



# EVENT PLANNING GUIDE

Your guide to hosting events in

# PRESTON CITY CENTRE

## About this guide:

This document is intended to provide base line guidance to events being held within Preston City Council's area of responsibility.

Preston City Council shall not be responsible for the interpretation of this guidance, and it is the responsibility of the reader to ensure that the latest legislation and British standards are followed.

It is the responsibility of the event organisers under Health & Safety legislation to ensure as far as is reasonably practicable the most up to date legislation and best practice is followed.

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# PLANNING YOUR PUBLIC EVENT

## Points to consider

- ▶ Anyone can attend
- ▶ External publicity (newspapers, banners/ posters, flyers etc)
- ▶ Licences required
- ▶ Insurances needed
- ▶ Risk Assessments essential
- ▶ Professional / skilled organisers

## Peace of mind

This section of the guide is here to help you create your event, the Event Safety Management Plan and other event documents required by the Event Safety Advisory Group to assess your event and the safety aspects of your event. This will give you peace of mind and the knowledge that your event planning work meets all the requirements of the Council, the Emergency Services and, most importantly, the expectations of the members of the public attending.



## Event Aims & Objectives

In the early stages of planning it is very useful to think about the aims and objectives of the event. This will be a very helpful guideline as you start to create your event, its content and programming, develop your promotional material and decide where and when the best time to hold your event will be.

## QUESTIONS TO CONSIDER

- ▶ Why are you holding the event?
- ▶ Who are the people that will attend?
- ▶ Where would be the best place to stage it?
- ▶ What sort of activities will be included?
- ▶ How will we let people know about the event?
- ▶ How will we measure the success of the event?

## Event Organising Committee / Event Management Team

For any size of event it is very helpful to be able to share the responsibilities of the event and have a group of people around you able to complete all the tasks. On the day of the event, having a team of people around you that have been with you throughout the planning process will help to ensure the smooth operation of the event.

## Funding the event

You need to consider how you will be able to pay for the activities, services and any charges and bonds for potential reinstatement costs that may be required for your event. You will need to set a budget and identify who can pay for what, and importantly, when they will need paying.

## WHERE TO HOLD THE EVENT AND WHEN

So you have decided to hold an event, and have in place your organising group and the aims and objectives for your event. You now need to know when and where the event can be held. We have produced a guide discussing the key locations in and around the City Centre, and why Preston is a great place to host your event. You can read the guide here: [\*\*Your Guide to Outdoor Event Locations in Preston\*\*](#).

Preston City Council has a number of key event locations in the city suitable for a range of different event activities (click each one for further venue information):

- ▶▶ [University Square \(UCLan\)](#)
- ▶▶ [Avenham and Miller Parks](#)
- ▶▶ [Moor Park](#)
- ▶▶ [Preston Bus Station](#)
- ▶▶ [The Flag Market](#)

Alternative locations for events are:

- ▶▶ Privately owned venues (Sports clubs, Pubs, Hotels, University etc)
- ▶▶ Privately owned land (Sports clubs, Pubs and Hotels, Schools etc)
- ▶▶ Public Highways (your own street for example)

Once you have established suitable locations you will need to make a direct approach to the owners. For all Preston City Council locations you will be able to email directly using the [events@preston.gov.uk](mailto:events@preston.gov.uk) email address. Your request will then be put to the relevant manager of that location to check availability and suitability of the event.

For all other locations you will need to approach the owner or manager of that venue and get written permission that you can use the land for your event. You may need to apply for a Premises Licence or Temporary Events Notice (TEN) to hold your event, if no licence is already in place. Please see the licensing information on page 10.

## SUPPLIERS FOR THE EVENT

You will need to source all of the suppliers for your event activities. When sourcing your programme, infrastructure and food concession suppliers, you will need to collect certain documents from each of them, such as their Risk Assessments and their Public Liability Insurance documents.

This is to make sure that you are employing the services of good professional organisations, and you will be meeting your responsibilities under Health and Safety legislation for the event. Always make sure you are getting the best service providers. It is what your audience will be expecting from you.

What kind of activities, music programming, workshops, site decoration, artists and performances do you want to see at your event?

- ▶▶ What security and stewarding services will you be using?
- ▶▶ How will you manage the waste and recycling required for the event?
- ▶▶ Where can you get these services?
- ▶▶ How much do they cost and are they available on the day of your event?
- ▶▶ What kind of staging, sound and lighting, marquees, fencing and food suppliers will you be using?

It is very useful when submitting your event plan that you include the answers to the above and a good outline of the expected activities for the event.



# EVENT SAFETY MANAGEMENT PLAN

So you are now ready to start creating your Event Management Plan. This is a comprehensive document that outlines and gives details all the various activities of your event and who will be doing what on the day. This will include contact details of your management team and all of the suppliers supporting and providing services to the event.

Further information and advice on this can be found using the Purple Guide to Health, Safety and Welfare at Outdoor Events ([The Purple Guide](#)). We recommend that you use the Purple Guide and other guidelines and legislation throughout this process and refer to them when creating your plan. These are more comprehensive guides which will provide you with calculation tools and references to the current laws and legislation for public events in the UK. See page 11 for further information about legislation and guidance documents.

## Contact Sheet

Create a contact sheet for all people who have responsibility for your event. An indicative list may include:

- The Event Manager/Director
- The Health and Safety Manager
- The Organising Committee for the event
- The names and contact details for event suppliers – for example the:
  - Security & Stewarding company
  - Medical cover
  - Staging company
  - Electrical Generator company

## Risk Assessment

You want everyone who attends your event to go home happy and healthy. One essential step to achieve this is to carry out and provide a written Risk Assessment. The purpose of a Risk Assessment is to identify all hazards, assess the risks which may arise from those hazards and decide on suitable measures to eliminate or control the risks. Your Risk Assessment should include the Risk Assessments from your suppliers too.

Employers and the self-employed have a responsibility under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 as amended, to carry out Risk Assessments and have a written record of them.

For further information on Risk Assessment, visit the Health and Safety Executive pages at this web address: [www.hse.gov.uk](http://www.hse.gov.uk).



## Stewarding & Security

You need to make sure there are enough stewards to cover the size of the event. Staffing levels may differ, depending on some of the following factors:

- ▶▶ If the event is staged indoors or outdoors
- ▶▶ Weather conditions
- ▶▶ Sale of alcohol
- ▶▶ Timing of your event
- ▶▶ Types of entertainment
- ▶▶ Site characteristics
- ▶▶ Audience profile (e.g. children, vulnerable people, etc.)

The findings of your Risk Assessment will help you to decide the number of stewards necessary to manage the audience safely throughout the duration of the event. The Purple Guide will help you calculate the legally expected numbers and level of experience required. It is recommended that a competent Crowd Safety/Security professional is engaged to assist with the assessment of risk and staff numbers for your event.

Small events may use volunteers as stewards; however, larger organised events will be expected to hire professional stewards. It is the organiser's responsibility to ensure that any steward employed has received appropriate training and has been briefed about their role.

All stewards must be easily identifiable and be provided with a written brief for their duties and responsibilities.

Do you have enough staff to help get all your concessions, stall holders, artists and infrastructure suppliers onto the site safely and in time for the event opening? Do you have staff who are able to give information to your audience on arrival at the event? Do you have enough stewards and security to deal effectively with an unforeseen incident? Do your staff know how to safely direct the public away from danger if an accident happens? Are your staff suitably trained and qualified to carry out their role?

For large public events undoubtedly, you will require a certain level of security staff. You will need to calculate the level of staff you require and the Purple Guide will help you do this. The levels required will be determined by circumstances such as attendance of VIP's, high profile chart acts, the duration of the event, the presence of large amounts of money at the event or an onsite bar or allowing alcohol on site. It is recommended that a competent Crowd Safety/Security professional is engaged to assist with the assessment of risk and staff numbers for your event.

The Private Security Industry Act 2001, which is managed by the Security Industry Authority (SIA), regulates the Security industry and security personnel. Due to the implementation of the Act, organisers must employ security staff that are registered with the Security Industry Authority, more commonly referred to as SIA Security staff.

For further information regarding the Security Industry Act visit [www.the-sia.org.uk](http://www.the-sia.org.uk).

