



<b>Report To:</b>	<b>EXECUTIVE CABINET</b>
<b>Date:</b>	18 October 2017
<b>Executive Member/Reporting Officer:</b>	Councillor John Taylor – Deputy Leader Emma Varnam – Head of Stronger Communities
<b>Subject:</b>	<b>GUIDE TO EMPOWERING COMMUNITIES – CHRISTMAS 2017</b>
<b>Report Summary:</b>	All Christmas events, apart from the Tameside lantern parade celebration, will be organised by either by a local community group, town team or town council. This report sets out the dates and plans for both local ‘switch ons’ and the corporate Tameside Lantern Parade.
<b>Recommendations:</b>	It is recommended that the approach set out in the report be noted and agreed including the dates and plans which will remain in place and not be subject to further change.
<b>Links to Community Strategy:</b>	The service makes a significant contribution to the priorities of the Council by; supporting a cultural offer that attracts people to the borough, improving the wellbeing of residents, increasing educational attainment and skills levels, bringing inwards investment and generally providing safe and welcoming venues and events for residents and visitors to the borough to enjoy.
<b>Policy Implications:</b>	It is essential that any proposals demonstrate value for money and make a clear contribution to Council priorities.
<b>Financial Implications:</b> <b>(Authorised by the Section 151 Officer)</b>	The proposed cost to fund a single Christmas celebration in Ashton in 2017 is £28,000. A budget of £8,000 has been identified by Operations and Neighbourhoods and the remaining balance of £20,000 is proposed to be met by grant bids sponsorship and financial support from the Town Council. If this does not materialise the balance will need to be identified from existing budgets within Operations and Neighbourhoods.  The associated costs of the Tameside Christmas Markets will be met from existing budgets within the Place Directorate.
<b>Legal Implications:</b> <b>(Authorised by the Borough Solicitor)</b>	Any support provided by the council for Christmas events is discretionary and not statutory that said if such support not to expected professional standards claims could arise and there could be reputational impacts.
<b>Risk Management:</b>	Responsibility for all aspects of risk management at these events lies with the event organisers. The Council has provided support and guidance to event organisers throughout the year to assist them in meeting their obligations.
<b>Access to Information:</b>	The background papers relating to this report can be inspected by contacting the report writer, Emma Varnam by:   Telephone:0161 342 3337   e-mail: <a href="mailto:emma.varnam@tameside.gov.uk">emma.varnam@tameside.gov.uk</a>

## 1. INTRODUCTION

- 1.1 It has been agreed that there will be one corporate Christmas celebration; the annual lantern parade taking place in Ashton on Saturday 18 November 2017 culminating in Old Cross Street car park.
- 1.2 All Christmas events outside the main event will organised by either by a local community group, town team or charity with some support from an external event manager (Event manager) and Tameside Cultural Services.
- 1.3 The organising teams are now required to fully fund their own events through sponsorship or grant funding. Any funding shortfall will not be met by the Council. For parity across the borough, Town Councils, including Ashton will make a contribution to the funding of the lighting and installation of the Christmas Lights. Using data from the past two year, the cost is estimated to be in the region of £4,000.
- 1.4 In order to support organisers meetings have been set up to support them going through the process of setting up a Christmas event and ensuring that an Event Notification form is submitted to the Council. All local organisers have identified an event manager. This person and other key local representatives have been in conversation with the Council appointed external event manager to ensure that they fully understand what is required of them. This ensures that any issues that may inhibit the delivery of a successful and safe event can be identified.
- 1.5 This report sets out the dates, initial plans and issues of what each local 'switch on' will entail as well as an overview of the annual corporate lantern parade.

## 2. DATES / PLANS

- 2.1 Meetings have now been held with representatives from each of the organising groups. The dates and initial plans proposed are as follows;

**Table 1**

16-19 November	Denton	Christmas market and switch-on
18 November	Tameside/ Ashton	Lantern Parade, starting Katherine Street and finishing at Fletcher Square car-park with pyros, community entertainment and Father Christmas
18 November	Stalybridge	Switch-on
22 November	Audenshaw	Switch-on
24 November	Dukinfield	Switch-on
24 November	Micklehurst	Switch-on
25 November	Hyde	Christmas market and switch-on
25 November	Mossley	Christmas market, lantern parade
25 November	Hollingworth	Christmas market, switch-on
25 November	Droylsden	Switch on, lantern parade and fairground

### 3. SUPPORT GOING FORWARDS / ISSUES

- 3.1 Initial surgeries were set up to identify any issues and what plans were already in place for local 'switch ons'. Based on the information provided further individual surgeries have been planned for 13 September, 11 October, 1 November and 10 November. Additional flexibility for extra surgeries to support events where the external event manager deems it necessary have also been built into the plan.

**Table 2**

16-19 November	Denton	The switch on date coincides with the corporate event.
18 November	Tameside/ Ashton	No overarching concerns.
18 November	Stalybridge	The switch on date coincides with the corporate event, but is independently organised. No over-arching concerns.
22 November	Audenshaw	No over-arching concerns
24 November	Dukinfield	No over-arching concerns. The event does coincide with the event in Micklehurst.
24 November	Micklehurst	No over-arching concerns
25 November	Hyde	This event coincides with Mossley and Droylsden, additional security will be required.
25 November	Mossley	There is some concern about parking and crowd management. They have altered their parade route, will identify clear parking, increase stewarding. Additional security will be required.
25 November	Hollingworth	No over-arching issues and event notification already submitted.
25 November	Droylsden	No over-arching issues. The date also coincides with both Mossley and Hyde events.

- 3.2 Due to the duplication of dates for events, the external event manager will not be on site to support on individual events. It is therefore necessary that any plans made by local groups are safe and financially viable. Some support will be available through neighbourhood service staff.
- 3.3 Dates for the switch on events were set in the board report June 2017, these were planned in to avoid unnecessary duplications of dates to facilitate enough Council support based on last year's experiences. However, these dates have largely been altered resulting in numerous duplications and increased risk to events due to limited Council presence.

### 4. TAMESIDE LANTERN PARADE

- 4.1 The corporate Tameside Winter lantern parade is being organised by Tameside Cultural Services in partnership with Global Grooves, a carnival and parade organisation with an international reputation and based in Mossley. External funding has been successfully applied for from the Arts Council (£15,000). Additional external Culture funding from AGMA (£11,500) has also been committed to the event. It is proposed that the local Town Council for Ashton contribute to the costs of this event as do the other Town Councils. It is anticipated that the contribution cost will be broadly in line with that of Hyde and Denton.
- 4.2 The title for this year's lantern parade is 'Tameside Winter Carnival Parade' to reflect the heritage in the borough of parades such as Cotton-Queen parades, Whit walks and other

processions. This will be brought up to the present to reflect the multi-cultural world through dance, costumes and lanterns.

- 4.3 Global Grooves will be leading the artistic side with support from Tameside Cultural Services. As last year artists will work with groups across the borough to create lanterns, develop dances and costumes to be part of the parade. 3 giant lanterns will also be commissioned to ensure the parade is a spectacle of sight and sound with samba and brass bands included also. Tameside Cultural Services will lead on the logistical elements and the finale in Old Cross Street car park.
- 4.4 The route of the parade will follow the same as last year with rolling road closures including Old Cross Street. Top end of Katherine Street will have a static road closure in place between 5-7pm to ensure the parade can assemble.
- 4.5 The Tameside Christmas Market will take place in the Market Street area of Ashton (behind Ashton Market Hall) from the last weekend in November (24-26 Nov, 1-3 Dec and 8-10 Dec) opening Friday and Saturday 10am–9pm and Sunday 10am–4pm.

