early stage and continue right up to the day of the event. All the parts of the proposed event can be written down and evaluated to see how they could affect the final outcome. It is during this process that an idea changes to a planning exercise and then to an event. Re-evaluation and reassessment should be programmed into the timetable and records kept.

Things you will need to give careful consideration to at an early stage:

- Type of event - give it a name, it helps to provide a focus
- The likely scale of the event
- The date of the event
- Who is to manage the event
- The competencies required
- The location of the event – is the site suitable to operate safely. Develop your site plan and remember to provide adequate circulation and emergency routes and exits.

HEALTH & SAFETY

- Liaison with the statutory agencies - seek advice early, keep them informed of your plans
- Road closures and statutory licenses take time, these may be essential for a safe event
- Start drafting your event operational plan, and remember, you will need an emergency plan as well, don't forget a fire and evacuation plan

When you are satisfied that you have completed your event plans, you must ensure the information is communicated to everyone connected with running the event or has a part to play in ensuring the health and safety of participants and the public. They should know who is in control and what they will be required to do in an emergency. Keep them informed and include the emergency services in your distribution list. They are always available for advice.

Additional information on event safety can be obtained from the Further Reading list below.

Just one final piece of advice – Nobody wants an accident to occur during an event they have organised but, if there was a serious injury(s) connected with your event, investigating bodies (Police; Environmental Health; Health & Safety Executive; Coroner) and perhaps the courts (Civil and/or Criminal) will want to see evidence that you had considered the risks involved and had put in place appropriate control measures. Event planning documents (Risk Assessments; Event Operational Plan; Emergency Procedures; Method Statements; Minutes/Notes of Event Planning Meetings etc.) will provide crucial evidence to confirm you have fulfilled your statutory obligations and duty of care. The availability of documentary evidence will have far greater significance than reliance on word of mouth.

It should be noted that, where it is proposed to hold an event on a site owned or controlled by Dover District Council, it will be necessary to satisfy the Council that you are competent to plan and manage health and safety for the event. This will normally through the production of suitable and sufficient risk assessment and event operational and emergency plans. Confirmation of the application for use of the site will not be confirmed until this has been done.

Dover District Council will encourage and support safe events for Dover District.

FURTHER READING

Title	Publisher
Charity and Voluntary Workers (HSG 192)	Health & Safety Executive
The Event Safety Guide (HSG 195)	Health & Safety Executive
Managing Crowds Safely (HSG 154)	Health & Safety Executive
Working Together on Firework Displays (HSG 123)	Health & Safety Executive
Giving Your Own Firework Display (HSG 124)	Health & Safety Executive
Fairgrounds & Amusement Parks (HSG 175)	Health & Safety Executive
Fairgrounds & Amusement Parks (ETIS 5)	Health & Safety Executive
Safe use and Operation of Play Inflatables Including Bouncy Castles (ETIS 7)	Health & Safety Executive
Electrical Safety for Entertainers (INDG 247)	Health & Safety Executive
Guide to Safety at Sports Grounds	Department of Culture Media & Sport
Guide to Fire Precautions in Existing Places of Entertainment and Like Premises	Home Office

HEALTH & SAFETY

Initial Safety Guidance for Large Functions in Tents/Marquees (FSPD 12)

Kent & Medway Towns Fire
Authority

Events: From Start to Finish

Institute of Leisure and
Amenity Management

				Assessed by:			Risk assessment reference number:	
							Sheet: of:	
t:							Date of assessment:	
							Assessment review date: ⁴	
	Initial Risk Reduction Control Measures Identified	Risk Group(s)*	Initial Analysis of Foreseeable Risk				Additional Risk Reduction Control Measures Required ⁵	Per Imp Mea
			°Severity	°Likelihood	Severity x Likelihood	Current Risk Rating #		
	<i>ables will be routed head (minimum height apply where access for agency vehicles req'd).</i>	<i>P P(C) VW C</i>	<i>6</i>	<i>1</i>	<i>6</i>	<i>T</i>	<i>None necessary if all cables are run overhead. New assessment required if any cables have to run across circulation routes.</i>	
rks:								

* Risk Group(s) :- **E** = Employee; **E(P/NM)** = Employee (Pregnant/Nursing Mother); **E(YP)** = Employee (Young Person); **WE** = Work Experience; **V** = Visitors; **C** = Contractor; **P** = Public; **P(C)** = Public (Children); **VW** = Volunteer Worker.