## Disclosure & Barring Service

If you were a member of the public and attending the event with your children you would expect that the children's workshop provider and entertainer had been checked as suitable for working with or supervising your child. As the event organiser it is your responsibility to check this has been carried out satisfactorily. This is for your own peace of mind and that of your audience.

If your event has planned activities for children then it is important that you have employed the services of reputable companies. If a person or organisation is taking supervisory responsibility for any children then it is vital that the staff have been checked by the Disclosure and Barring Service.

For further information - [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)





### Evacuation

With your careful planning you will expect your event to go well and without any serious incident occurring. In the majority of cases this will be exactly how it will go. However, even with the best planning, circumstances beyond your control may impact on the event, such as the weather causing a temporary structure to collapse, a failed piece of equipment or a badly discarded cigarette causing a fire. Whilst all the work you do to create your event management plan will help minimise the worst happening, what would you do if something did go wrong?

Whenever a crowd of people is placed in a confined space (indoors or outdoors), a responsible event organiser will have an evacuation procedure in place in case something goes wrong. This will form part of your overall event safety management plan. Often, in the case of indoor events, the premises will already have an evacuation plan in place. However, it is less likely that these will already exist for an outdoor event, as each event is unique.

The evacuation plan involves all of your event team, especially your stewarding and security team. In the event of an evacuation they will be your front line staff to guide and help members of the audience to a place of safety. Bear in mind that people within your audience may be affected by a range of disabilities, including epilepsy, impaired hearing, restricted mobility, visually impaired or have a medical injury etc. You need to ensure that their requirements are included in your evacuation plan.

### Public Liability Insurance

The purpose of Public Liability Insurance cover is to take care of your legal liabilities as an event organiser if something should go wrong. It will be expected that you obtain this ahead of your event. Public Liability Insurance protects you in the event of an unforeseen occurrence and a member of your audience is harmed in some way through a trip, slip, fall or other accident. You must produce this before the event takes place and you should seek advice from a recognised insurance broker. You should also consider that any equipment you hire is adequately insured against loss or damage. The minimum level of Public Liability Insurance cover for public events on council land is £5million.

### Traffic Management

Events held on the Public Highway may require traffic management which could involve road closures or certain restrictions. All traffic management proposals must be approved by the Highways Department of Preston City Council and Lancashire County Council, who will liaise with Lancashire Constabulary as and when appropriate. Therefore, it is important that you seek advice at the earliest possible planning stage, from the Highways Department to ensure provisions can be made.



## Fire Safety

You should make sure that an appropriate Fire Risk Assessment has been completed for your event, and ensure that appropriate fire fighting equipment is available and that staff are trained in its use. You should seek guidance from the Health and Safety Executive website, the Fire Service or the Purple Guide.

## Medical Provision

Appropriate First Aid and medical provision should be provided for your event. Guidance should be sought from the Purple Guide and local statutory Ambulance Service.

When planning medical provision, you need to consider:

- ▶ Venue and location
- ▶ Audience Profile
- ▶ Weather
- ▶ Type of Event
- ▶ Planned Activities
- ▶ Expected Attendance Numbers and Profile

You must make sure that you make provision for emergency vehicle access and egress when planning your event layout. How would emergency vehicles access your event site and quickly get to where they are needed? Where will on site emergency service vehicles park? How will this be affected if the weather is bad?

## Communication

Effective communication is essential for your event to run smoothly and safely. Stewards and organisers must communicate during the event. Likewise, organisers must communicate with staff working at the event. The facility for at least one management focal point should be made available to provide joint communication between participating organisations. Communication with the public is as important as communication between event staff. In the event of an evacuation, an effective means of communication must be available, this can form part of your evacuation plan. This could be facilitated through a Public Address system.

## Temporary Structures

Many events, large and small, require the installation of a temporary structure. Temporary structures can be anything from marquees and grandstands to stages and podiums. You should obtain appropriate safety documentation for your own purposes from the company providing the equipment, this must include:

Risk Assessment:

- ▶ Method Statement (Details of how the supplier will carry out their work)
- ▶ Current Public Liability Insurance
- ▶ Company Health and Safety Policy (from each of your suppliers)
- ▶ Certificate of Work Completion (this lets you know that everything has been installed correctly for the event)

## Barriers

There are many different types of barriers, and each type serves a different purpose. Barriers can provide physical security, they can prevent people climbing onto equipment, they can be used to prevent the build-up of audience pressure, they can create arenas, they can be used for queuing etc. You should always make sure that barriers are appropriate for their designated use. If you are unsure, you can seek advice from the supplier or the Council's Events Section.

It is the Event Organiser's responsibility to obtain copies of all appropriate safety documentation. Barriers must be erected in strict compliance with Health and Safety legislation.

## Welfare Facilities

Welfare facilities should be reviewed to ensure that provision is adequate. Areas to consider include toilets, lost/found persons, food and drink, marquee cover, lighting etc. It is expected that organisers will comply at all times with any regulations or laws laid down by statute. When using outdoor catering services, you must make sure that they are registered under the Food Safety Act 1990 and carry the appropriate Public Liability Insurance.



## Toilets

To ensure everybody's wellbeing and comfort at outdoor events, organisers need to provide a suitable number of appropriate toilets. For example the number of toilets for a wedding event or corporate dinner would differ from that for a community event or music concert. You will need to decide on an acceptable number for your event. Thought should also be made for any members of your audience who have disabilities and accessible toilets should be included at the event. Your toilet supplier will be able to advise you on the types of toilets available and the numbers required for a public event. Guidance can be sought from the Purple Guide document on legal requirements.

## PRS Licence

The Performance Rights Society (PRS) is a nonprofit making membership organisation of composers, songwriters, authors and publishers of music of all styles. The function of the PRS is to collect royalties, on behalf of its members, from music users in the UK.

A PRS music licence is required by anyone using or intending to perform music (live, DJ, jukebox, TV, radio, etc.) in public and in venues.

It is the organiser's responsibility to obtain a PRS licence. Obtaining a PRS licence gives blanket coverage so that the licence holder does not have to seek individual clearance for every single piece of music used. For further information and an application form, visit [www.prsformusic.com](http://www.prsformusic.com) or telephone 0207 580 5544. A PRS licence does not replace the need for a TEN or Premises Licence if the venue you want isn't already licensed.

## Information for audience

Information is crucial at any event and so the Event Organiser must make provision for sufficient signage at the event venue. You must pay particular attention to emergency exits, entrances and car parks. All signage should be clearly visible, easily understood and lit in the dark. Any temporary direction or other signage on the public highway requires specific approval from the Highways Authority. You should seek guidance from the Council's Highways Department at the earliest opportunity.



## SUSTAINABLE EVENTS

Sustainability is about making positive and lasting changes in the way we use natural and human resources to improve quality of life for all; now and in the future.

### Waste management and recycling

At your event look to use a staffed recycling service to ensure you maximise recycling and/or look to re-use materials and goods you have purchased to help minimise waste which goes to land-fill and maximise recycling at events.

### Material and product use

Encourage all concessions to use bio-degradable or recyclable packaging for food and drink served at events. This significantly reduces the waste which goes to land-fill, as these types of food and drink containers can be thrown directly into the food waste bins and will be used for compost.

Encourage all suppliers to minimise any packaging brought onto event locations, and ensure that materials and packaging is recycled or reused wherever possible. Make the concessions responsible for taking their own waste away with them.

### Energy use

Look to use renewable energy sources to power your event, wherever practicable. The use of recycled bio-diesel provides you with a cost effective green energy source and is available for many event generator suppliers now. Look also to provide a central power access to all concessions in order to maximise renewable energy usage at events.

Another positive impact is to look at low energy options for event lighting and stage equipment etc. This will reduce the amount of power needed at the event.

You can seek further guidance from the following sustainable event guide produced by the Department for Food and Rural Affairs (DEFRA): [DEFRA Sustainable Events Guide](#).

All of Preston City Council events activity will be expected to adopt the sustainable environmental hierarchy of *rethink, eliminate, reduce, re-use, recycle, and dispose* (BS8901:2009 / DEFRA 2007).

Sustainable Development is defined as 'an enduring, balanced approach to economic activity, environmental responsibility and social progress'. (DEFRA 2007, LOCOG 2010).