## **5. CHRISTMAS TREE PROVISION**

- 5.1 Carillion has committed to funding three years' of providing nine Christmas trees to the borough's nine towns. 2017 is the final year for this commitment. One Christmas tree will be provided for the following locations: Ashton, Audenshaw (Ryecroft Hall), Denton, Droylsden, Dukinfield, Stalybridge, Mossley, Hyde, Hollingworth. Any additional trees required will need to be purchased separately. The purchase of the tree does not include installation and lights. A new provider will be sought in readiness for Christmas 2018.

## **6. CHRISTMAS LIGHTING**

- 6.1 Quotes based on 2016 requirements have been sent to each organiser. Engineers are still waiting orders to be placed.
- 6.2 There may be significant issues with staffing 'switch ons' due to the duplication of events. Which will result in extra costs to each local 'switch on' as it will require external contractors to be booked.

## **7. CONCLUSION**

- 7.1 The plans are now being further developed by local event managers with support from the external event manager. It is envisaged that some events will need more administrative support than others but the aim is that all local 'switch ons' are fully funded.

## **8. RECOMMENDATIONS**

- 8.1 As set out at the front of this report.

## **Organising Your Tameside Christmas Event**

### Contents

1. Draft Event Management Plan
2. Safety Inspection Checklist
3. A Guide to Organising Outdoor Events 2015
4. Useful Contact Numbers
5. Event Overview Document 2015
6. Draft Staff Briefing Notes 2015

Please note these documents have been merged into a single document, it is envisaged that each document will be used as a standalone document and distributed as follows:

1. Draft Event Management Plan – Event Manager, Team, Ian Saxon, Roger Greenwood, Jackie Sharpe, GMP and other Key Partnership organisations.
2. Safety Inspection Checklist – Event Manager only.
3. A Guide to Organising Outdoor Events 2015 – For information only
4. Useful Contact Numbers – For information only
5. Event Overview Document 2015 – Event Manager and Roger Greenwood
6. Draft Staff Briefing Notes 2015 – All staff at the event.



**Event Management  
Health and Safety Plan**

**Christmas Event 2015**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Prepared by**

\_\_\_\_\_

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## 1. INTRODUCTION

In compiling this document due regard has been taken of appropriate legislation and guidance pertaining to this event. This includes:

- The Health & Safety at Work etc. Act
- The Management Regulations
- The Event Safety Guide: A guide to health, safety & welfare at music and similar events
- Managing Crowds Safely
- Fire Safety Order 2005

In order to provide information in the simplest manner this document references but does not contain other documentation such as Structural Calculations, Method Statements, Risk Assessments and insurance which will be stored electronically and/or hard copy. Copies of these are available on request.

The aim of this plan is to ensure, so far as is reasonably practicable, the safety of the spectators, participants, staff and performers involved in the staging of this event.

### 1.2 Objectives

To achieve this aim the objectives of the plan are to:

- Detail the operational procedures in place for the event
- Identify roles and responsibilities of organisations involved
- Identify lines of communication and control
- Identify those areas for which contingency arrangements need to be addressed
- Advise those organisations who may be required to implement external procedures or responses

### 1.3 Licensing

The event contains a licensed event space. However the four licensing objectives contained in the Licensing Act 2003 have been crucial to the development of the plan:

#### The Prevention of Crime and Disorder

A security and stewarding plan (see section 3.2) has been developed for the Christmas Lights Switch On event and the Police have been consulted by Neighbourhood Services, TMBC into the development of the plan. Neighbourhood Services will manage event control. Channel of command is outlined below.

#### Public Safety



This plan and communication of all the contents to staff and external organisations is a key part in ensuring the public safety of all.

A full risk assessment has been undertaken for each part of the event to ensure that risks can be mitigated so far as is reasonably practicable.

The Prevention of Public Nuisance

(Example Only)

The event is a weekend event in a public arena and therefore will affect the normal running of the site, due to restricted access throughout the event. The event is a free event, and as such larger crowds are expected compared to recent years although Neighbourhood Services have managed large-scale projects for numerous years. Communication will be distributed prior to the event, outlining the event to local businesses, via neighbourhood Service staff and include any other partners.

Litter will be monitored and a litter pick undertaken if deemed necessary. The stewards will respond accordingly to the waste management, reporting back to event Event Managers, if additional cleaning requirements are needed.

There is a fun fair on the day of the event only on land adjacent ..... In addition a number of local community groups performing at the event and whilst, some noise pollution is expected, this will be managed and monitored throughout the event by Event Managers. All correspondence and decisions to be recorded through event control.

The local Policing team at GMP have restricted the fun fair to finish no later than 21:00hours to further control and restrict any public nuisance. They will be deploying Special Constables on the site on the Saturday evening to assist with this.

The Protection of Children and Vulnerable Adults from Harm

A clear Lost Children & Vulnerable Adults policy with Enhanced CRB / DBS checked staff is in place.

Any workshop leaders, who are working with children, will have relevant qualifications and Enhanced CRB / DBS checks.

All child participants/performers will be there with their own designated organisers/leaders/parents/guardians. Insurance

The Event Organiser is:		Insert name of Organising group / company.
The Insurance Policy Details are:		Insert Name of policy holder, Insurance Company and Insurance Broker
The Policy Number is:		Insert Number

The Event covered by the above Public Liability Insurance. All sub-contractors will hold a minimum of £10m Employers Liability Insurance and £10m Public Liability Insurance.

## 1. EVENT COMPOSITION

### 1.1. Event Outline

This is a Christmas Lights Switch On event comprising:

- an indoor craft fair located....
- junior fun fair rides located .....
- food vendors on square located.....
- family entertainment in the Civic Square commencing at 14:00hrs and concluding with the Christmas Lights Switch On and firework display at 18:30hrs.

The firework display will be delivered on land (include specific location) by a local licenced pyrotechic company include name used by the Council on numerous occasions in the past. A full risk assessment has been completed for this particular activity.

The event times and detailed programme is contained within the production schedule. Overall the event is a short event and will operate: Include Date

:

- Shaws Fun fair rides arrive to set up for 12 noon
- Craft fair stall holders arrive to set up in Concord Suite (09:00hrs)
- Set-up performance area (10:00hrs)
- Briefing (13:00) in Concord Suite
- Entertainmnet Commences (14:00hrs)
- Christmas Light Switch On (18:30hrs)
- Firework Display (18:30hrs)
- Staff Stand Down (19:30hrs)

All Tameside MBC staff will be Stood Down by the Event Manager once the crowds have dispersed safely and the performance area has been cleared..

The production schedule takes into account the needs of existing access to general public and to facilitate the safe delivery of the event. The creation of sterile work areas at key points, serves to minimise disruption – with barriers and security in place no later than 13:00hrs De-rig will commence immediately after the event on Saturday 29 November, with barriers stored in their drop off location located.....

Production vehicles for the event will access the Event Arena via the removal bollards located on Manchester Road from 12:00hrs with no further movement of vehicles after 13:30hrs. No Vehicles will enter the main event site after that time until all public have dispersed from the Civic Square following the conclusion of the event.

The full programme of performers is attached at Appendix 1..

INSERT MAP OF EVENT SITES

## 2.2 Crowd numbers and profile

The estimated crowd number is an estimate based on number attending weekend Christmas Light Switch On events in the borough in recent years' participant numbers and interest shown to date. Throughout the course of the event it is anticipated that approximately 1,000 people will attend the event.

There is a low risk of public disorder, any disruption will be managed by Greater Manchester Police supported by Event Stewards. It is anticipated that this will be a family event with the majority of the crowds in family groups. (attendance from GMP would need to be confirmed).

Alcohol Management: **This is a DRY EVENT.** 'It is an offence for anyone under the age of 18 to consume alcohol' for the event. Event Managers monitor behaviour of participants, should any altercations occur, this will be referred to GMP.