°Severity :- **10** = Death; **8** = Major injury/Disabling illness/Damage; **6** = Lost time injury or illness/Repairable damage; **4** = Minor injury/illness/damage; **2** = Delay only.

°Likelihood :- **10** = Certain or imminent; **8** = Very likely; **6** = Likely; **4** = Possible; **2** = Unlikely; **1** = Extremely remote.

Risk Rating :- **T** = Trivial Risk; **C** = Risk controlled to 'Best Practice' standards; **S** = Significant risk remains; **U** = Unacceptable risk remains (**see notes overleaf before completing this section**)

A specific "Manual Handling" risk assessment will be a legal requirement for some activities.

An additional "Fire Risk Assessment" will be a legal requirement for most premises.

A specific "COSHH Assessment" will be a legal requirement for some potentially hazardous chemical products.

The assessment review date should be when all target dates for additional measures have expired or a maximum of one year from date of this assessment.

You should provide a target date for each additional measure e.g. before work commences or by a specific date.

For groups E(P/NM); E(YP) & (WE) a separate specific risk assessment is a legal requirement.

Signed: _____

Assessor

Date: _____

identify measures to minimise any risk.

- A high Risk Assessment Rating, Severity or Likelihood figure should result in the identification of additional risk reduction measures (matrix below is a useful guide).
- Assessor(s) must be capable of defending all "acceptable residual risk" e.g. the costs involved in taking additional risk reduction measures outweigh the benefits they would provide to prevent harm.
- If you rely upon "information; instruction; training; supervision or professional competence" as a risk control measure you must ensure it exists.

RISK RATING MATRIX

Likelihood

	2	4	6	8	10
2					
4					
6					
8					
10					

i
t
y

S
e
v
e
r



Trivial Risk or Risk Controlled



Risk Controlled or Significant Risk Remains



Unacceptable Risk Remains

HEALTH & SAFETY

FOOD SAFETY

Organisers of events should be aware of the requirements of current Food Safety legislation even though they may not be actually running the food operation themselves.

Organisers should ensure that the following are available and conveniently accessible to the operators of catering outlets:

1. An adequate supply of potable water.
2. An electrical hook-up if necessary for the safe operation of catering equipment.
3. Adequate facilities for the disposal of refuse and food waste.
4. Adequate toilet facilities for the use of food handlers.
5. Facilities for the preparation and handling of food such as sinks, etc., and for the cleaning of food and equipment.
6. Adequate facilities for persons handling food to maintain adequate personal hygiene.

Organisers should additionally ensure that operators of mobile food outlets are registered with the local authority in whose area the unit is normally kept. A copy of the registration should be kept on the unit and be made available for inspection.

A list of all food outlets, together with their home addresses and local Environmental Health Departments, should be maintained by the event organiser and be made available to Environmental Health staff prior to the event so that a judgement may be made as to whether a visit to the event itself is necessary.

Should organisers wish to operate food outlets themselves, it is important that suitably trained and experienced staff are employed and that the facilities provided are suitable for the purpose for which they are intended.

Further advice and guidance on Food Safety matters may be obtained from Environmental Health, Group Leader, Health Protection.

CONTACT NUMBER: (01304) 872212.

HEALTH & SAFETY

INSURANCE

Generally insurances are a last minute thought when organising an event especially as it is considered to be an additional cost, or if a previous event has passed off successfully with no problems.

However, in the event of an accident, people look for someone to blame or accept responsibility so the need for insurance cover becomes a necessity rather than take the risk.

The following guidelines are to assist you:

- If you are participating in an event that is organised by Dover District Council, or where assistance is being provided by the Council, or being held on land or property belonging to Dover District Council, then before the event you will be asked to supply details of your current insurance policy.
- If you are holding an event in the District where the above criteria does not apply, you are strongly recommended to seek advice from your own insurance company or broker. Failure to do so could result in the events organiser becoming personally liable if an incident occurs.

Guide to when you should contact the Insurance Section:

Major Event

Minimum of 12 months' notice required.