## LICENSING

Licensing is a legal requirement for many types of public events. The City Council's event locations (Markets and some Parks) have in place the relevant licences to cover public events, called a Premises Licence. As an event organiser you will be able to make use of the Council's Premises Licence although you will need to demonstrate to us how your event management plan will cover the four main licensing objectives. Visit [www.preston.gov.uk](http://www.preston.gov.uk) for specific details of the council sites which are licenced. The main licensing objectives are:

- ▶ The prevention of crime and disorder
- ▶ Public safety
- ▶ The prevention of public nuisance
- ▶ The protection of children from harm

If you chose to use a non-council venue, and the venue does not have in place a Premises Licence for your event activity then you will need to apply for one as the event organiser.

Under the provision of the Licensing Act 2003, the sale of alcohol, provision of public 'Regulated Entertainment', or late night refreshment (i.e. sale of hot food or hot drink) requires an appropriate licence. Please ensure you allow enough time to secure a Licence with the Licensing Authority. Preston City Council are the Licensing Authority in this area.

'Regulated Entertainment' includes:

- ▶ Indoor sporting events
- ▶ Performance of plays
- ▶ Films
- ▶ Boxing or wrestling entertainment
- ▶ Live or recorded music

- ▶ Performance of dance or anything similar
- ▶ Provision of facilities for making music
- ▶ Provision of facilities for dancing

For smaller events which do not exceed 499 persons and which do not exceed 96 hours (i.e. four consecutive days) duration, you will be able to use a Temporary Event Notice. For events exceeding 499 people, you must obtain a Premises Licence.

As a general rule, you will be expected to submit your Temporary Event Notice no less than 10 working days before the event and for a Premises Licence 50 days before the event. However it is good practise to allow much more time than this to ensure your Licence is granted.

It is essential that you make early contact with the Council's Licensing section to establish whether or not an application is required. Fees will apply.

Further information on applying for licences can be found using the Preston City Council website and the following Licensing link or using the following contact details:



**Email: [licensing@preston.gov.uk](mailto:licensing@preston.gov.uk)**



**Phone: 01772 906491**



## GUIDANCE / BEST PRACTICE DOCUMENTS

- [Health & Safety at Work etc. Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [EIF Purple Guide \[Accessed Feb 2024\]](#)
- [SGSA Guide to Safety at Sports Grounds \(6th ed.\) "Green Guide"](#)
- [Licensing Act 2003](#)
- [Private Security Industry Act 2001 \(Licences\) \(Amendment\) Regulations 2023](#)
- [Regulatory Reform \(Fire Safety\) Order 2005](#)
- [Occupiers Liability Act 1984](#)
- [Protect UK Guidance \[Accessed Feb 2024\]](#)
- [JESIP Joint Doctrine: The Interoperability Framework \(ed.3, 2021\)](#)
- [Protection of Premises \(Terrorism\) Draft Bill](#)
- [British Standards \(As applicable per section\)](#)
- [Health & Safety Executive's Managing Crowds Safely](#)
- [Health & Safety Executive's Event Safety Guide](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Manual Handling Operations Regulations 1992](#)
- [Provision and Use of Work Equipment Regulations 1998](#)
- [Lifting Operations and Lifting Equipment Regulations 1998](#)
- [Work At Height Regulations 2005](#)
- [Work At Height \(Amendment\) Regulations 2007](#)
- [Good Practice for Crowd Management in UK Performance and Licensed Spaces](#)
- [Equality Act 2010](#)

- [Personal Protective Equipment at Work Regulations 1992](#)
- [Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#)
- [Control of Substances Hazardous to Health Regulations 2002](#)
- [Construction \(Design and Management\) Regulations 2015 \(CDM\)](#)
- [Civil Contingencies Act 2004](#)
- [ACT Awareness E-Learning](#)
- [ACT Security E-Learning](#)

## CONTINGENCY PLANS

It is important to ensure that emergency and contingency plans are in place to cover all eventualities at your event. Engaging a competent Event Safety professional will ensure that you have the appropriate and qualified support when developing your contingency plans.

Contingency Plans should include:

- Evacuation Plan
- Invacuation Plan (If applicable)
- Show Stop Plan
- Adverse Weather Plan
- Noise Management Plan
- Incident Management Plan
- Medical Management Plan
- Terrorism Management Plan
- Technical Data/Equipment Specification
- Company Health & Safety Statement
- Proof of Competency of their employees and/or sub-contractors

## HEALTH & SAFETY RESPONSIBILITIES

Both Event Organisers and Landowners have a duty to ensure as far as reasonably practicable the Health & Safety of all persons on site. As the event organiser you have an obligation to ensure that you have a competent person who is responsible for Health and Safety at your event.

Taking a look at this as a member of the public visiting an event, you would expect that the organisers of the event have taken some time to think about and to take responsibility for your Health and Safety and wellbeing whilst attending. You expect that someone has checked that the marquee and the stage has been correctly erected, that the sound equipment and electrical supply have all been installed by a qualified and experienced team of people. You expect that if someone has a medical issue that there is access to a competent First Aid/Event Medical professional. If you eat food at the event, you expect that the stall provider is cooking in a clean and hygienic environment to prevent you and everyone else getting ill.

You would want to know and expect that in an emergency, plans have been developed, staff have been trained in what to do and how to help you get to a place of safety. Most importantly you'd expect to be able to go home at the end of the event without having ever had to think about any of these things because the event organisers had taken on board their responsibilities.

At Preston City Council we will ensure that all events held on the council's land meet and/or exceed the legally expected levels of event health and safety and check that organisers are taking on their responsibilities to look after the public.

In addition to this Guide, Preston City Council works with the Event Safety Advisory Group, which is made up of Local Emergency Services and key Council departments. The Event Safety Advisory Group is set up to ensure that all events in the city meet the appropriate Health and Safety Guidelines by offering advice and guidance to any organisation, both local and national, that is planning to hold a public event in the City of Preston.

Further details and the terms of reference about the Event Safety Advisory Group can be found at the back of this guide.



## WHAT DO YOU NEED TO DO?

We want to help you to make your event as successful and as safe as possible. Through the planning of your event you will be creating an Event Safety Management Plan (ESMP) – a document demonstrating what plans are in place, who is doing what and when things are going to happen.

This guide is here to offer you a practical look at your event planning and what you need to do to achieve a successful and safe event. We will also offer help and guidance for you through the city's Event Safety Advisory Group who will assess any potential risks associated with your event and support you during your planning process.

Firstly you will need to notify the Events Team of your event using the **Event Notification form**.

The next step is to consider the following points:

- Contact details of event organiser (the main person responsible for the event)
- Title of event
- Proposed date(s)/time(s)
- Proposed venue
- Estimated attendance
- Target audience
- Brief outline of the event
- Roles and responsibilities of your team
- Stewarding and security provision (if applicable)
- First Aid provision
- Fire safety equipment (if applicable)
- Event layout

- Risk Assessment (including the Risk Assessments for your suppliers)
- Evacuation procedure
- If your event is open to the general public
- If your event is intending to take place on the highway
- Car parking arrangements
- If you intend to have food/alcohol outlets
- Details of event infrastructure / temporary structures (stages/ marquees)
- Power source
- ***Note: this list is not exhaustive and a competent professional should be engaged to ensure a comprehensive ESMP is developed***





## NOTIFICATION PERIOD

To enable us to give you proper advice and allow us elective time to consider your proposal, you will need to give the following period of notice:

- ▶ Small events (Estimated attendance under 500 people) **2 months' notice**
- ▶ Medium events (Estimated attendance over 500 though less than 1000 e.g. fun runs, road races, galas, fun days, parades) **3 months' notice**
- ▶ Large events (Estimated attendance over 1000 people e.g. open-air concert, music festivals, firework displays & bonfires) **Minimum of 4 months**

## ALTERNATIVE IDEAS

Are you thinking this is all a bit much for the type of event you are thinking about? You were not expecting to deal with this level of health and safety or you were not expecting to create an event management plan? There are a number of events and/or locations that minimise the need for you to take on board all the responsibility and make it easier for you to achieve your aims and objectives.

## HOLDING YOUR EVENT IN A VENUE

Holding your event in a venue will immediately reduce the need for you to be responsible for all the Health and Safety aspects of the event. You would not need to set up the entire infrastructure (marquees, stages etc). The venue will likely already have in place staffing, door security, the right number of toilets, and the appropriate licence for the event and will be able to support you in delivering the event. It is also likely that the venue will have in place a number of methods for advertising your event. If you want to minimise your responsibility and concentrate on the content of the event then a venue will be the best option for you. This should always be checked with the venue.