Event Stewards will report any incidents to event control. Should any occurrences need any further intervention Greater Manchester Police will intervene.

## MANAGEMENT STRUCTURE & PROCEDURES

### 3.1 Structure

# Include Event Title and Location (please alter structure to reflect your event)

Include Name  
Event Organiser  
Include phone number

Event Manager

Event Manager

Medical

Security

Lost Children / DBS

Event Stewards

### 3.1 Event Control Room

There will be a single event control located (include location). The purpose of this event control is to ensure the smooth managing of the event(s) by physically locating a representative of the event organisers, so they can provide a co-ordinated response to any issues, which arise. See Section 7 for the incident protocol..

This will provide the link between all aspects of the event management and as such is at the core of the safety management of the event. All Event Stewards will be in radio contact throughout the event, reporting incidents to Event Managers.

- Channel 1: Event Management / Event Stewards
- Channel 2: Lost Children
- Channel 3: Incident / Emergency

### 3.2 Roles and responsibilities

Tameside Neighbourhood Services are the event producers. As such they are the event organisers and responsible for the overall co-ordination of all areas of the Christmas Lights Switch On Event. Any decisions, which need to be made, will be relayed to the Event Organiser, from the Event Managers and Stewards, who will make the final call. Tameside Neighbourhood Services Team will be responsible for the safety of the public during the build-up and event and also responsible for deploying first aid personnel. The Neighbourhood Services Team will also be responsible for the management of any incidents.

All stewards will be briefed outlining their roles and responsibilities prior to the event going live. A full mobile phone list will be available to all event personnel.

## 4. SECURITY & STEWARDS

Roles and responsibilities of security

The Event Stewards will be responsible for securing any equipment, and in conjunction with the police manage any crowd disturbances.

### 4.2 Dress & identification

All staff will be in hi-viz uniform..

### 4.3 This is a non-ticketed event, so no accreditation is required

### 4.4 Greater Manchester Police

GMP has been consulted on the event and will be using the event as an opportunity for community engagement.

## 5. TRANSPORT MANAGEMENT

### 5.1 Vehicle movement

During the operation of the event there will be no vehicle movement within the event arena, from between (13:00 – 19:00). During the set up and de-rig vehicle movement will be limited to 5mph and a banksman employed for all reversing manoeuvres and to walk vehicles through public areas, this will be co-ordinated by the Tameside Neighbourhood Services. All vehicles will access via the dropped bollards entrance located on .....

## 5.2 Parking

There are three public car parks within close proximity, which can be used during the build-up and throughout the event. It is anticipated the car parks will fill up, due to the nature of the event.

## 5.3 Public Transport

There are good links to all sites particularly on the GMPTE bus services and Metrolink. No additional services will be provided.

## 6. MEDICAL PROVISION

Manchester Medical Services will provide first aid and medical response for the event. MMS have a proven track record for similar events, and are a preferred supplier for Tameside Council. The deployment of staff will be as follows:

- x2 Paramedics (14:00 – 19:00)

### Reporting & procedures

All casualties will be logged and details confirmed to Event Control. The nearest Hospital is: Tameside General Hospital (0161 331 6000)

## 7. EMERGENCY MANAGEMENT PROCEDURES

### 7.1 Definitions

Contingency Arrangements have been devised to allow a co-ordinated and effective response to unscheduled occurrences, which impinge on the safe running of the Event.

In the event of any emergency situation, the Event Manager or their representative, must contact Emergency Control on 0161 342 3999 or 0161 342 2222 in order for the on call support arrangements to be activated i.e.: Director on Call, Emergency Manager on call and Emergency Response Officer On call.

The Emergency On call rota arrangements for the date of the event are:

Emergency Manager on Call – (Insert Manager / Director)

- Event Manager must have mobile number of on call manager.

Three categories of occurrence, each requiring a specific response reflecting their severity, have been identified and are defined below.

Contingency Arrangements have been devised to allow a co-ordinated and effective response to unscheduled occurrences, which impinge on the safe running of the Event. Three categories of occurrence, each requiring a specific response reflecting their severity, have been identified and are defined below.

### **Untoward Incidents**

An Untoward Incident is defined as ‘**a routine occurrence that impacts upon the safe running of the Event but does not require the Police to assume the co-ordination of its resolution**’.

### **Emergency Situations**

An Emergency Situation is defined as ‘**an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the Police to assume the co-ordination of its resolution**’.

### **Major Incidents**

A Major Incident is defined as ‘any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority for:

**The initial treatment, rescue and transport of a large number of casualties;**

**The involvement either directly or indirectly of large numbers of people;**

**The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the Police;**

**The need for the large scale combined resources of two or more of the Emergency Services;**

**The mobilisation and organisation of the Emergency Services and supporting organisations, e.g. Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.’**

Although this broadly applies to the NHS a more relevant definition is ‘**any occurrence which presents a serious threat to the health of the community, disruption to the service, or causes (or is likely to cause) such numbers or types of casualties as to require special arrangements to be implemented by Hospitals, Ambulances Services or Health Authorities**’.

**Should a Major Incident be called this is behind the scope of this Event Manual and the Management Team will support the Emergency Services with all the resources at their disposal.**

Whilst it is not possible to cover all eventualities specific plans have been developed to deal with fire:

If a fire breaks out the Stage Manager will undertake these simple instructions:

- GET OUT –initiate an evacuation away from the fire to a safe place using the fire extinguishers to facilitate this if necessary
- STAY OUT – Keep people a safe distance from the fire
- GET THE FIRE SERVICE OUT – advise the Safety Manager who will call the Fire Service. The Fire Service will be called for every such incident.

Key roles and responsibilities of responsible persons:

Event Manager

- Makes the decision to evacuate and where evacuated people should go be held



- Manages the incident from Event Control (the 'Silver' position using the emergency services command structure)
- Brief Fire and or Police personnel

#### Event Stewards

- Ensure the area is kept sterile using human resources and equipment (Bronze commander)
- Provide intelligence to the Event Manager
- Act upon instructions from the Event Manager

#### First Aiders

- Manage on-site First Aid resources.
- Assess casualty/casualties
- Brief Ambulance personnel

#### 7.2 Contingency Plan

- a. Any event official becoming aware of an incident must advise The Event Manager as soon as possible. A concise location and situation report should be given.
- b. On receipt of this information the Event Manager will conduct an assessment to determine if the incident should be dealt with as an Untoward Incident. In this instance The Event Manager will determine the appropriate action required in order to respond to the prevailing circumstances and advise Event Control personnel.
- c. If assessed as a potential Emergency Situation the Event Manager will discuss the issue within Event Control personnel to determine a plan. Each Event Manager will initiate a plan using the event resources and if necessary contact the relevant emergency service and Tameside Emergency Control on 0161 342 3999 or 0161 342 2222.
- d. A decision will be taken whether to evacuate or partially evacuate the crowd to a place of safety.
- e. Radio traffic, unless essential, will be restricted to that between the initial caller and Event Manager. Any deviation from this protocol will be instigated by the Event Manager.
- f. The Action Plan will then be relayed by radio to the all event staff at the Event with specific, clear instructions.
- g. On arrival of the appropriate emergency service the Event Manager will brief the Senior Officer and place the resources of the event organiser at the disposal of the Senior Officer

- h. If an evacuation of part or the entire Event site is required, staff will prevent any re-entry without specific permission from the Event Manager/Senior Police Officer.
- i. All Emergency Communications to media will be co-ordinated by Sandra Stewart (Tameside MBC)

### **Evacuation plan**

As this is a multi-site event, and incident which may require an evacuation will be reported through to event control and event control will respond and advise each Stage Manager. It will become the responsibility of the Event Stewards to evacuate people to a safe place whilst keeping the emergency access / egress routes clear. Security, Event Stewards and police will be deployed to manage the evacuation.