Medium-sized Event

Minimum of 6 months' notice required.

Small Event

Minimum of 3 months' notice required.

To help you decide when you should involve Dover District Council's Insurance Section please use the flow chart overleaf.

CONTACT NUMBER:

Insurance/Risk Officer 01304 872130

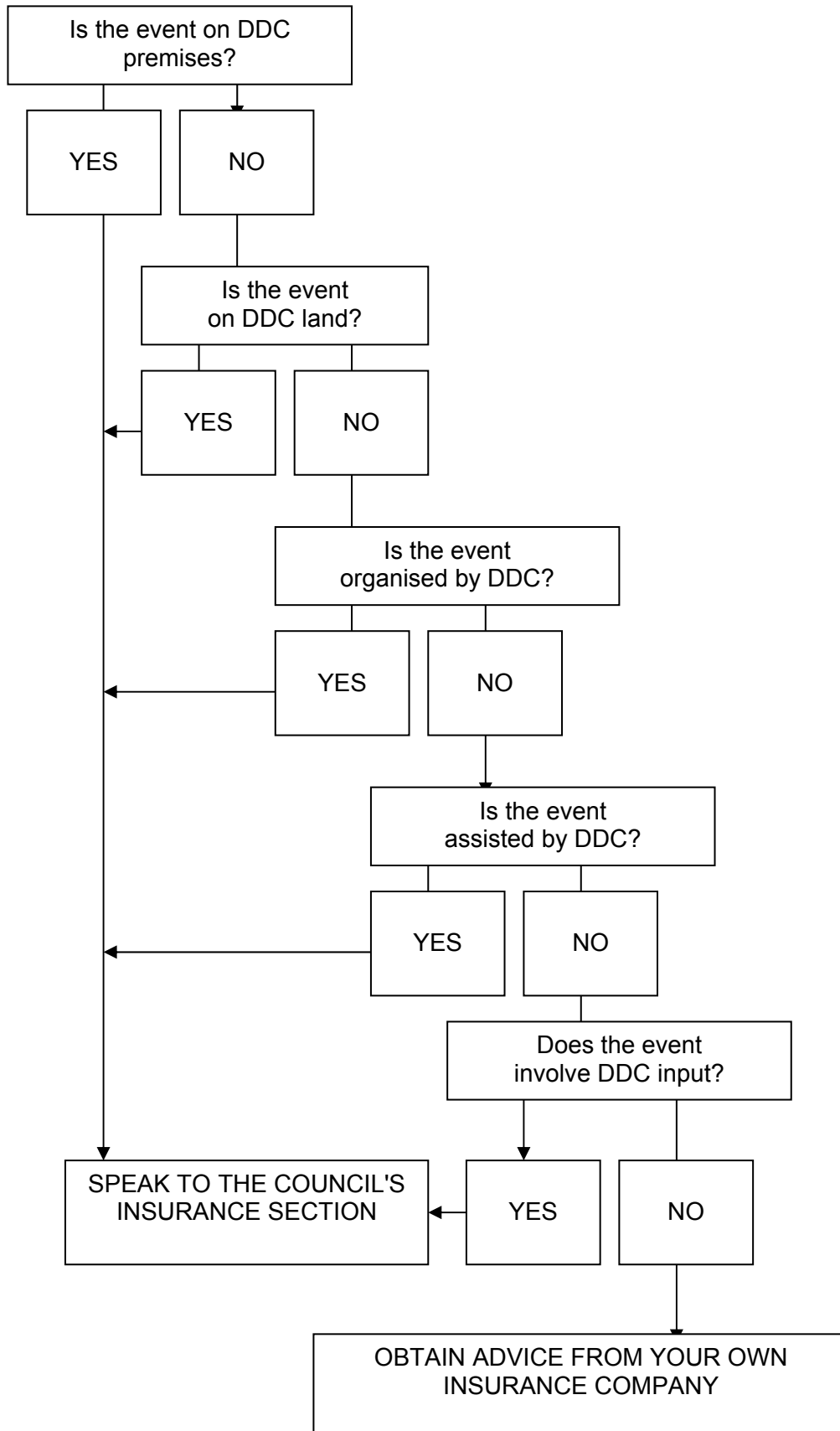
Risk Officer/Assistant Insurance Officer 01304 872128.