# FOOD SAFETY GUIDANCE FOR CATERING EVENTS

This is a guide on how to meet the legal requirements. It is important for all stall holders to read this guide before an event and follow its contents.



**The stall** should be enclosed as much as possible. It is essential that all food preparation facilities, cooked food areas and washing up facilities are enclosed and protected from the weather. All tables should be covered by a clean and washable material. Ensure that generators are switched on and fridge units are plugged in as soon as possible after arrival on site.



All **water containers** must be kept clean and you should ensure that you have sufficient water for the event. Equipment and work surfaces must be cleaned and sanitised with a suitable antibacterial spray regularly throughout the day. You must have an adequate supply of hot water either from a thermostatically controlled urn or a portable sink unit. It is not acceptable to use a kettle or pan of boiling water.



Small compact self contained **hand wash units** that run off a generator with hot and cold running water are the preferred option, (these can be hired or purchased). A washing up bowl with a supply of hot water from a thermos flask or similar is acceptable provided that the hot water supply is next to it and that a suitable cold water container (preferably with a tap on) is also next to the washing up bowl. The water must be changed each time hands are washed.



Liquid soap and paper towels should be provided for **handwashing**. Antibacterial hand gels can be used in addition to handwashing but should not be a substitute. If using gloves, hands should be washed before and after use and gloves should be changed frequently. Tongs or utensils should be used to handle raw food items where possible to avoid cross contamination and should be cleaned/changed regularly.



All high risk foods e.g. cooked and raw meats, dairy products, pies and rice etc should be **transported** under refrigeration or placed in cool boxes with ice packs unless the journey is very short and they have been stored refrigerated. Also keep raw meat separate to all cooked or ready to eat foods.



You must ensure that you have sufficient **refrigeration facilities** to store high risk food items such as salads, coleslaw, cooked meats, pies, rice etc. Any such foods on display should be kept cold and only small amounts brought out as needed. Cool boxes with ice packs can be used provided they keep the food below 8° C.



All food **prepared and displayed** on the stall shall be kept covered to protect it from contamination such as flies. Equipment and work surfaces must be cleaned regularly throughout the day and a separate sink or bowl should be provided for this. An antibacterial cleaning product should be provided for cleaning down work surfaces. Cloths used should be disposable or blue paper roll. There should be good separation between raw and cooked or ready to eat foods to prevent cross contamination.



A probe thermometer (suitably sanitised) should be provided and used to check the **temperature of foods** in fridges, hot holding units and cooked food items such as cooked meats and rice. Food should be cooked to a minimum temperature of 75° C for at least 30 seconds. Hot food should be held at 63° C or hotter. Cold food should be kept at 8° C or colder.



Clean, **protective clothing** is essential. An apron head covering or suitable uniform should be provided. Food handlers must not smoke, eat or drink whilst they are preparing, serving or selling food. Jewellery should not be worn whilst food handling. A plain wedding band and small sleeper earrings are acceptable.





High risk foods like cooked meats and rice should be fully **reheated** up to above 75° C as quickly as possible either by using the microwave or oven and then placed into the hot cupboard or similar. Hot holding units are not designed to heat the food up, only to keep them hot.



If **chafing dishes** are used then suitable chafing gel fuel should be used to ensure it is keeping food above 63°C. Ensure you have enough chafing fuel gels to last the duration of the event. Normal tealights are not sufficient for this purpose.



You should have a **documented food safety management system**, such as Safer Food Better Business or equivalent. In addition to this you should also have a system of monitoring and recording the storage, cooking, reheating, cooling and hot or cold holding temperatures if applicable.

For further information regarding this guidance or any food safety issues, please contact the food safety section at Preston City Council on **01772 906907** or email at **ehealth@preston.gov.uk**



## OUTDOOR EVENT CATERING

Food hazards such as the growth of dangerous bacteria or cross contamination may occur if food is not handled correctly. To minimise the hazards the following simple precautions must be taken:

### Transportation of food

All food must be wrapped, covered or placed in sealed washable containers while it is being transported to the event. This will prevent food from becoming contaminated with dirt and bacteria.

Vehicles and containers used to transport food must be kept clean and in good repair. Food must be separated from any other items being carried in the vehicle. Ready to eat foods should be separated from raw foods to prevent any risk of cross contamination. Some types of food must be kept cold to prevent dangerous bacteria from growing on them. These are called high risk foods and include:

- ▶ Any cooked meat or fish products
- ▶ Ready to eat foods such as pies, quiches, jacket potato fillings, salad items, cooked rice
- ▶ Dairy products and foods containing eggs, custard or cream

All of these foods must be kept at or below 8 degrees C during transport and during display for sale. This can be achieved using refrigerated vehicles or insulated containers with ice packs, which should be checked periodically with a thermometer.

### Preparation of food

Where food preparation and / or cooking is to be carried out at the event, a sink with hot and cold water must be available for the washing of utensils, equipment or food.

Where unwrapped foods of the types listed above are to be prepared or handled regular and frequent use of a wash hand basin with hot and cold water, soap and hygienic hand drying must be made.

It is the responsibility of the caterer to ensure that these facilities are provided at their stall. Adequate provision of hot water or an electricity supply for connecting a hot water urn must be agreed with the organisers.

Surfaces and equipment that comes into contact with food must be kept clean and disinfected. The caterer must supply a suitable disinfectant for this purpose. Wherever possible, separate equipment should be used for ready to eat foods, to minimise the risk of cross contamination.

All foodhandlers handling open food must wear clean protective over-clothing. Jewellery should not be worn whilst handling open food. A plain wedding band and small sleeper earrings are acceptable.

Smoking at food stalls is prohibited. Caterers must make sure that they leave the stall if they wish to smoke. Hands must be washed thoroughly before handling food again.

Bags and bins for the collection of food waste and other rubbish must be provided by the caterer. Arrangements for the collection and disposal of refuse will be made by the organiser.

### **Displaying food**

All unwrapped foods which are displayed for sale must be kept at least 45cm above the ground, and out of reach of customers and protected from contamination by providing a cover over the top, back and sides of the stall.

High risk food (examples of which are listed above) will need to be displayed at or below 8 degrees C and must be separated from raw food.

### **Serving food**

Caterers should avoid directly handling unwrapped foods when serving to customers. Spoons, tongs, plastic wrapping or disposable gloves can be used to prevent hands from coming into direct contact with food. All hot food on display for sale should be kept above 63 degs C.

### **Food Hygiene Training**

All persons preparing or cooking food must be trained to at least the level of the Level II Award in Food Safety in Catering or it's equivalent. Copies of your certificates must be submitted with your application to attend events. The originals must be available on the day for inspection by the Event Safety Officer prior to the event being opened to the public.

### **Registration**

All caterers should be registered with the Local Authority in whose area their business is located. Evidence of registration should be submitted with your application form. You should also include the date of your last food hygiene inspection.

### **National Food Hygiene Rating Scheme**

It is expected that all traders will have attained a minimum score of 3 (generally satisfactory) or more on the National Food Hygiene Rating scheme.

### **General Rules applicable to all Stallholders**

- Keep yourself clean and wear clean protective clothing.
- Always wash your hands thoroughly: before handling food, after using the toilet, handling raw food or waste and after every break.
- If you have a skin, nose, throat, stomach or bowel complaint or infected wound, you must not handle unwrapped food. If you have been unwell you must have been symptom free of any diarrhoea or vomiting symptoms for at least 48 hours.
- Ensure that spots, cuts and sores are covered with a brightly coloured waterproof plaster.
- Avoid unnecessary handling of food.
- Do not smoke, eat or drink where open food is handled.
- Clean as you go – keep all equipment and surfaces clean.

## REMEMBER

Food stalls may be visited by Environmental Health Inspectors to ensure they are meeting food safety requirements and action taken where necessary.

## NON-FOOD RELATED ISSUES FOR OUTDOOR EVENT CATERING

### LPG

Liquid petroleum gas is the main source of fuel for outside catering operations and presents a substantial fire/explosion risk; therefore the catering organisation will be requested to confirm the following:

- ▶ That all operators using LPG have a basic understanding of its safe use, its characteristics and emergency procedures.
- ▶ That storage at each catering operation does not exceed that which is required for a 24-hour period or a maximum of 200 kg.
- ▶ That all LPG is handled and stored in accordance with the current regulations and codes of practice.
- ▶ That all supplies of LPG are secure from interference by the audience.