## **8. WELFARE**

### 8.1 Toilets

The site is open to the public and public toilets are available (insert location).

### 8.2 Disabled Access

The site is accessible and doesn't prevent access due to the venue being on street level.

### 8.3 Lost Children

Lost children forms are attached in section 10. A Lost Children point will be located at the stage, managed by one of the Event Stewards (insert DBS staff) who has DBS approval.

**Note:** It is generally accepted that the Lost Children is provided for persons age 14 and under. However, discretion may be used regarding those over 14 years or those who may be particularly vulnerable.

The plan for lost & found children is as follows:

## Person(s) Reporting a Lost Child – “Missing Child”

1.	If the report is made to a police officer or steward they should immediately contact Event Control to ascertain if the child is already at the Lost Children point.
2.	If the child is at the Lost Children point, take the person(s) to that location where they will be required to complete the necessary documentation and show adequate proof of identity (e.g. driving license, family allowance book etc) before the child is released to them. In the event of any uncertainty, it will be the responsibility of the police to determine if the child should be allowed to go with the person who is ‘claiming’ them and contact should then be made with the police representative in Event Control to determine what action should be taken.
3.	If the child is not at the Lost Children Point, the police officer or steward and the person(s) should stay in the location for two minutes as the child is likely to return to that place. Ascertain name, age, description, place last seen and report these details to Event Control After that time period has elapsed escort them to the Lost Children Point. On arrival they will be asked to complete the ‘Missing Child’ form with details of the child’s name, age, description.
4.	Once the form has been completed outline details of the child should be passed to Event Control via radio or mobile phone.
5.	Event Control will then issue a message to both police, stage managers, ambassadors and stewards at the earliest opportunity so that all personnel are made aware and can remain vigilant. In the event of a very young child (8 years and under) or particularly vulnerable child being missing this message should be broadcast as a matter of urgency.
6.	It should be noted that in the interests of the safety of the child, no details of any missing children should be broadcast over the public address system.
7.	Any police officer or steward finding the child should immediately contact the Lost Children Point (directly or via Event Control) to advise them that they are bringing the child in. All children found in this way must be escorted to the Lost Children Point to avoid them becoming ‘lost’ again. This escort is a priority and should be undertaken immediately – police/stewards must not retain the child any longer than is necessary.
8.	Once details of the child have been taken, any person(s) reporting a missing child should be requested to remain at the Lost Children office rather than going out to search for the child. It is unlikely that there is an any way to contact these persons once they leave the Lost Children office, and it is possible that the child could either be brought in by a police officer/steward or report there themselves. However, neither the Lost Children staff nor the police have any powers to make any adult stay at the Lost Children office if they do not wish to. In this case, the person(s) reporting the missing child should be asked to sign a disclaimer form stating that they left the area of their own accord.
9.	In the event that a child is lost, the Police will be informed from the outset as a standard course of action, this will be relayed from Event Control to The Police. A clear decision will

	be made between the Event Control room and the Police on the next course of action.
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### **Child Reporting that they have lost their Parent(s)/Guardian(s) – “Found Children”**

1.	If a child approaches, or is brought to a police officer or steward and advises them that they have lost their parent(s)/Guardian(s) the police/stewards should immediately contact Event Control to ascertain if the parent(s)/Guardian(s) is/are already there and to advise them that they are bringing a lost child in.
2.	The police officer/steward must then immediately escort the child to the Lost Children Point within their zone – this escort is a priority and must be undertaken immediately. On no account should the police/stewards retain the child any longer than is necessary.
3.	On arrival at the Lost Children Office the police officer/steward should wait whilst the ‘Found Child’ form is completed. Details of where the child was ‘found’, together with name of the police officer/steward will be recorded. They will be looked after by CRB checked staff.
4.	Once the ‘Found Child’ form has been completed, outline details of the child should be passed by to Event Control, usually via mobile phone or landline.
5.	Event Control will then ensure that these details are broadcast to both police, stage managers and stewards so that all personnel are made aware of them being approached by a distraught parent/guardian. In the event of a very young child (8 years and under) or particularly vulnerable child being found this message should be broadcast as a matter of urgency.
6.	It should be noted that, in the interests of the safety of the child, no details of any missing children should be broadcast over the public address system.
7.	On arrival of the parent(s)/guardian(s) they will be requested to show adequate proof of identity (e.g. driving license, family allowance book etc) before the child will be ‘released’ to them. In the event of any uncertainty, it will be the responsibility of the police to determine if the child should be allowed to go with the person who is ‘claiming’ them and contact should then be made with the police representative in Event Control to determine what action should be taken.

#### 8.4 Alcohol

This is a 'Dry-Event.' The Council's By Laws prohibit the consumption of alcohol in public spaces. Any unforeseen incidences will be reported to the event managers and appropriate action taken.

#### 8.5 Found Property

All found property would be retained by the Event Stewards and given to Event Control at the end of the event.

## CONTACTS

Insert all Key Contacts Here including your referencing system to their public liability insurance

Organisation or Job Title	Name of person	Contact Number	PLI Reference

**9.0 Risk Assessment** (we have included a prior Risk Assessment in the next few pages as a guide, however it is essential that you replace / update this with your own unique Risk Assessment).

Tameside Neighbourhood Services has prepared this Risk Assessment. A separate Risk Assessment has been prepared in respect of the Firework Display. The risk on this particular activity is reduced by the use of a licensed and known contractor.

In compiling these assessments due regard has been taken of the recommendations of the Health & Safety Executive guidance contained within “The Event Safety Guide: A guide to health, safety & welfare at music and similar events” and “Managing Crowds Safely” and The Fire Safety Plan.

The primary purpose of this assessment is to ensure that, as far as is reasonably practicable, the staff, public and contractors are able to attend a safe and enjoyable event. All identified risks will be thoroughly monitored throughout the event, and where necessary, further action taken.

Where applicable competent contractors have been appointed and contractors risk assessments & Method Statements have been referenced from this document; contractors’ risk assessments will be retained in a separate site file.

**Probable Frequency**

**Severity**

- 1 = Improbable
- 2 = Unlikely
- 3 = Possible
- 4 = Probable
- 5 = Highly probable

- 1 = Insignificant
- 2 = Minor
- 3 = Moderate
- 4 = Significant
- 5 = Catastrophic

<b>Hazard</b>	<b>Risk</b>	<b>Frequency (A)</b>	<b>Severity (B)</b>	<b>Rating (AxB)</b>	<b>Control Measures</b>	<b>Revised Frequency (A)</b>	<b>Revised Severity (B)</b>	<b>Revised Rating (AxB)</b>
Plant and machinery	Injuring Public	3	3	9	Staff to supervise the public where required.  Where appropriate clearly delineated working areas to be created	1	2	2
Equipment drops	Equipment dropped in wrong place causing danger to public	2	2	4	All contractors to be sent detailed instructions as to dates, times and exact place  Site managers to be in place to meet drops.	1	2	2



<b>Hazard</b>	<b>Risk</b>	<b>Frequency (A)</b>	<b>Severity (B)</b>	<b>Rating (AxB)</b>	<b>Control Measures</b>	<b>Revised Frequency (A)</b>	<b>Revised Severity (B)</b>	<b>Revised Rating (AxB)</b>
Entrances and Exits	Overcrowding and pushing leading to crush situations	2	4	12	All event staff to be in communication with event control – close down the site if numbers are higher than anticipated.	1	2	2
Weather	Rain/High Winds	3	3	9	In the event of high winds being recorded the Event Stewards in consultation with the Event Manager will make a judgement as to whether the event should continue.	1	2	4
Public disorder	Fighting, disorder, throwing debris	2	4	8	Event Managers to co-ordinate steward, police and event response  Event Stewards to be deployed to gather additional intelligence (NB They are briefed not to respond to the incident but merely to report in.	1	3	3