Fax number 01304 872104

E-mail: insurance@dover.gov.uk

HEALTH & SAFETY

INSURANCE - continued



LEGAL REQUIREMENTS

LICENSING

The Licensing Section within the Democratic Services Department coordinates the process of licensing public events and issues licences.

If you are organising an event where the public will be attending, it is always a good idea to contact the Licensing Section to discuss the activities that will be carried out, so we can ascertain which licence will be necessary. It is advisable to make contact early in your planning stage to avoid abortive work.

Due to changes in legislation the rest of this section is being updated. For further information on licensing please contact the Licensing Department tel: 01304 872229 or our website: www.dover.gov.uk

LEGAL REQUIREMENTS

LICENSING - continued

When to contact the Licensing Section:

As soon as possible - this should be one of the first things you think of when planning an event. Ideally, we should receive the details of the event not less than 3 months before the licence is required.

CONTACT NUMBERS:

Licensing Manager (01304) 872229

Licensing Assistant (01304) 872295

PLANNING REGULATIONS

Attention should be given to the fact that there may be a need for planning permission and other consents under Town & Country Planning legislation and planning constraints may affect particular activities. For further information on how planning regulations may affect your event, please call the Planning Department.

Contact Numbers:

Development Control Manager (01304) 872461

APPENDIX 1

EVENTS ORGANISATION CHECKLIST

The following checklist is not a definitive list of everything you will ever need to remember, nor will you need to consider everything listed here, it is, however, a useful tool to help you produce your own checklist personal to your event.

Access times
Accommodation
Accounts
Accreditation
Acoustics
Administration
Admissions
Advertising
Ancillary activities
Ancillary facilities
Announcements
Appeals for funds
Appeals for volunteers
Applications (for participants)
Arrival arrangements
Artwork
Audience (to be targeted)

Badges
Banking
Banners
Barriers
Bookings
Budgeting Procedures

Cancellations
Car parking
Cash flow/change
Catering
Ceremonies
Chairs & tables
Changing rooms
Checklists
Children's Act
Church Services

APPENDIX 1 - continued

Civic/Government receptions
Cleaning up
Cloakrooms
Commentators
Committees
Communications
Complaints
Complimentary tickets
Concessions
Contact Lists
Contingency plans
Contracts
Copyright
Crèche
Critical plan document
Crowd Control
Customer care

Date
Decoration
Delegate packs
Departure arrangements
Dietary requirements
Diplomacy
Disabled facilities
Displays
Display boards
Documentation
Drug Testing

Electricians
Emergency plan
Emergency procedures
Emergency services
Entertainment
Entry arrangements
Equipment
Estimates - income/expenditure
Evaluation (post event)
Event handbook
Exchange facilities
Exhibitions

APPENDIX 1 - continued

Exit arrangements
Facilities at venue
Fencing
Films
Finance
First aid
Float of small change
Floral décor
Franchise arrangements
Fund-raising

Guests

Habitat & Wildlife
Health & Safety Act
Hiring
Hospitality
Hosting
Hotels

Identification
Image
Information
Insurance
Interviews
Interpreters
Invitations
Invoicing

Legal aspects
Liaison officers
Licences (including liquor, public entertainment, etc)
Lifeguards
Lighting
Local authority
Local people
Logo
Lost children
Lost property

Maintenance
Manpower

APPENDIX 1 - continued

Maps
Market research
Master of Ceremonies
Medals
Media
Medical provision
Meeting plans
Menus
Message board
Monitoring
Music

Numbers participating

Offices
Officials

Parking
Passes
Patents
Patronage
Permits
Photocall
Photography
Planning (Town & Country)
Policing
Political support
Post event arrangements
Poster sites
Power supply
Practice facilities
Printing
Prestigious supporters
Presentations
Press conference
Press launch
Press room
Protocol
Prizes
Programme of the day
Protective clothing
Printed programme

APPENDIX 1 - continued

Public relations
Publicity

Radio
Receipt system
Reception areas
Refreshments
Refuse areas & disposal
Registration
Rehearsals
Religious services
Research