### Electrical installations

Electrical power to catering operations will be self-contained, unless otherwise agreed. All electrical installations will be the responsibility of the catering organisation and will be requested to comply with the following considerations:

- ▶ All generators shall be diesel fuelled and be of a suitable rated power output for the intended use.

- ▶ All generators shall be fitted with Earth Leakage Circuit Breakers, Earth Spikes and shall be suitably protected from the public.
- ▶ All electrical installations including cables shall comply with the general requirements of Electricity at Work Regulations 1989.
- ▶ All cables and sockets shall be appropriate for their intended use and are protected from the audience and do not create a trip hazard.

### Fire fighting equipment

Each individual catering unit depending on type should contain suitable fire-fighting equipment to the following levels:

- ▶ **Non Cooking:** One x 2 kg dry-powder extinguisher
- ▶ **Cooking:** One 2 kg dry-powder extinguisher and a 1m2 light duty fire blanket (BS 6575: 1985)
- ▶ **Deep Fat Frying:** 9 litre foam-type fire extinguisher and a 1m2 light duty fire blanket

## CHECKLIST



- Evidence of registration with Local Authority
- Evidence of Food hygiene training to Level II
- Details of rating on National Food Hygiene Rating scheme
- Public Liability Insurance to the value of £5million
- Date of Last food hygiene inspection

## FOOD SAFETY CHECKLIST

Please complete the pre-event questionnaire and return by email to [ehealth@preston.gov.uk](mailto:ehealth@preston.gov.uk). This will help to access the level of risk on your stall and hopefully prevent any problems occurring prior to the event. Please ensure that you are fully equipped and prepared for the event, any concerns can be raised via the contact centre on 01772 906900.

**Name of Unit / Stall:**

**Product Range:**

Food Safety Management			
1. Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	Yes	No	
2. Do you keep monitoring record sheets, training records, etc?	Yes	No	
3. Are these available for inspection on your trailer/stall?	Yes	No	
Transport / Storage			
4. Are high risk foods transported in a refrigerated container or vehicle?	Yes	No	
5. Are all food storage areas under cover and protected from contamination?	Yes	No	N/A
6. Are they clean and free from pests?	Yes	No	

7. Do you have enough refrigeration? Does it work properly?	Yes	No	
<b>Food preparation and service areas</b>			
8. Have you got enough proper washable floor coverings for the food preparation areas?	Yes	No	N/A
9. Have you got precautions to keep mud out of the stall in wet weather?	Yes	No	N/A
10. Are all worktops and tables sealed or covered with an impervious, washable material?	Yes	No	N/A
11. Have you got enough preparation work top space?	Yes	No	N/A
12. Have you got enough wash hand basins?	Yes	No	N/A
13. Are they supplied with hot and cold water, soap and paper towels?	Yes	No	
14. Have you got sinks which are large enough to wash food and equipment (including bulky items)?	Yes	No	N/A
15. Are they supplied with hot and cold water?	Yes	No	N/A
16. If there is no mains drainage have you made hygienic provision for the disposal of waste water, e.g. waste pipe from sink to waste water carrier?	Yes	No	N/A
17. Have you got enough fresh water containers? Are they clean and have they got caps?	Yes	No	N/A

18. Have you got a supply of hot water reserved for washing up and hand washing?	Yes	No	N/A
19. Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?	Yes	No	N/A
20. Is all your food equipment in good repair? Are any repairs outstanding since your last event?	Yes	No	N/A
21. Can you keep high risk foods stored/displayed at 8C or less?	Yes	No	N/A
<b>Cleaning</b>			
22. Is your stall/vehicle clean? Can it be kept clean? Have you allowed time for thorough cleaning of the vehicle/stall equipment between events?	Yes	No	
23. Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces?	Yes	No	N/A
24. Are the cleaning chemicals stored away from food? Are the chemicals compliant with BS EN 1276?	Yes	No	N/A
<b>Contamination</b>			
25. Can food be protected from contamination at all times?	Yes	No	N/A
26. Is the unit free from pests and is open food protected from flying insects?	Yes	No	N/A

<b>Food waste</b>			
27. Have you got proper bins with lids for food and other waste?	Yes	No	N/A
<b>Staff</b>			
28. Are all your food handlers trained, supervised or given instruction to ensure food safety?	Yes	No	
29. Are all staff carrying out high risk food preparation trained?	Yes	No	N/A
30. Do your staff display a good standard of personal hygiene and wear clean over-clothing?	Yes	No	N/A
31. Have you a good supply of clean overalls/aprons?	Yes	No	N/A
32. Are your staff aware that they should not handle food if suffering from certain illnesses?	Yes	No	
33. Have you got a first aid box with blue waterproof plasters?	Yes	No	
<b>Storage</b>			
34. Is good stock rotation carried out, and are stocks within their expiry dates?	Yes	No	N/A
35. If you use raw and cooked foods are they adequately separated during storage?	Yes	No	N/A

36. Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?	Yes	No	N/A
<b>Purchase</b>			
37. Are you purchasing raw ingredients or food products from a reputable company?	Yes	No	N/A
<b>Preparation</b>			
38. Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc?	Yes	No	N/A
39. Do staff always wash their hands before preparing food, and after handling raw food?	Yes	No	N/A
40. Do you use separate chopping boards for raw and cooked food?	Yes	No	N/A
41. If you answered 'no' to the previous question, are they properly disinfected between contact with raw and cooked foods?	Yes	No	N/A
<b>Cooking / Reheating</b>			
42. Is all frozen meat and poultry thoroughly thawed before cooking?	Yes	No	N/A
43. Is all meat and poultry cooked until it is piping hot (above 70°C and juices running clear)?	Yes	No	N/A
44. Are cooked and part-cooked food separated during cooking?	Yes	No	N/A



45. Is all food reheated to above 75°C?	Yes	No	N/A
46. Do you only reheat food once?	Yes	No	N/A
<b>After cooking</b>			
47. Is cooked food served immediately?	Yes	No	N/A
48. Is cooked food protected from contact with raw food?	Yes	No	N/A

**If the answer to any of the questions is "NO", please detail the actions you have taken to remedy the situation:**

**Signature:**

**Print name:**

**Date:**

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**Designation:** (e.g. Food Business Operator, manager, Company Secretary)

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**Company:**

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**Name of Local Authority where your food business is registered:**

<p><b>Current food hygiene rating and the date when the most recent rating visit was carried out:</b></p>
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# ELECTRICAL SUPPLIES, INSTALLATIONS AND EQUIPMENT

## General Requirements

All electrical installations and equipment will comply with the general requirements of the Electricity at Work Regulations Act 1989 and relevant certificates will be provided for inspection prior to the event.

All electrical equipment must carry an electrical test certificate (Portable Appliance Testing) in accordance with BS7671. The safety standard of the installation must be at least that of current I.E.E. Wiring Regulations.

The whole installation, including wiring, switchgear and generators must be installed in a safe manner and by suitably qualified and competent electricians and conform to BS 7909 Code of Practice for temporary distributions systems for an electrical supply for entertainment lighting, technical services and related purposes.

At least one qualified electrician should remain onsite during the event to ensure continuous levels of operational safety.

All electrical equipment shall be installed, so far as is reasonably practicable, so to ensure no interference by the public or unauthorised employees. Equipment should either be double insulated or correctly fitted with a protective (safety) earth. All equipment exposed to weather will be suitably protected. All electrical installations will be fitted with Earth Leakage Circuit Breakers (R.C.D.) and Earth Spikes conforming to BS 7430 Code of Practice for earthing.

CO2 extinguishers should be located at each installation to deal with electrical fires.

## Cabling

Supply cables must be of the correct rating for the maximum possible load with no damage to the insulation and fitted with the correct type of connectors for external use.

Cables will be routed and placed with a cable protection system or buried so that they will not cause a tripping hazard or be crushed by vehicular traffic. Buried cables must be of one continuous length, cable connections must not be buried. Armoured cabling will be installed for hazardous voltages e.g. those which could cause electric shock if damaged, protecting against contact with sharp edges or crushing by heavy loads.