Hazard	Risk	Frequency (A)	Severity (B)	Rating (AxB)	Control Measures	Revised Frequency (A)	Revised Severity (B)	Revised Rating (AxB)
					Promoted as a family event, likelihood of such occurrence is low.			
Traffic	Traffic and public mingling	3	4	12	All vehicles to be cleared half an hour before the event.  5mph limit to be imposed for all vehicles within the controlled zone and vehicles to be walked through by personnel in hi-viz clothing.	1	2	2
PA failure	Lack of information to public	2	3	6	Hand held megaphones to be used by event managers.	1	3	3
Medical Emergencies	Individuals being injured / Bringing medical	3	3	9	Response coordinated by Manchester Medical Service.	2	2	4

Hazard	Risk	Frequency (A)	Severity (B)	Rating (AxB)	Control Measures	Revised Frequency (A)	Revised Severity (B)	Revised Rating (AxB)
	problems				Number of personnel deployed according to advice and experience of MMS at similar events.			
Children	Child Protection	2	4	8	<p>Lost Children policy in place</p> <p>No activities where organisers are acting in loco parentis</p> <p>All individual groups bringing children to have their own child protection policies</p>	1	3	3
Christmas Lights	Not switched on	4	4	16	<p>Confirm street lighting staff attending switch on event (with mobile tel nos).</p> <p>Testing of lights before event by Street Lighting staff.</p> <p>Arrange for personnel to report on site to designated events manager at least 1 hr</p>	1	4	4

Hazard	Risk	Frequency (A)	Severity (B)	Rating (AxB)	Control Measures	Revised Frequency (A)	Revised Severity (B)	Revised Rating (AxB)
					before switch on.  Staff and compare briefed on count down arrangements by Event Organiser			
Firework Display	Personal injury to members of public	4	4	16	Using experienced and known licensed Pyrotechnic.  Full Risk Assessment carried out.  Well away from event area and cordoned off/marshalled by Event Stewards.	1	4	4

**Residual Risk table**

	Likelihood				
Severity	Rare (1)	Unlikely (2)	Possible (3)	Probable (4)	Highly Probable (5)
Catastrophic (5)	5	10	15	20	25
Significant (4)	4	8	12	16	20

Moderate (3)	3	6	9	12	15
Minor (2)	2	4	6	8	10
Insignificant (1)	1	2	3	4	5

	High
	Medium
	Low

Other documents:

- Emergency Contacts
- Briefing Notes

## FORMS

- 11.1. Lost/Found children
- 11.2. Assumption of Control
- 11.3. Completion certificates (examples)
- 11.4. Passes (vehicle & individual)
- 11.5. Site Safety Checklist





**FOUND CHILD REPORT**

Please complete the following (in block capitals) as far as is possible/applicable

**Event/Venue:** ..... **Date:** .....

**Name of Child:** .....

**Address:** .....

.....

.....

**Tel No:** .....

**Approx Age:** ..... **Gender: Male/Female**

**Description:** .....

.....

.....

**Additional Information:** .....

.....

.....

**Found by:** ..... **Signature:** .....

**Area Found:** ..... **Time Found:** .....

**Completed By:** .....

---

**COLLECTION DETAILS**

**Collected by:** ..... **(print)**  
..... **(sign)**

**Relationship to child:** ..... **Identification shown:** .....

**Action taken if not collected:** .....

.....

.....

**Child released by:** ..... **Time:** .....

**LOST CHILD REPORT**

Please complete the following (in block capitals) as far as is possible/applicable

**Event/Venue:** ..... **Date:** .....

**Name of Child:** .....

**Address:** .....

.....

.....

**Tel No:** .....

**Approx Age:** ..... **Gender:** .....

**Male/Female** .....

**Description:** .....

.....

.....

**Additional Information:** .....

.....

.....

**Found by:** ..... **Signature:** .....

**Area Found:** ..... **Time Found:** .....

**Completed By:** .....

---

**REUNION DETAILS**

**Reunited with:** ..... **(print)**  
..... **(sign)**

**Relationship to child:** ..... **Identification shown:** .....

**Action taken if not found:** .....

.....

.....

**Child released by:** ..... **Time:** .....

**LOST CHILD - DISCLAIMER**

**Event/Venue:** ..... **Date:** .....

**Name of Child:** .....

**Form Ref:** .....

I, the parent/guardian of the above child, having reported their absence now intend to leave the Lost Child Office and search for them myself. I confirm that I do this of my own accord, having been requested to remain at the Lost Children Office to await their arrival. I fully understand that it may be difficult to contact me should this child be escorted to the Lost Children Office in the meantime and accept that this could cause delay in reuniting me with this child.

**Signed:** .....

**Relationship:** .....

**Signed:** .....

**Lost Children Office** .....

## Assumption of Control

**EVENT** .....

**LOCATION** .....

**DATE** .....

**Transfer of Authority – Event Manager to Senior Emergency Service/ Local Authority Officer:**

**At (time) ... .. on .....a major incident has arisen, namely (specify incident) ... .. and, as the Senior Officer Council/ Police/ Fire & Rescue Service/ Regional Ambulance Service/ other ....., I assume control. (Please delete as applicable and specify if other)**

**Signed** .....

**Name** .....

**Event Manager** .....

**Signed** .....

**Name** .....

**Position/Rank** .....

**Senior Officer** .....

**Service:** .....

An emergency/major incident is fully defined in the Civil Contingencies Act 2004. This is summarised in the Event Safety Guide as any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- the initial treatment, rescue, and transport of a large number of casualties
- the involvement either directly or indirectly of large numbers of people
- the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police
- the need for the large scale combined resources of two or more of the emergency services
- the mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people
- The transfer of authority requires the immediate activation of the Joint Agency Emergency/Contingency plan
- The transfer of authority will transfer full responsibility for whole event area and all activity set out in each specific event plan to the authority assuming control the event organiser and its contractors will continue to support the authority assuming control
- The Authority assuming control may request the Event organiser or its agents to resume control; this will be made in writing. There is no obligation on the Event Organiser or its staff to resume control

- Any use of the transfer of authority will be required to be part of the event debrief & evaluation at the Safety Advisory Group. This does not preclude any separate referral for Review under the Licensing Act

**Completion Certificate**

**Event** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**I confirm that** \_\_\_\_\_

**at (Location)** \_\_\_\_\_

**Has been installed in accordance with the Risk Assessment & Method Statement previously submitted.\***

**Has not been installed in accordance with the Risk Assessment & Method Statement previously submitted.\***

**Reason** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach revised risk assessment**

**Signed** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**\* Delete as necessary**

## Electrical Sign-Off Sheet

To be completed by a competent person on completion of temporary electrical installation or distribution

<b>Venue Name</b>	<b>Date</b>
	<b>Time</b>

<b>Description of electrical installation and intended use</b>

<b>The Person signing off the installation on behalf of the sub-contractor</b>
Name
Company
Position within company

<b>Statement of Safety</b>
<p>"I hereby certify that the above electrical installation has been carried out according to agreed procedures and complies with the <i>Electricity at Work Regulations 1989</i>, and <i>BS7909: 1998 Code of Practice for AC electrical supplies for entertainment lighting, technical services and related purposes</i>, and <i>BS7430 1991 Code of practice for earthing</i>. The system has been visually inspected throughout, and all circuit protection devices tested.</p> <p>The system is safe for normal use."</p> <p>Signature</p>