Safety
Sales
Schedules
Score-boards
Seating
Seating arrangements
Security
Secretarial services
Services (plumbing, etc)
Shops
Signposting
Souvenirs
Speakers' requirements
Spectators' arrangements
Sponsorship
Staff/stewards
Staging
Stationery
Stockchecks
Structures (or organisation)
Storage
Subsistence
Sunday Trading Law
Support Services

Team liaison
Technicians
Technical equipment
Technical requirements

APPENDIX 1 - continued

Telephone

Tickets

Time

Timetable

Toilets

Tourist services

Traders/exhibitors

Training

Traffic control

Transport

Travel (agents)

TV

Two-way radio

Uniform

Ushers

Venue(s)

VIPs

Visitor facilities

Warm up

Waste disposal

Weather contingencies

Work schedules

Parks and Open Spaces

Conditions of Hire

These conditions of hire should be read prior to completion and submission of the hire application form and a copy retained by the hirer. A signed application form signifies that the hirer has read and understood the conditions of hire.

The Parks and open spaces available to hire are owned/managed by Dover District Council (herein after referred to as the Council) and parks and open spaces are referred to throughout these conditions as the Park. Where these conditions refer to the Officer, this refers to the representative of the Council, who is appointed to act on behalf of the Council.

1) Applications

All applications for hire must be made in writing on the official application form. The person making the application will be deemed to be the responsible Hirer save that, where an organisation is named, that organisation also shall be considered the Hirer and shall be jointly and severally liable with the person who signs the form. The application only becomes a booking when it is confirmed in writing by the Officer and the Council reserves the right to refuse any booking at its discretion.

2) Cancellations

(a) By the Hirer - In the case of a cancellation of a booking, the Hirer shall inform the Council at the earliest opportunity to enable the Park to be hired by another party. Cancellation must be made in writing.

(b) By the Council - The Council reserves the right at any time to close or prohibit the use of the Park at its discretion. The Council will not be liable for any loss or expenditure incurred by or on behalf of the Hirer or by or on behalf of any other person arising from the exercise of this discretion or from the cancellation of any booking by the Council. The Council will refund such fees paid as it considers reasonable in the circumstances.

The Council has the right to cancel the contract and to recover from the Hirer the amount of any loss resulting from such cancellation, if the Hirer shall have offered or given or agreed to give to any person any gift or consideration of any kind or committed any offence under the prevention of Corruption Acts 1889 or 1916, or Section 117 (2) of the Local Government Act 1972.

3) Charges

If the booking is accepted, confirmation will be by signed agreement as shown on the Hire Application Form. The Council reserves the right to require a deposit in respect of any proposed hiring or event. Full details of charges are attached.

4) Indemnity Against Claims and Insurance

(a) The use of the Park or any part thereof is entirely at the risk of the Hirer who shall be liable for any claim in respect of: -

- (i) Personal injury or death arising out of the booking except to the extent that the same is due to any act or neglect of the Council or any person for whom the Council is responsible;
- (ii) Loss of or damage to property whether real or personal and whether belonging to the Council or otherwise.

(b) The Hirer shall indemnify the Council against and from all costs, claims, loss, expenses, demands, charges or liability howsoever arising from the liability of the Hirer in 4(a) above.

(c) The Hirer shall adequately insure with an Insurance Company against any or all of the foregoing risks and shall produce evidence of such insurance. A public liability indemnity of 5 million will be required before the hiring can be confirmed.

5) Mechanical Rides

The hirer shall not permit any mechanical contrivance or apparatus to enter upon or be operated unless:

- (i) the hirer has produced a valid certificate granted by a competent engineer in the preceding 12 months showing that the equipment or apparatus has been inspected and found to be in a safe and satisfactory condition such as not to present any hazard or danger to users thereof or members of the public;
- (ii) there is in force in respect of mechanical contrivance or apparatus a valid policy of insurance providing third party liability cover in the sum of £5million and evidence of this insurance in the form of a certificate or cover note should be produced to the Council at least 7 days prior to entry to the site;
- (iii) a log book for each mechanical contrivance or apparatus is available for inspection on demand.