## Generators

All portable generators for electrical power supplies will be fuelled by Diesel, have low noise emissions and be fitted with Earth Leakage Circuit Breakers and earth spikes conforming to BS 7430 Code of Practice for earthing.

Generators must be sited so as to reduce the possibility of noise nuisance and be silenced generator sets. Generators should also be sited to ensure that exhaust fumes are dissipated into the atmosphere away from populated venue areas and guarded from unauthorised persons. Dry Powder Extinguisher(s) must be located by each generator.

The fuelling and/or refuelling of generators must only be carried out by authorised personnel wearing the correct personal protective equipment and following the manufacturer's instructions. Suitable materials and equipment must be kept at hand to deal with any possible fuel spillages.

Diesel fuel must be stored in no more than two metal containers with a maximum capacity of 10 litre or two plastic containers of a maximum 5 litres capacity. These containers should be designed and approved for the purpose, correctly labelled as to their contents and must be fitted with a screw-cap or closure to prevent leakage of liquid or vapour.

Fuel storage area should be well away from ignition sources and must be secure, to protect against unauthorised access or the possibility of vandalism or arson. Dry Powder Extinguishers must be located by each fuel storage area.

Supply cables must be of the correct rating for the maximum possible load with no damage to the insulation and fitted with the correct type of connectors for external use.

Cables will be routed and placed with a cable protection system or buried so that they will not cause a tripping hazard or be crushed by vehicular traffic. Buried cables must be of one continuous length, cable connections must not be buried. Armoured cabling will be installed for hazardous voltages e.g. those which could cause electric shock if damaged, protecting against contact with sharp edges or crushing by heavy loads.



# APPENDIX 1

## MARQUEES

### General Requirements

Managing the hazards connected with the erection of temporary demountable structures including stages, stage gantries, canopies and marquees is the responsibility of the contractors who are employed to undertake their duties conscientiously and in accordance with the appropriate risk assessments and safety method statements.

Contractors and/or suppliers of such equipment are required to supply the following documents for inspection;

#### Prior to delivery and/or installation of any equipment;

- ▶▶ Full Job-Specific Risk Assessment
- ▶▶ Safety Method Statement
- ▶▶ Technical Data/Equipment Specification
- ▶▶ Company Health & Safety Statement
- ▶▶ Proof of Competency of their employees and/or sub-contractors
- ▶▶ Current Employers and Public Liability Insurance Certificates

#### And on completion;

- ▶▶ Signed Completion Certificates
- ▶▶ 'Emergency/Out of Hours' contact details

All marquee suppliers should be members of Pertexa (formerly MUTA), the marquee hirers' trade association. Pertexa's Code of Practice for Hiring Contractors and Code of Public Safety – Use and Operation of Marquees cover the full extent of Health & Safety issues applicable to the industry. All marquees supplied must conform to the standards and specifications laid down in BS EN 13782.

Framed marquees, disposing of the use of guy ropes and steel pegs, are preferred. However, if traditional style marquees are to be supplied for aesthetic reasons the following requirements must be met;

- ▶▶ All pegs to be fitted with padded 'boots'.
- ▶▶ Guy rope positions must not impede access to and egress from the marquee.
- ▶▶ All guy ropes must be readily visible i.e. brightly coloured with any excess rope must be contained inside the peg 'boot'.

All membranes and fabrics used in a marquee must be flame retardant and be free of flaming molten droplet characteristics. A certificate from a recognised standing to show compliance with the above provisions will be sought from the marquee company.

#### All marquees will be equipped with:

- ▶▶ Emergency exit signs
- ▶▶ Emergency Lighting (Events after Dark)
- ▶▶ An adequate number of emergency exits of a suitable size
- ▶▶ Fire Extinguishers/Fire Points

Any emergency exits consisting of wall flaps will be of quick release design, clearly defined at the edges and so arranged for easy and immediate egress from the inside. All exits will be evenly distributed around the marquee so that genuine alternative routes are available.

All tented structures should be provided with water-based extinguishers of a minimum capacity of six litres. These should be visible, easily accessible and should be easily operated. One fire extinguisher should be positioned at each emergency exit. CO2 extinguishers should also be provided where necessary to deal with electrical fires.

All means of heating other than electrical should be placed externally and ducted in by means of flame retardant hosing. Exception to this rule may be permitted by reference to the local Fire Officer. All heaters should conform to relevant national standards such as BS 799-2,4,5 + 8 for oil burning equipment. Spare containers of LPG should be stored at least 6 metres from any structure, protected against unauthorised interference and accidental leakage and, where grouped, should be locked together.

'Smoking is Prohibited' signs must be affixed at all entrances into marquees and also displayed at the opening into any internal partitioned compartment.

# APPENDIX 2

## STAGES

### General Requirements

Managing the hazards connected with the erection of temporary demountable structures including stages, stage gantries, canopies and marquees is the responsibility of the contractors who are employed to undertake their duties conscientiously and in accordance with the appropriate risk assessments and safety method statements.

Contractors and/or suppliers of such equipment are required to supply the following documents for inspection:

#### Prior to delivery and/or installation of any equipment;

- Full Job-Specific Risk Assessment
- Safety Method Statement
- Technical Data/Equipment Specification
- Company Health & Safety Statement
- Proof of Competency of their employees and/or sub-contractors
- Current Employers and Public Liability Insurance Certificates

#### And on completion;

- Signed Completion Certificates
- 'Emergency/Out of Hours' contact details

### Stages / Performance Platforms

Contractors will be required to demonstrate their competence and present relevant method statements, job specific risk assessments, technical/structural calculations and reports for the structures being provided together with insurance details related to the work and equipment they are contracted to carry out and/or supply before being allowed to commence work on site.

An experienced competent rigger must be appointed to take full responsibility for supervising the safe erection of all structures and will sign off on completion. A copy of the completion certificate must be presented to the Health & Safety Officer on site and another attached to the structure itself.

All structures supplied must meet current Industry/Construction standards and be suitable for the intended purpose and possible loadings and also comply with the requirements of all relevant Health & Safety regulations; i.e. safe access/egress to the stage; adequate edge protection; trailing cables etc.



# APPENDIX 3

## ON-SITE VEHICLE MANAGEMENT

- A maximum speed limit of 5mph will be applied at all times.
- During event preparation only authorised vehicles should be permitted on site.
- On the day(s) of the event, traffic movement on site should be restricted to minimum use for food and merchandise traders, exhibitors, performers and contractors prior to the event being opened to the public.
- Vehicle movement should not be allowed in the arena area whilst the event is in progress in order to prevent conflict between vehicles and pedestrians.
- All vehicles requiring access to the site's service areas i.e. food traders, contractors, production staff, should be identified by special passes that are recognisable by the stewards.
- All vehicles accessing back-stage areas should be limited to event management, performers, and production staff, stewards and emergency services. With the exception of obvious identifiable vehicles i.e. blue light services, all vehicles should be identifiable with special passes, recognisable to stewards.
- These vehicles must proceed with extreme caution, (indicators must be used to indicate direction of travel and hazard lights should not be used whilst vehicles are moving on site. The 5 mph speed limit must be obeyed) and then only as and when instructed to do so by a steward.
- All vehicles must use designated routes whether permanent or temporary roadways and follow any 'one way' system put in force. Vehicles must not be driven across the arena area unless specifically instructed to do so by a member of the Event or Venue Management. Vehicles must travel along the designated road/trackway and only drive onto landscaped areas when absolutely necessary in order to access their allotted trade/exhibition 'pitch'.
- When ground conditions are poor; i.e. after prolonged heavy rain, it may be necessary to limit access to grassed areas to all-terrain vehicles fitted with off road tyres. LGVs, 2-wheel drive cars and vans may have to be prohibited from pulling off road and be allocated trade/exhibition pitches closer to the roadways in order to reduce the possibility of their vehicles becoming bogged down.
- The costs of re-instating damaged landscaping caused by unauthorised vehicular access may be sought from the contractor/trader concerned by the venue owner (Preston City Council).