<b>Signature of Safety Officer</b>

**Site  
Safety  
Checklist**

	<b>Date</b>	
--	-------------	--

		Yes	No	N/A
<b>1</b>	<b>The Workplace</b>			
	Is there free and sufficient means of access and egress to the site?			
	Are emergency exit signs (maintained) operational and visible?			
	Is emergency lighting operational?			
	Are all emergency exit routes clear?			
<b>2</b>	<b>Fire Safety</b>			
	Are fire extinguishers sufficient in number?			
	Visible and easily accessible?			
<b>3</b>	<b>Welfare Facilities, First Aid &amp; Medical</b>			
	Have first aiders arrived?			
	Are toilet, washing, rest and drinking water facilities adequate (public & workers)?			
<b>4</b>	<b>Housekeeping</b>			
	Is the venue clean and tidy?			
	Is there sufficient means of collecting and disposing of waste?			
	Is the site clear of slips, trip and fall hazards? Have paths been gritted?			
	Are all sharp edges/projections clearly visible and isolated if necessary?			
	Are stage edges, treads, drops etc clearly marked?			
	Are all cable runs routed so they will not cause a trip hazard, and so unauthorised persons cannot gain access to live connections?			
<b>5</b>	<b>Equipment</b>			
	Is all equipment safe and suitable for the purpose for which it is provided?			
	Is equipment in good repair?			
<b>6</b>	<b>Vehicles</b>			
	Is the site organised so that vehicles and pedestrians can circulate in a safe manner?			
	Are all traffic routes free from obstructions and in a good state of repair?			
<b>7</b>	<b>Staff</b>			
	Have all members of staff been briefed about any health and safety issues specific to this event or site?			
<b>8</b>	<b>Signs</b>			
	Are all signs in place?			
<b>9</b>	<b>Facilities for People with Special Needs</b>			
	Have facilities and access for those with special needs been provided?			

Action List any action necessary for all questions answered 'No' (continue overleaf if necessary)	Party Responsible	Date Action Completed

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Tameside Council Christmas Events 2015

**Safety inspection checklist  
(before, during and after the event)**

**Inspection for**

\_\_\_\_\_

Walk through safety inspections should be carried out to assess suitability of sites to host event and then immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and also the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

**Location:** .....

**Pre-Event Site Inspection/Assessment**

<b>Site access/egress</b>	<b>Prior to Event</b>	
	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input type="checkbox"/>
• Are staff/stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>
• Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
• Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site condition</b>		
• Is site free from tripping hazards, e.g. cables, potholes, footpath defects,	<input type="checkbox"/>	<input type="checkbox"/>



etc?

- Are permanent fixtures in good condition, e.g. seats, fencing, signage, etc.?
- Has vegetation been cut back, debris removed and the area made safe?
- Have current weather conditions created new hazards to be addressed?

**Attractions/activities/structures?**

**Yes      No**

- Have all structures been completed?
- Will all structures be inspected and approved by a competent person where required?
- Will all activities/attractions be sited correctly and checked?
- Will all activities/attractions supply evidence of insurance and health & safety requirements?
- Will all potentially hazardous activities be segregated and/or fenced as required?
- Have temporary flags/decorations been installed correctly and checked?
- Will any unanticipated hazards be introduced?

**Event provisions**

- Will fire-fighting equipment be in place?
- Will lighting be in place where required?
- Will electrical supplies/equipment be checked/certified?

- Will toilets be provided where required?
  
- Will first aid facilities be in place?
  
- Is control centre in place and will public address system be working?
  
- Are adequate waste bins in place?
  
- Will stewards be in place?

**Defects noted:** .....

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**Remedial action taken:**

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**Printed Name of Inspector:** .....

**Signature:** .....

**Date and Time of Inspection:** .....

**Event / Location:** .....

**During the event**

<b>Site access/egress</b>	<b>Yes</b>	<b>No</b>
• Are entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>
• Are staff/stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>
• Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
• Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>
• Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>

**Site condition**

- Is site free from tripping hazards, e.g. cables, potholes, footpath defects, etc?
- Are permanent fixtures in good condition, e.g. seats, fencing, signage, etc.?
- Has vegetation been cut back, debris removed and the area made safe?
- Have current weather conditions created new hazards to be addressed?

### **Attractions/activities/structures**

- Have all structures been completed?
- Have all structures been inspected and approved by a competent person where required?
- Are all activities/attractions sited correctly and checked?
- Have all activities/attractions supplied evidence of insurance and health & safety requirements?
- Are all potentially hazardous activities segregated and/or fenced as required?
- Have temporary flags/decorations been installed correctly and checked?
- Have any unanticipated hazards been introduced?

### **Event provisions**

**Yes      No**

- Is fire fighting equipment in place?
- Is lighting in place where required?
- Have electrical supplies/equipment been checked/certified?

- Have toilets been provided where required?
- Are first aid facilities in place?
- Is control centre in place and public address system working?
- Are adequate waste bins in place?
- Are stewards in place?

**Defects noted:** .....

.....

.....

.....

.....

.....

**Remedial action taken:** .....

.....

.....

.....

.....

**Printed Name of Inspector:** .....

**Signature:** .....

**Date and Time of Inspection:** .....

**Location:** .....

**After the event**

<b>Exhibitors/attractions</b>	<b>Yes</b>	<b>No</b>
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- Have all attractions been dismantled and removed?
- Have all exhibitors vacated the venue?
- Have all vehicles left the venue?

**Temporary facilities**

- Has all equipment been dismantled and removed?
- Have all structures been dismantled and removed?
- Have temporary markers such as stakes, ropes, flags, etc. been removed?
- Have any holes/trenches, etc. been made good?
- Have all temporary electric installations been isolated and made safe?

**Waste collection**

- Has all waste been collected satisfactorily?
- Has all waste been removed from the site?
- Have all residue fire hazards been checked, e.g. fireworks, bonfires?

**Venue condition**

- Has any damage to permanent facilities, buildings or the ground been reported?
- Has any damage been found during inspection?

If the answer to either of the above is yes the describe briefly below

.....

.....

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**Incidents/accidents**

**Yes      No**

- Were any incidents/accidents reported during the event?

If yes describe briefly below. (If there was personal injury then please complete accident report form and return to the Council.)

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**Remedial action taken:**

(Please advise the Council of any damage found and remedial action taken)

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**Printed name of inspector:** .....

**Signature:** .....

**Date of Inspection:** .....

## A Guide to Organising Outdoor Events 2015

Outdoor events will bring communities together, whether it is for traditional celebrations, festivals or cultural shows.

Organising an event can be a daunting prospect but with careful preparation it can be very rewarding and extremely beneficial to the community of Tameside.

In this guide you will find information which you need to organise an event within the Borough. We recommend you read this guide so that you will understand what is required from you as an event organiser.

In addition to this guide we recommend that you read "The Event Safety Guide" published by the Health and Safety Executive (HSE). A free copy is available to download from the HSE website, For further information please contact Cultural Services on 0161 342 4144 [events@tameside.gov.uk](mailto:events@tameside.gov.uk)

Tameside has a number of parks and open spaces, which are capable of hosting a wide range of commercial and community events. If you are planning a cultural event, fete, sponsored walk or festival this guide will provide you with key information to make your event run smoothly and more importantly, safely.

As the Event Organiser, safety should be your primary responsibility, so put safety first. Good organisation is key to a safe event. Plan ahead and agree the programme of all activities well in advance. In the early stages, it is important to agree precise roles and responsibilities for all event personnel as well as specific tasks and their completion dates.