6) Maximum Numbers to be Admitted

The maximum number of persons to be admitted to the Park or the part thereof being hired during the period of the hiring is not to exceed the recommendations of the Councils Safety and Emergency Planning Officer or the emergency services.

7) Damage

Nothing shall be driven into or fixed or fastened to any part of the Park or its furniture or fittings or equipment unless agreed by the Council in advance and the Hirer shall take every precaution to avoid damage to the same. The Hirer shall pay the Council on demand the cost of repairing or making good any damage to the Park of any part thereof (fair wear and tear excepted) arising out of or incidental to the hiring or for the loss of any equipment included in the hiring. Any HEAVY EQUIPMENT to be used within the Park must be identified on the application. No other heavy equipment may be used.

The hirer shall ensure that any vehicle, generator or ride specially permitted on the area must have satisfactory measures in place to contain discharge fuel or grease.

8) Animals

Animals will not be admitted to the Park (except guide dogs), unless specifically approved by the Officer.

The hirer shall not permit or suffer any live fish, animal or bird to be offered or given as a prize in any raffle or competition, whether of skill or otherwise

9) User Not Transferable

The right to use the facilities or equipment hired is not transferable and the accommodation or facilities hired shall not be used for any purpose other than that specified on the application form.

10) Supervision

No hiring may start until the Hirer or a responsible person within the organisation is in attendance.

The Hirer is responsible for:-

- (a) The administration, organisation, control and running of the particular event.
- (b) Leaving all premises, including outside facilities, in a clean and tidy condition to the satisfaction of the Officer.
- (c) Having appropriate and sufficient officials to fulfil these conditions, and control those persons attending.

11) Access by Officer

During the hiring the Officer, other authorised staff, police and fire brigade officers shall at all times have free ingress to and egress from all parts of the Park and instructions must be given by the Hirer for their admission. The Hirer, his servants and agents shall during the hiring and during such other times as they or any of them shall be in the Park comply with all reasonable requirements of the Officer.

12) Admission

The Council reserves the right at its absolute discretion to refuse admission to or evict any person from the Park.

13) Collections and Lotteries

No collection, game of chance, sweepstake, sale of programme, raffle or lottery may be conducted without the prior consent of the Officer.

14) First Aid

The Hirer may wish to make contact with the British Red Cross or St Johns Ambulance Brigade regarding the provision of first aid cover for the hiring/event. If an accident occurs during the event, the Hirer must report this to the Council at the earliest opportunity.

15) Catering

No intoxicating liquor shall be taken into the Park by the Hirer or anyone on behalf of the Hirer or by any other person attending any event unless previously agreed in writing by the Head of Property Services. BBQ's are to be held in designated areas only.

15) Equipment

Additional equipment, which is required, will be by negotiation between the Officer and the Hirer and may be liable to charge and deposit.

16) Services

The hirer shall not connect to any electricity, water or gas supply on Council property without the written consent of the Council.

17) Display of Posters and Advertising

No flags, emblems, decorations, posters or advertisements shall be displayed inside or outside the Park without the previous consent of the Officer.

18) Fly posting (the display of advertisements in contravention of the advertisement control regulations).

Fly posting is an offence incurring liability to a fine. Any Hirer wishing to display posters must first consult the District Planning Officer to find out whether consent is required.

The Hirer is solely responsible for obtaining any necessary consent. Where the Hirer wishes to display or attach notices on any Highway or Highway fixtures (signposts, lamp standards etc) he must first obtain the consent of the Highways Officers at Kent Highway Services.

Any event advertised by fly posting whether within the District of Dover or otherwise is liable to immediate cancellation, loss of deposit and prosecution of the Hirer.

19) Litter

The hirer is responsible for the removal of all litter from the Park and the site.

20) Obligation

The Hirer will abide by the Conditions set out above wherever relevant and will be responsible to the Officer for the behaviour and control of any users or spectators. Specific Conditions in addition to those above may be introduced depending upon the type of event proposed to be held.

Any damage to property belonging to the Council used during or in connection with the hiring, including building, fixtures and fittings, equipment and the ground, occurring during the period of the hire as specified in the Booking Application Form (or any extension thereof) will be attributed to the Hirer howsoever such damage may be caused or arise, fair wear and tear excepted.



Property Services Division
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