***Any deviation of these rules, may result in removal from site and ban from future access.***



## APPENDIX 4

### PUBLIC EVENTS INFRASTRUCTURE – HEALTH & SAFETY REQUIREMENTS

#### Fairground and Inflatable Rides Safety

- The advice and guidance in the HSE publication *Fairgrounds and amusement parks: guidance on safe practice HSG175* has been adopted as the standard for managing all health and safety issues relating to fairground rides.
- Operators are required to submit copies of the current ADIPS, Electrical Test certificates and Public Liability Insurance certificates for each device to the Event Coordinator at least 14 days prior to the event.
- Ride Log Books, Daily Inspection Records and Operating Instructions must be available for inspection during ride build-up and throughout the event.
- Dry Powder and/or CO2 Fire Extinguishers must be located by each device and all ride attendants must be fully trained in their use.
- The fun fair devices and rides layout must conform to the agreed site plan with a minimum distance of 4m between devices as an access route for emergency vehicles. Please note that the minimum clearance required between 2 devices or rides with moving parts is 6m.
- Overnight accommodation caravans must be at least 1.5m apart and positioned away from the fairground devices, with easy access for pulling them away in event of fire.
- Operators of Inflatable Play Equipment must adhere to the advice and guidance contained in the M.U.T.A. publication Code of Practice for Operators of Play Inflatables.
- Operators of Inflatable Play equipment will be asked to provide evidence that their equipment has undergone and passed annual inspections carried out by a competent person, preferably PIPA registered. All equipment must have a current PIPA certificate.
- Ride attendants must be at least aged 18 years (inflatable play equipment, side shows (except shooting ranges) and catering attendants may be aged 16) and wear high visibility vests or jackets in order that they are easily identifiable to the public. Ride attendants operating kiddie or juvenile rides, having direct contact with children or vulnerable adults, must have current Disclosure and Barring Service (DBS) clearance.



**All ride attendants must have received adequate training in the following;**

- ▶ The method of operating the device
- ▶ Safe entry/exit for users
- ▶ Safe methods of assembly/dismantling, where applicable
- ▶ How to make a daily check
- ▶ Safe anchoring of the inflatable
- ▶ Crowd control measures, and barriers
- ▶ Measures to be taken in the event of power failure
- ▶ Procedures for reporting accidents, defects or breakdowns
- ▶ Emergency evacuation of ride and site procedures
- ▶ Fire Extinguisher selection and use
- ▶ Basic First Aid

A written record of ride/sideshow attendant training should be available for inspection if required. Prior to the rides being opened to the public a Health and Safety Inspection of the fairground will be conducted by a member of Preston City Council's Health and Safety Team. Only on satisfactory completion of this inspection will the operator be permitted to open the rides to the public.



## CHECKLIST: FAIRGROUND



- Current Amusement Device Inspection Procedures Scheme (ADIPS) for each fairground device
- Electrical test certificates for each fairground device
- Public liability Insurance to the minimum value of £5mil
- Risk Assessment for each fairground device
- Site layout of fairground activity
- Confirmation of competent supervision of each fairground device

## CHECKLIST: INFLATABLES



- Current Pertexa Inflatable Play Accreditation (PIPA) for each inflatable
- Public liability Insurance to the minimum value of £5mil
- Risk Assessment for each inflatable
- Confirmation of safe anchorage
- Confirmation of competent supervision of each inflatable
- Site layout of fairground activity



## APPENDIX 5

### STREET PARTIES AND FETES

A street party is a social event right outside your front door! It is a great way to have fun and develop a sense of community spirit.

You can close your street for the day and meet your neighbours in a traffic-free environment. People can mingle easily and meet all their neighbours whatever their age and background. Children have the chance to play together safely.

Having the party right outside your house, means that most people join in.

#### Things to consider

- Right at the beginning talk with your neighbours about the idea of a residents street party
- Create an organising group to plan your street party
- Find out what hidden talents, skills and experience your neighbours have
- When would be a good time to have your own street party?
- What ideas do they have for entertainment and activities during the day?
- Who could organise the different aspects of the event?
- Make an outline plan for the party and think how you would manage it
- How would you make your street safe for your street party?
- Will you be having any music at the Street Party or serving food or alcohol? If so, you may need a Temporary Events Notice

#### Hints & Tips

These pages give you some suggestions on how to go about organising your street party. More information can be found at [www.streetparty.org.uk](http://www.streetparty.org.uk). This Guide is only for street parties which are organised by residents for themselves in one or two quiet streets, without external publicity. A wider public event in more streets needs extra arrangements.

### TOP TIPS

- Close the road using wheelie bins
- Bring out chairs and tables
- String up some bunting
- Everyone brings food to share
- Have some live or recorded music
- Plan games and activities to get people mixing
- Have something for all ages and tastes
- Have a raffle on the day if you need to
- Keep it simple for your first event



## Making it happen

Thinking of when to hold the party? Start planning as soon as possible! Sundays or bank holidays are better days for street parties as fewer people work and they are more of a family day.

## Planning and Meetings

- ▶▶ Get others involved from the start
- ▶▶ Chat with a couple of neighbours you know
- ▶▶ Get together to post round invites to each house
- ▶▶ Hold 2-3 planning meetings
- ▶▶ Have them in the street to be more welcoming
- ▶▶ Share out the jobs and take notes

## Involve Everyone

Inviting people face to face is a must but you also need to send out paper invitations to your neighbours. No outside publicity is needed. Most neighbours will want to take part so allow for all tastes and put out lots of chairs for anyone who may need one.

## More Ideas for Activities

- ▶▶ Face painting
- ▶▶ Cake competition gets them all out!
- ▶▶ Bring & Buy table or hold an auction
- ▶▶ Celebrate birthday of oldest person
- ▶▶ Best decorated wheelie bin or front door
- ▶▶ Tug of war, volleyball, skittles, swing ball

- ▶▶ Dancing – any sort, adults or teenage display
- ▶▶ Survey or petition on local issue

## What Can Go Wrong?

- ▶▶ Will people turn up on the day? Don't worry, they will, as most people are keen
- ▶▶ What to do if a resident really does not want the street party? Listen to them; they may have the wrong idea about it or they may worry about their car. Some people don't like parties, so if noise is kept low and you let people come and go, they should have no reason to stop you going ahead
- ▶▶ It won't rain all day! Cover things up and wait till it passes
- ▶▶ Kids can fall over, so all adults should watch out for them
- ▶▶ Gatecrashers and drinkers are not usually a problem if you finish before 10pm
- ▶▶ Don't have music too loud or too late
- ▶▶ Keep the BBQ safe

## Road closures

You will need to apply to the council to close the road. Complete the Street Party application form and we will do all the legal bits for you.

The police, fire and ambulance services will be consulted for you. You will need to put out ROAD CLOSED signs and we will provide more information to you after you apply to help you with this too.

Can't close the road? Instead how about a 'Street Meet'. Use the pavement, parking bays, driveway, or front garden - anywhere you can get people together.

## STREET PARTIES AND FETES - LICENCES

Organising small, private street parties and fetes is very simple and generally does not include activities that need a licence, such as selling alcohol or providing certain types of entertainment.

If you want a pay bar or intend to provide entertainment to the wider public, or charge to raise money for your event then you will need a **Temporary Event Notice (TEN)**, which is a small event licence. You MUST give 10 working days notice for a TEN using the TEN application form.

This is for events with an attendance of less than 500 people. Larger and public events (+500) require a different process and the Events Team will be happy to help you with this, please complete the [Events Planning Form](#) to let us know your plans and we will point you in the right direction and help you on your way. Differences between private street parties/fetes and larger public events:

Street Parties and Fetes	Larger Public Events
For residents/neighbours only	Anyone can attend
Publicity limited to local residents	External Publicity beyond your street, local area/club etc
No licenses required if: There is no selling of alcohol, music played is background only.	Event Licenses will be required
Self organised event	Public Liability Insurance required
	Risk Assessment and Event management plans
	Professional and Skilled organisers



Email: [licensing@preston.gov.uk](mailto:licensing@preston.gov.uk)

Phone: 01772 906491

## STREET PARTIES AND FETES - FREQUENTLY ASKED QUESTIONS

### Do we need insurance cover?

We strongly recommend that Public Liability Insurance for small residential street parties or community events is obtained. This is because you are responsible for anything that might go wrong. Insurance protects you as the organiser for unforeseen incidents. You will find it helpful to go onto The Street Party website ([www.streetparty.org.uk](http://www.streetparty.org.uk)) and The Big Lunch website ([www.thebiglunch.com](http://www.thebiglunch.com)) for further advice. Quotes for insurance start from as little as £50. The costs can always be split between residents, or you could hold a raffle or ask for donations to cover the costs. Insurance is not mandatory and will not affect the outcome of your application and the event taking place. It is however there to protect you and the people attending the event.