If you are planning an event, you will be required to inform us in writing of every activity to be undertaken from arrival on site to vacating the premises. We will be happy to provide advice on what type of activities are appropriate for a specific site. We reserve the right to refuse permission to conduct certain activities in a given public open space, on certain days or at certain times.

It is recommended that you develop a detailed Event Management Plan covering the entire duration and also an Emergency Plan to be put into action should things go wrong. You may be required to discuss these plans with the local emergency services to ensure a coordinated response. You will be required to provide details of an on-site Event Manager who will act as the main point of contact at all times. Please notify us of your intended event as early as possible; it may be necessary to consult with other Council departments, other agencies, emergency services and the general public.

Things to consider when planning your event:

- Is the identified site suitable and practical for your event?
- Do you have an experienced team to support you?
- Do you have the correct licenses in place for the event?
- Can the space accommodate the number of people you expect to attend?
- Is the event free or ticketed?
- Consider medical staff, security marshalling, road closures, waste management, sanitary requirements, insurance, electrical equipment and temporary structures.
- Plan your budget effectively, as events can be very expensive.



## Crowd Management

Your main consideration should be for the safety of people on site throughout the duration of your event, whether they are visitors, staff, contractors, volunteers or even passers-by.

You will need to thoroughly assess the event site and determine whether you need to divert people away from certain areas. This could involve the adequate provision of professional Stewards (Licensed by the Security Industry Authority), marshals, signage and security fencing. If your event is ticketed, you will need to manage and restrict access.

## Event Management

The Event Manager will need to be identified from the outset, and be responsible for the overall delivery of the event, coordination between contractors, local authority, relevant agencies and they are ultimately legally responsible for all aspects of the event.

The Event Manager will need to ensure there is plenty of space for the public to move around and have clear egress routes, to ensure public safety.

Capacity = area (minus obstructions)

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0.5

There must be adequate lighting throughout the site, including emergency lighting, if the event runs through until the evening.

Event staff will need to be easily identified either through accreditation, clothing or high-visibility vests.

It is essential to brief the whole event team prior to the event going live, including emergency procedures, site layout, chains of command and any important information.

For further information, please read HSE's Managing Crowds Safely, free download.

## Does your Event require a License?

If your event has any of the following, you will be required to apply for a license either a (TEN) Temporary Events Notice, for less than 499 people or a Premises Licence for anything above 500 people attending the event:

- The sale by retail of alcohol
- Musical performance (acoustic or amplified)
- Dance, plays and theatrical performances
- Film showings (except education films)
- Indoor sporting events (this includes events in marquees that have spectators)

If you undertake licensable activities without obtaining a licence, then you are liable for prosecution.

Licenses are managed by the Licensing Department within the Council and can take up to three months to process. We strongly advise that you liaise with Cultural Services, prior to promoting or selling tickets for your event.

If food is a part of your event, you will be required to contact the Environmental Health Department, as they may wish to undertake an inspection of the catering facilities.

You will require a street trading license, approved by the Licensing Department. If using Gas or Electricity, all sources will need to be signed off by a competent person, prior to the event going live. A copy of the certificate will need to be held by the Event Manager.

Public Liability Insurance is essential when organising an event, without adequate PLI you will not be able to run your event. The Council will require a copy of a valid Public Liability Insurance Certificate prior to the commencement of an event. In addition we would strongly advise the organisers to take out insurance covering damage to equipment, property, employers liability and possibly event cancellation. Public liability insurance must be no less than £10 million.

### Emergency Services

Consultation with the Emergency Services is essential before all events; it is the organisers responsibility to notify the Police, Ambulance and Fire Services. Give as much notice as possible. In the majority of cases the Emergency Services will not need to be heavily involved, but they should always be informed.

### Weather and Ground Conditions

One thing we can't help you with is the weather!

This will play a big part in the success of your outdoor event. The vast majority of outdoor events on Council land take place throughout the Spring and Summer. Therefore you should plan for all kinds of weather, keep an eye on the forecasts and be prepared for change.

On the day of the event, it is recommended that you use a PA system to keep people informed. If it's likely to be hot and sunny there should be plenty of shade from the sun. You must provide free drinking water on site to all visitors. This can normally be done via water mains, but please check on the site prior to the event.

If wind or rain are forecast, the ground could become slippery or inaccessible and certain temporary structures may need to be secured or removed. Ground conditions can vary a great deal from day-to-day and site-to-site. You will need to be aware of any steep slopes or undulations in the ground as well as wet or slippery surfaces. It may be necessary to divert the public around certain hazards in the ground. The best way to assess this is to hold a site meeting and 'walk-the-course'.

Welfare, Information Point, Child Protection and Waste Management

### People with disabilities.

You are encouraged to provide facilities to enable people with disabilities to gain access see and take part in the activities within your event. You may need to include a temporary structure or dedicated viewing space within your site. Make sure the ground conditions are suitable for poor mobility as well as families with toddlers and pushchairs.

### Information Point

It is advisable to have a location where people can ask questions and advice for the event. This location can also act as a Lost Children's Point, in addition, you will need to develop a Child Protection Policy if children are attending the event, and provide DBS checked staff, who can support children, young people and vulnerable adults.

### Event Control

Have a central location, which can act as a base where you can monitor and respond to any needs during the event. This can also be a perfect location to run all communications from.

Your event may be noisy in nature and therefore you may like to consider the use of radios which can be hired in for events, this ensures you can communicate with your event staff immediately.

### Managing Waste

Every event generates waste. It is your responsibility to manage waste before, during and after the event. Depending on the amount of waste you may need to hire in additional waste disposal at your own cost.

### Car Parking and Vehicle Movement

You must consider the impact your event will have on car parking in the area. Provision must be made for visitors to the event to park safely and legally without causing disturbance and annoyance to local residents. Where applicable the Council will permit vehicles onto a designated area of park or open space under the control of the Event Organiser. This will require adequate planning, including risk assessment, marshalling, signage and a maximum speed limit of 5mph on grassed areas.

Any vehicles which are within the site need to adhere to a 5mph speed limit during the build-up, with a dedicated banksman to assist movement. No vehicles should be moving within the site once the event is live.

### Noise – Generators and Public Address Systems

Event spaces are situated in all areas throughout the Borough. When there is an event in any public open space, you must minimise disturbance to local residents. Generators should be “silent running” and diesel; any other noise making equipment must be located as far away from neighbouring properties as possible. The location of noise making equipment should be clearly indicated on the event site plan. As a courtesy to neighbouring residents, you should inform them in writing of the time, date and nature of your event at least 14 days prior to your arrival on site. This notification should stipulate the operating time of the event and the contact details of an on-site representative who will be present on the day.

Generators should be in a safe and secure location often by use of barriers, you may wish to consider the hire of barriers to control crowds for example at the front of a performance stage to separate the performers from the crowd or where there is a busy road – egress from site must also be considered alongside the use of barriers.

### Marquees and Other Temporary Structures

Should your event involve the use of a marquee or other temporary structure (e.g. staging unit), you will be required to obtain a plan and technical specification of the structure and provide a copy to the Council. It is recommended that event organisers employ the services of professional contractors in the set-up and de-rig of any temporary structures. All temporary structures are subject to a fire risk assessment by law and must also be tested to ensure they are securely anchored and safe for use.

### Road Closures and Traffic Regulations

The Road Traffic (Special Events) Act came into effect in 1994. Events such as carnival processions (which stop the flow of traffic) are likely to require a Road Closure Order, including a rolling road block. If your event is likely to cause congestion and therefore require traffic regulation, you must notify the Police and other local Authorities. Advanced warning signage in the affected areas will be essential. Dedicated traffic management companies may be able to support you with your traffic management plan.

## Bonfire and Firework Displays

For safety reasons, the Council may only allow certified professional pyrotechnic operators or recognised and experienced Bonfire Societies to conduct bonfire and firework displays on its land.