### Do I need to do a risk assessment?

Preston City Council do not ask for a risk assessment for small street parties, but you may wish to think about how you can minimise things going wrong and have a backup plan, for example – what would you do if there was bad weather? Have you made sure an adult is in charge of the barbecue etc and there are no trailing cables. For inflatable equipment, like bouncy castles, we would require that these are not placed on the highway and instead placed within the garden of a property. Exclusions also exist for other more risky activities such as fireworks which will not be allowed to be set off on the highway.

### Do we need a permit to serve food?

No, as a private party, you do not need a licence under the Licensing Act 2003 to sell food (unless you want to only sell hot food and drink after 11pm). Remember you can always ask your neighbours to bake a cake, make a sandwich or bring food to share with one another. This is also a good way to bring different groups of people together.

### We're serving alcoholic drinks – do we need an alcohol licence?

No, licences are only required if alcohol is sold. At a private party, sharing drinks with your neighbours does not require a licence. If you do want to sell alcohol, you will need to contact your council for a **Temporary Events Notice form**.

We are playing music – do we need an entertainment licence? No – if your street party is a private party for residents and the music is not advertised in advance to attract people, and you are not making money there is no need for a licence for your music whether its live or recorded.

### We're having a tombola / raffle – do we need permits?

Probably not. If the tombola/raffle tickets are sold on the day and prizes are not worth more than £500 in total then it will be exempt from gambling regulations (however, if tickets are sold in advance of the event, you will need a lottery registration but do speak to your council first). Any proceeds from the tombola/raffle must go to a good cause such as a charity or event covering the costs of your party. Alternatively, if you did want to raise some money for your local church or charity, you can always ask people for donations.

### Do we need to clean up afterwards?

Yes, you will need to clean up after your street party. Its your street, your party, so keep your local area clean and tidy. Let people know in advance what time the party will finish and have a section set aside for bin bags and recycling.

# APPENDIX 6

## ACCESS FOR ALL

We know you want to create an amazing event for your participants, but are you making sure you're thinking about, and supporting EVERYONE, to be able to get involved? We're committed to helping our partners to make their events as accessible as possible and to remove any barriers disabled people may face in accessing them.

### Our Top Tips for In-Person Events:

- ▶ Disability Equality North West (DENW) recommends only booking fully accessible venues as default for your events, making this a welcoming and accessible safe space for all.
- ▶ Good access starts before the day of the event. Think about people getting there by bus, or car, or dropped off in taxis / by friends. How will they find out about the event? Is it on your website and social media? What about people who don't use social media or the internet?
- ▶ Consult with disabled volunteers, staff, trustees or users of the service on the best ways to make your event, venue and promotion as accessible as possible.
- ▶ If stages are present at your event, make sure they are accessible via ramps. Wheelchair access is also required to the venue / event.
- ▶ Ensure all publicity is accessible, follow [RNIB guidance](#) for people with a visual impairment.
- ▶ Ensure the fonts and text used on wayfinding and signage are easy to read.
- ▶ Ensure the event has accessible disabled toilets, and make sure the location of the toilets is signposted.
- ▶ As a team, regularly check any booking or pre-registration requests and ensure any support, ie: interpreters, lip speakers etc, have been booked and caterers are aware of dietary needs.

- ▶ Make support / carer tickets available for your event for people that may require assistance.
- ▶ If you're planning to use special effects (SFX) or fireworks at your event, please make sure this is made obvious to attendees.
- ▶ Make sure you have a quiet space available that caters to medical and welfare needs.
- ▶ Where possible, have a Disability Champion for the event who is easily identifiable and contactable.
- ▶ Ensure that you have a designated Safeguarding Lead for the event.

### Our Top Tips for Promoting Your Event:

- ▶ When promoting your event, always try and make the promotional literature as simple and easy to read as possible, with simple English.
- ▶ With large blocks of text, choose a left-aligned option to make this easier to read for people with Dyslexia for example.
- ▶ When uploading and sharing images online, always provide an Alt Tag for the image for those who are using screen readers.
- ▶ Where possible, offer British Sign Language (BSL), Easy Read, Audio Description and Subtitles for any rich media content.
- ▶ If possible, when hosting event pages on your own website, use an accessibility widget such as [Recite Me](#).
- ▶ For more information, visit [The Resource Centre](#) for useful guidance.

Thank you to Disability Equality North West for providing the information for this section. If you have any further questions regarding accessibility, please contact DENW at [hello@disability-equality.org.uk](mailto:hello@disability-equality.org.uk).

[disability-equality.org.uk/](https://disability-equality.org.uk/) 

# APPENDIX 7

## MARKETING YOUR EVENT

### How to amplify your event using Visit Preston

Preston is a vibrant city with a bustling event scene, which celebrates its diversity and longstanding cultural traditions. From popular annual events, such as the Encounter Festival, Central Lancashire's key cultural event, Rockprest, the UK's largest tribute act festival, and Egg Rolling, a large Easter tradition going back 150 years, to its varied quality offering of events and exhibitions taking place across the year, there's always something exciting happening for everyone to enjoy when visiting the city.

#### Get Noticed: List Your Event

Boost your event's exposure by listing it on Visit Preston's Events Calendar. Complete the online form which you can find on the 'Whats On' section of the Visit Preston website. Tap into a wider audience and amplify your reach.

#### Host a New Event or Festival

Are you looking for a new location to host your event or festival? Look no further than Preston. Preston is a vibrant, dynamic, and developing city that is well connected via rail and road. It has a growing population both within the city centre and the suburbs. A compact city with a big heart, Preston is not afraid to take risks and has hosted many exciting events and festivals.

#### Organise an Event in Preston

Preston is an event-friendly city and we welcome applications to host events across a range of stunning outdoor venues. Apply to organise an event on council land on the Preston City Council website.

### Get Involved with Events

There are many ways to engage in Preston's major events and we welcome interest from a wide range of organisations, businesses, communities and individuals. Fill in an expression of interest form on the Preston City Council website with just a few clicks.

### Utilise Social Media

If you are creating a Facebook event, you can add Visit Preston as a co-host. However, because Facebook does not always notify page owners of co-host requests, please also send a Facebook message to Visit Preston, with a link to the Facebook event. Additionally, you can tag @VisitPreston on X and Instagram, and where possible, your posts can be shared.



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# APPENDIX 8

## EVENT SAFETY ADVISORY GROUP

The Event Safety Advisory Group's main purpose is to ensure that events in the city meet the best standards of public safety and event operations. It consists of representatives from the following agencies:

- ▶ Lancashire Constabulary
- ▶ Lancashire Fire and Rescue
- ▶ North West Ambulance Service NHS Trust
- ▶ Lancashire County Council
- ▶ Health and Safety
- ▶ Highways
- ▶ Licensing
- ▶ Environmental Health
- ▶ Parks Management
- ▶ Events Team
- ▶ Estates
- ▶ Cleansing and Street Scene

Representatives from associated event services, trade groups, voluntary groups, radio stations/media and other event service providers may be invited to attend as appropriate for certain events.

### What does ESAG do?

The group will assess the management implications of events planned in the City to ensure that organisers are aware of their responsibilities and to ensure the safety of all attendees at events.

The group will advise on the legal and management implications of your event, to give you help and peace of mind. The Event Safety Advisory Group will be an advisory service only and not an event organising service.

### The Group's main objectives are:

- ▶ To promote high levels of safety and welfare at events by giving advice.
- ▶ To promote good practice in safety and welfare planning for events.

### The Group's terms of reference include:

- ▶ Ensuring that all members of the group understand their individual role.
- ▶ To offer advice on the planning of an event.
- ▶ To ensure that organisers have taken the necessary measures to ensure the reasonable safety of the public.
- ▶ Offer advice to organisers on risk assessments.
- ▶ Keep a record of the meetings and note actions arising out of them.
- ▶ Where applicable hold a de-brief and make recommendations for future safety improvements.
- ▶ The group will meet as is necessary, but no less that every two months.



# GET IN TOUCH



[events@preston.gov.uk](mailto:events@preston.gov.uk)



01772 903663



**Preston**  
City Council