If you are planning a firework display at your event, you should ensure the operator is a member of the British Pyrotechnics Association (The BPA) or the CBI EIG.

Your approved contractor will provide you with the documents to support a pyrotechnic or firework display which should be submitted as part of your Event Management Plan.

## Risk Assessments

Any event, big or small should be risk assessed thoroughly in order to identify potential problems in advance and develop actions to reduce or remove the potential problems. Organisers must undertake risk assessments for all activities, equipment and the site overall.

The main purpose of a risk assessment is to:

- Identify hazards, the risk they pose and who is at risk from them
- Assess the severity and likelihood of the risk
- Control the risk by preventing the risk occurring, removing the original hazard or by putting measures in place to protect the people or things at risk.

There are many formats which can be used to complete a risk assessment and you can choose whichever suits you best. Most people find that using a matrix / grid structure helps them to work through the assessment. Examples of risk assessment matrix are available from the Arts and Engagement Team.

## Event Management Guide

The key to a good event is a strong event management plan. This should be a detailed, accurate and comprehensive document which sets out exactly what will happen at the event, the procedures in place to manage it safely, and what will be done to deal with expected or unexpected situations and emergencies.

This document should also be a very practical document for you and elements of it will be used during the course of your event, please ensure it is kept in a secure location.

This can sometimes be a large document, which will need to be presented to the Council, so please allow time to develop it, ensuring all aspects of safety are considered.

Contractor Risk Assessments and PLI insurance copies are an essential part of this plan and need to be included and checked by the insurance department.

If you require a template, please contact Arts and Engagement for assistance.

Useful Contacts:

Cultural Services / Arts and Engagement 0161 342 4144

Tameside Health and Safety Dept 0161 342 3671

Licensing – 0161 342 4262

Environmental Health – 0161 342 8355

Traffic Management – 0161 342 8355

Food Hygiene – 0161 342 2278

Useful weblinks:

[www.hse.gov.uk/event-safety](http://www.hse.gov.uk/event-safety)

[www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)

## Christmas Events 2015

### Useful Contact Numbers:

It is envisaged that you will have contractors who you have worked with in previous years, however in addition to these we have compiled a list of Tameside Council Approved Suppliers who can help and assist with various aspects of your Christmas Event, this is not an exhaustive list and we can help if you need support with any aspect of your event – just give us a call. 0161 342 4144.

### Event Management Companies

SNS Marquees	Mike Sullivan	07733 362388
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We Are Stone Soup	Lee Brennan	07872 939188
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### Fireworks and Pyrotechnics

Quicksilver Denton	Darren Wallis	0161 320 7232
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### Portable Toilets

Challenger Site Services		0161 344 2581
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### Radio Hire

Nine Hundred		01302 368866
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### Event Stewarding / Security

Showsec	Mike Wilcock	01162 043333
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### Generator Hire

SNS Marquees	Mike Sullivan	07733 362388
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### PA / Lighting

SNS Marquees	Mike Sullivan	07733 362388
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Congo Design	Dan Creasey	07759 003299
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Barriers

ALBA Hire and Sales

01744 451179

Christmas 2015 – Event Overview Document

Location \_\_\_\_\_

Event Organiser \_\_\_\_\_ (this must be the organisation with overall legal responsibility for the event).

Event Manager \_\_\_\_\_

Whose PLI will cover your event?	
Will your event have a fun fair / rides?	
Will your event have pyrotechnics / fireworks?	
Will your event need an on-site generator for power? If not where will power come from?	
Will your event utilise a PA System?	
Will there be toilet facilities at your event?	
Will there be a stage or other temporary structures at your event?	
Will there be children or vulnerable adults	

performing at your event?	
Does your event need a license?	
Does your event require a road closure or other special traffic arrangements?	
Does your event need barriers to make it safe?	
Will there be food available at your event?	
How will you provide security / first aid?	
Who are the stewards for your event?	
How will you communicate during your event? (radio's / mobile phone)	
Will you require a member of street lighting to switch on Christmas Lights at the event?	

## **Event Stewards Briefing Notes – Christmas 2015**

(Below is a draft set of briefing notes for stewards / staff supporting the event, you will want to tailor these to your own unique event and issue prior to the event you may wish to include the contacts sheet from the Risk Assessment here with the map and structure – please ask Stewards to dispose of this paperwork carefully after the event).

### **Event Overview and Staff Arrival Times and Location**

### **Event Steward – Specific Roles and Responsibilities**

#### **Programme**

The event is promoted as a family friendly event, the event will run on the \*\* November, with the following timings:

- 13:00pm Identified Staff to rig Barrier
- 15:00pm Short Briefing, inc. roles and responsibilities.
- 15:15pm Radio's Signed Out
- 15:45pm Site check,
- 16:20pm Event stewards to be in identified positions
- 17:00pm Event Commences
- Include performance running order here by item – so stewards can inform the public.
- 18.10pm Mayors Speech followed by countdown
- 18:15pm Pyros / Fireworks
- 18:17pm Event concludes / Crowd Disperse
- 18:45pm Event Staff, stand down – as directed by the Event Manager.

#### **Management**

Each Event Steward will have a point of contact Event Manager who they can report to at any time. All event stewards will be in radio contact - remote it is vital that you communicate incidents with or 'Event Management' as soon as possible – other resources cannot be deployed if you do not advise.

#### **Radio Contact Etiquette**

The event will be using UHF radio contact, during the set-up and throughout the day. It is important to keep the radio transmission as free as possible at all times. All communications will be live on Channel One, unless the event manager requests an additional channel for emergency use only (respective team members will be informed)

Please abide by the following communication rules:

- Keep your message brief and to the point
- Don't divulge any confidential information

Radio Contact Process; please use the following when making contact on the radio:

- Press the PTT Button (Press To Talk)
- Say 'Name' (e.g. John Doe) to 'Name' (e.g. Helen Smith) over
- 'Helen Smith Go Ahead'
- John Doe 'Short message' over



- Continued Conversation / Messaged received / course of action.
- Finish with 'Over and Out'

Please note, it's a two way radio, so try not to block the airways and not to interrupt until you hear 'Over / Over and Out'

Please ensure you sign put and sign in your radio, as you will be liable for up to £300 for a replacement unit.

### **First Aid**

There will be a trained Paramedic, who will be at the event and be positioned at the Town Hall – provided by Manchester Medical Services, they will also be in Radio Contact.

### **Security**

There are x2 SIA stewards on site throughout the event, which includes a Supervisor (they will be identifiable by their uniform and will be supplied by Showsec)

### **Lost Children**

The Lost Children point is located at The Town Hall. If a child is reported missing this must be reported to a radio user to event control as quickly as possible and adults taken to the Lost Children area so that a search can be co-ordinated. If you find a child without any adults take them to the Lost Children point.

### **Vehicles**

Vehicle movement is limited during the event. If you see a vehicle moving and it is safe to do so ask the driver to stop, report to Event Manager and wait for instruction.

### **The Public**

Please be polite and courteous to the public at all times. If you see any public disorder please advise Event Control so that additional police/stewards can be deployed.

### **Clothing**

The event is outdoor, so please wear appropriate clothing and footwear. A High-Viz waistcoat will be provided at the Briefing, this MUST be worn at all times, until told to 'Stand Down'

### **Security**

Greater Manchester Police will be in attendance during the parade alongside Security from Showsec as detailed above.

### **Evacuation**

If there is a need to evacuate the group you will be advised where people and staff are to be evacuated. You will also be required to ensure that people do not re-enter the area until it is agreed that it is safe to do so – in the absence of police to co-ordinate this activity please deploy staff appropriately.

Thank you for supporting this event.